

FILM PERMIT APPLICATION & TEMPLATES

APPENDIX A: Production Information Sheet

***Submit Production Information Sheet to Film@GreaterSudbury.ca for confidential records prior to filming at the same time as the first Film Location Permit Application.**

Applicant Information		
Production company:		Production title:
Date:		
Name of Applicant:		Position/Title:
Production Company:		Parent production company:
Name of Producer:		Name of Director:
Name of Locations Manager:		Name of Production Manager:
Locations Manager cell:		Locations Manager e-mail:
Local production Office Address:		
Local production office phone:		Local production office fax:
Billing address (if different from above):		
Production information		
Production title:		
Production type: <input type="checkbox"/> Feature film <input type="checkbox"/> Commercial	<input type="checkbox"/> TV movie <input type="checkbox"/> Student project	<input type="checkbox"/> TV series <input type="checkbox"/> Music video <input type="checkbox"/> Other (specify)
Production's country of origin: <input type="checkbox"/> Canadian <input type="checkbox"/> US	<input type="checkbox"/> Canadian/US co-venture <input type="checkbox"/> Other (specify)	
Total budget (\$):		Spent in Greater Sudbury (\$):
Date it will air:		Channel/broadcaster:
Pre-production date:	Camera date:	Wrap date:
Total # of days in Sudbury (prep, camera, wrap):		Total # of different Greater Sudbury locations:
Number of cast and crew (total):		Number of cast and crew (local):
Brief plot synopsis		

APPENDIX B: Application for Location Permits to Film

***Submit Applications to Film@GreaterSudbury.ca for approval. Required lead time is 4 or more business days prior to filming, or more based on shoot requirements (see guidelines above). See Checklist for additional document requirements.**

Applicant Information		
Production Company:		Production Title:
Name of Applicant:		Position/Title:
Billing Address:		
City:	Province:	Postal Code:
Cell Phone:	Production Office Phone:	E-mail:
Location Sites		
The following format is suggested for <u>each</u> film location.		
Location Sites (All public roads and properties – attach extra pages as required):		
1)		
2)		
3)		
4)		
Date – commencement of prep work:	Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM
Date – completion of filming:	Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM
Date – completion of restoration:	Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM
ACTIVITY DESCRIPTION		
(State purpose of property use – attach extra pages or maps as required)		
<p>Check as appropriate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Intermittent traffic stoppages (PDO required) <input type="checkbox"/> Road closure required (PDO required) <input type="checkbox"/> Travelling shot (PDO required) <input type="checkbox"/> Other reason for PDO required (specify) <input type="checkbox"/> Sidewalk or other right-of-way occupancy (specify) <input type="checkbox"/> Parking plan required <input type="checkbox"/> Use of municipal facilities/property (specify) <input type="checkbox"/> Special effects (specify) <input type="checkbox"/> Alteration or construction of temporary structures, including signage (specify) <input type="checkbox"/> Modification of municipal infrastructure (specify) <input type="checkbox"/> Noise by-law exemption or filming at unusual hours (specify) <input type="checkbox"/> Utility and site locates required (specify) 		
CHECKLIST of applicant’s responsibilities		
The following are the applicant’s responsibility and the information must be on file with the Film Liaison prior to filming according to the required lead time. Detailed instructions and required lead times are listed in the City of Greater Sudbury’s <i>Filming Guidelines Handbook</i> .		

Required in all cases:

- Completed Film Permit Application (this document)
- Production Information Sheet (see Appendix for template)
- Certificate of insurance and insurance claims contact information
- Script
- Shooting locations schedule

Required if applicable:

- Municipal facilities requests and proof of payment (i.e. facility rental, building permits, road closures, etc.)
- Parking plan for production vehicles (see Appendix for template)
- Special effects filming site map (see Appendix for template)
- Copy of all notifications to residents/businesses (see Appendix for template)
- Proof of Paid Duty Police Officer contract
- Proof of permission granted for right-of-way interruption
- Proof of building permits for temporary structures

OFFICE USE ONLY – Special conditions

I certify that all of the information above is to the best of my knowledge true, correct and complete. I understand that the City of Greater Sudbury will use and rely on this information in issuing the requisite permit(s). I understand and agree that any false information, misrepresentation, or omission of facts in this application and the application process may be justification for permit(s) refusal or immediate permit(s) termination without recourse.

Notice of Collection

Any personal information on this form is collected under the authority of section 10 the *Municipal Act, 2001*, S.O. 2001, c.25 and will be used to apply for film permit in the City of Greater Sudbury. Questions about the collection of your information may be directed to the Business Development Officer, Growth and Development Department at P.O. Box 5000, Station A 200 Brady Street, Sudbury, ON P3A 5P3 or by calling 311 and asking for the Business Development Officer.

APPENDIX C: Sample Parking Plan

***Submit parking plans to Film@GreaterSudbury.ca at time of Film Permit Application (4 or more business days prior to filming) for approval.**

A parking plan must be submitted when production vehicles and/or trailers are used at each filming location. If required, a review and approval of parking will then be conducted by the City of Greater Sudbury Parking Department and related municipal department representatives in association with the Greater Sudbury Police Service, Fire and Ambulance Services.

The production company will be issued a pre-determined number of Red Film Parking Cards, which must be displayed in all production vehicles along with a copy of the Film Permit.

Sketches to Include:

- Identify North direction
- Identify existing landmarks/infrastructure (i.e. bus stops, traffic lights, etc.)
- Identify street names
- Identify location and number of production vehicles
- Identify location of camera/dolly track, equipment, etc.
- Identify movement of scenes, traffic/pedestrian interruptions, barricades, etc.
- Identify parking meter numbers and/or parking lot names as applicable

APPENDIX D: Sample Special Effects Filming Map

***Submit special effects plans to Film@GreaterSudbury.ca at time of Film Permit Application (4 or more business days prior to filming) for approval.**

A special effects filming site map must be submitted when guns, gunfire, explosives, bomb/mock ups, flash powder, detonators, and flammable liquids/materials will be used and/or other dangerous stunts will be performed.

The applicant must provide a copy of the map, which explains where all special effects will occur, to the Film Liaison who will work with the Greater Sudbury Police, Fire and Ambulance Services on necessary approvals.

Sketches to Include:

- Identify North direction Identify existing infrastructure (i.e. hydrants, traffic lights, etc.)
- Identify street names Identify location of production vehicles Identify location of camera/dolly track, equipment, etc.
- Identify movement of scenes, traffic/pedestrian interruptions, barricades, etc.
- Identify location and type of special effect(s)
- Name and contact information of on-site Certified Special Effects Supervisor

APPENDIX E: Sample Filming Notification Letter to Businesses/Residents

***Submit notification letters to Film@GreaterSudbury.ca at time of Film Permit Application (4 or more business days prior to filming) for approval.**

(Insert your logo and company information here)

FILMING NOTIFICATION

Dear Property Owner,

Please be advised that filming in your immediate area will occur *(insert date)* to *(insert date)*.

Production crews will be operating at film location *(insert address and/or location description)* during this period.

The filming of this production will include: *(insert appropriate activities and descriptions as appropriate)*

- ✓ Temporary street closures
- ✓ Intermittent traffic interruptions
- ✓ Parked production crew vehicles
- ✓ Alterations to the neighbourhood
- ✓ Costumed cast and props
- ✓ Controlled special effects including: *(insert nature of special effect i.e. explosion)*

Thank you in advance for your cooperation and understanding. *(Insert production company name)* has been working with the City of Greater Sudbury in order to minimize disruption while filming in the community. Please see the Cast & Crew Conduct expectations on the reverse of this letter.

We appreciate your generous support and welcome you to observe filming from a safe distance without compromising the set.

For further information please contact:

(Insert Production Crew contact name and phone number/e-mail address)

Or

Jonathon Condratto, Business Development Officer & Film Liaison, City of Greater Sudbury
At 705-674-4455 ext 4429 or Film@GreaterSudbury.ca

Ce document est disponible en français sur demande.

Cc: Greater Sudbury Development Corporation

APPENDIX F: Code of Conduct for Cast & Crew

*** Film and television productions are all guests in residential and commercial areas and shall treat all locations, as well as the members of the public, with courtesy. It is the responsibility of each producer/production company to ensure that cast and crew comply with this Code of Conduct. Filming notification letters distributed in the neighbourhood or business district should include this one-page Code of Conduct (PDF).**

TO THE PUBLIC

If you find this production company is not adhering to this Code of Conduct, please call the City of Greater Sudbury at 705-674-4455 ext 4429, Monday-Friday between the hours of 8:30 am and 4:30 pm; e-mail at Film@GreaterSudbury.ca.

Title of Production	Production Manager	Phone Number
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- 1) When filming in a neighbourhood or business district, proper notification is to be provided to each merchant or resident directly affected by filming activity (this includes parking and base camp areas). The filming notice shall include:
 - a. Name of production company, title of production
 - b. Production type (feature film, movie of the week, mini-series, TV pilot, TV special, etc.)
 - c. Type, duration and description of activity (i.e. times, dates and number of days, including prep and strike)
 - d. Company contact:

Location Manager (LM)	Assistant Location Manager (ALM)
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- 2) The code of conduct shall be attached to every filming notification which is distributed in the neighbourhood or business district.
- 3) Any production company intending to film on public property must first obtain a permit from the City of Greater Sudbury.
- 4) Production vehicles arriving on location in or near a residential neighbourhood shall not enter the area before the time stipulated on the permit. Production vehicles shall park one-by-one, turning off engines as soon as possible. Cast and crew vehicles are not covered by the location filming permit and shall observe designated parking areas noted by location managers. This shall appear on the call sheet map. Filming only takes place between 7:00 am and 11:00 pm unless residents are surveyed and a majority has given their approval (written approval where possible, name and address noted if homeowner/tenant/business owner has no objection but does not wish to sign).
- 5) Moving or towing of any vehicle is prohibited without the express permission of the owner of the vehicle or the City.
- 6) Production vehicles shall not block, or park in, driveways without the expressed permission of the driveway owner.
- 7) Pedestrian traffic shall not be obstructed at any time. All cables and similar items must be channeled. Approved traffic interruptions must not exceed 3-minute intervals.
- 8) Cast and crew shall not trespass on residents' or merchants' property. They must remain within the boundaries of the property that has been permitted for filming.
- 9) No alcoholic beverages or banned substances are permitted at any time on any set or location.
- 10) Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within their designated meal area, during scheduled crew meals. All trash must be disposed of properly upon completion of the meal. All napkins, plates, and coffee cups used in the course of the work day shall be disposed of in the proper receptacles. All catering, crafts service, construction, strike and personal trash must be removed from the location, ensuring that all locations are returned to their original condition.
- 11) Cast and crew shall observe designated smoking areas and always extinguish cigarettes in appropriate containers.

- 12) Removing, trimming and/or cutting of vegetation or trees are prohibited unless approved by the relevant municipal authority (existing City Municipal By-law) or property owner.
- 13) Film crew shall not remove City street signs. This must be done by City Transportation Services staff.
- 14) Use of any municipal infrastructure, such as fire hydrants, is not permitted unless explicitly approved by the City.
- 15) Every member of the cast and crew shall keep noise levels as low as possible at all times. Cast and crew will refrain from the use of lewd or improper language.
- 16) Every member of the crew shall wear a production pass (badge) when required by the location.
- 17) The cast and crew shall not bring guests or pets to the location, unless expressly authorized in advance by the company.
- 18) It is up to the film company to make alternative parking arrangements for residents in possession of a valid parking permit for that area whose vehicles are displaced by the filming activity. Relocating vehicles by towing to accommodate filming or parking will not be permitted.
- 19) The company will comply at all times with the provisions of the filming permit which include adherence to the City of Greater Sudbury By-law 2015-227. A copy of the filming permit shall be on location at all times with the location department.
- 20) The production company appreciates your cooperation and assistance in upholding the code of conduct. Failure to comply with this code of conduct can result in disciplinary action by the production company or your Union, Guild or Association.