

The **Film Permit** will be accompanied by a specific predetermined number of **Film Parking Cards**. They should be displayed in the window of each production vehicle for the duration of the shoot and must be clearly visible. To obtain the red cards, the location manager may be requested to submit a typed list of the vehicle requirements to the Film Liaison and Parking Department and pay the fee associated with the Film Parking Cards.

FILM PERMIT DETAILS & CONDITIONS

4.0. Notification

Refer to **Appendix E: Sample Notification Letter to Businesses/Residents**.

Community:

The applicant is required to notify affected residents, occupants and businesses three (3) business days in advance of filming. Information such as duration, location of filming, planned special effects, road and/or lane closures, sidewalk usage and street parking restrictions in addition to Production Company contact information must be communicated in writing to all areas affected by filming activity. A copy of all notification letters must be submitted to the Film Liaison for reference and distribution as required. The Film Liaison will assist the applicant in obtaining a map of those properties within a 60 metre radius (200 feet), or appropriate, of the site that require notification of filming. In the event that the City of Greater Sudbury by-laws require public notification through local media, the production company will absorb said costs.

City Officials and Staff:

Greater Sudbury City Officials and Staff will be notified by the Film Liaison three (3) business days prior to all filming activity through internal means of communication.

Police, Fire, Ambulance and Municipal Departments:

Depending on the nature and requirements of the production, the applicant may require the approval from the above-mentioned organizations or municipal departments. Greater Sudbury Police, Fire and Ambulance Services must be notified two (2) business days in advance of any approved detonation of special effects or traffic intermittent stoppages/road closures. The Film Liaison will facilitate this process.

4.1. Quality of Place: Consideration to Citizens, Conduct & Clean Up

Residents and area business operators should not experience undue hardship resulting from the production. This includes, but is not limited to:

- Night filming must not proceed between 11:00 pm and 7:00 am without proper notification to residents/businesses.
- The applicant must comply with the municipal [by-laws](#) governing noise. As such, all generators used on streets or in public areas must be equipped with silencing attachments as required.
- Lighting for filming should be oriented away from neighbouring residences.
- Alcohol is not to be consumed on designated municipal properties ([By-law 2003-209](#)).
- Vehicles are not permitted to unnecessarily idle for more than two (2) minutes ([By-law 2013-194](#)).
- Smoking is not permitted in municipal parks and associated facilities ([By-law 2013-54](#)).
- Plans must be in place to address property, vehicular, pedestrian and special needs access to adjacent properties. This includes making necessary arrangements and covering the costs if garbage collection must be rescheduled.
- Removal, alteration and/or cutting vegetation/public infrastructure is prohibited unless approved by the City of Greater Sudbury.