



# FILMING PERMIT APPLICATION

Attention: Festivals & Events Office  
festivalsandevents@burlington.ca

## FILM PERMIT APPLICANT INFORMATION

FILM COMPANY:	LOCATION MANAGER:
ADDRESS:	PHONE NUMBER:
	CELL NUMBER:
	FAX NUMBER:
PRODUCTION TITLE:	PRODUCTION TYPE: <input type="checkbox"/> FEATURE <input type="checkbox"/> MOVIE FOR TV <input type="checkbox"/> STUDENT <input type="checkbox"/> MINI SERIES <input type="checkbox"/> TV SERIES <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> TV SPECIAL <input type="checkbox"/> MUSIC VIDEO <input type="checkbox"/> OTHER: _____
SUMMARY OF FILMING ACTIVITY: PROVIDE A BREF DESCRIPTION OF SCENE – <b>ATTACH SITE PLAN</b>	
SITE PLAN TO INCLUDE: <ul style="list-style-type: none"> <li>▪ Identify North Direction</li> <li>▪ Location of filming activities</li> <li>▪ Location of production vehicles</li> <li>▪ Identify i.e. bus stops, traffic lights, movement of scenes, traffic/pedestrian interruptions, road closure/ lane restriction permits</li> <li>▪ Location of camera/dolly track, equipment etc.</li> <li>▪ Parking spaces for production</li> </ul>	

## DESCRIPTION OF FILMING REQUEST (PLEASE CHECK ALL THAT APPLY):

<input type="checkbox"/> Traffic Protection Plan – Must comply with OTM book 7 (requirement for on-road events)	
<input type="checkbox"/> Camera/Dolly/Equipment on N/S/E/W sidewalk and/or curb lane	
<input type="checkbox"/> Picture vehicle (      ) pull up/pull away/pass by shots on:	street(s) under PDO supervision
<input type="checkbox"/> Travelling shot with normal traffic flow	<input type="checkbox"/> Camera in car <input type="checkbox"/> Tow rig
<input type="checkbox"/> Intermittent traffic stoppages on:	under PDO supervision
<input type="checkbox"/> Full closure on:	under PDO supervision
<input type="checkbox"/> Lane closure on:	under PDO supervision
<input type="checkbox"/> Special effects (Please attach details)	
<input type="checkbox"/> Open air burning (NOTE: Must be north of Highway 5)	
<input type="checkbox"/> Other traffic disruptions (Boulevard, sidewalk, road)	
<input type="checkbox"/> Temporary structures	

## LOCATION REQUEST

FILM LOCATION: <input type="checkbox"/> INTERIOR <input type="checkbox"/> EXTERIOR	START DATE:	START TIME:
	END DATE:	END TIME:
NUMBER OF PRODUCTION VEHICLES:	NUMBER OF CAST AND CREW:	
PRODUCTION VEHICLE LOCATION:	START DATE:	START TIME:
	END DATE:	END TIME:



# FILMING PERMIT APPLICATION

Attention: Festivals & Events Office  
festivalsandevents@burlington.ca

## PRODUCTION INFORMATION

PRE-PRODUCTION: ___/___/___	CAMERA START: ___/___/___	CAMERA WRAP: ___/___/___
TOTAL DAYS OF FILMING IN BURLINGTON		TOTAL FILMING LOCATIONS IN BURLINGTON:
TOTAL BUDGET:	\$ _____ <input type="checkbox"/> CDN <input type="checkbox"/> US <input type="checkbox"/> OTHER	
SPENT HERE*:	\$ _____ <input type="checkbox"/> CDN <input type="checkbox"/> US <input type="checkbox"/> OTHER	*In the city of Burlington
TV SERIES:	\$ _____ <input type="checkbox"/> CDN <input type="checkbox"/> US <input type="checkbox"/> OTHER	Per Episode x _____ Episodes
PLEASE INDICATE COUNTRY OF ORIGIN OF YOUR PRODUCTION:		
<input type="checkbox"/> CANADA <input type="checkbox"/> US <input type="checkbox"/> CANADA/US CO-VENTURE <input type="checkbox"/> OTHER:		
HAVE YOU RECEIVED CANADIAN CONTENT STATUS? <input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> CO-PRODUCTION BETWEEN CANADA AND:		
<input type="checkbox"/> OTHER:		
BURLINGTON PLAYING AS (Specify city):		
PRINCIPAL CAST:		

When the City issues location filming permits to productions it accumulates confidential data on production activity to promote continued support for the industry at all levels of government. Budgets are reported on a cumulative basis and are provided to our office by productions that use our services. We are not interested in above-the-line expenditures – only what a production intends to spend in Burlington.

Production managers and/or production accountants working on features and movies made for television provide this figure to us on a total “money spent in Burlington” basis – including post-production. TV series report either a total per cycle expenditure or an average episodic expenditure – including post-production. This is an accepted practice by both Canadian and U.S. production companies and film Commissions worldwide.

**PERMIT FOR A PARK OR FACILITY**

**The Film Company Must:**

- A. Hold Public Liability & Property Damage Insurance. At a minimum, three certificates of insurance must be submitted prior to the filming event. Each certificate **must** be included with the Permit Application and name the City of Burlington as an additional insured.
  - i. Commercial general liability to a limit of not less than \$2M;
  - ii. Non-owned automobile liability insurance to a limit of not less than \$1M and;
  - iii. Automobile liability insurance to a limit of not less than \$2M for vehicles owned, operated or leased by the permit applicant

\*Please note: Additional insurance may be required if filming activities are deemed as high risk. For more information on what is considered high risk filming, please contact the events office directly.
- B. Comply with Ontario Traffic Manual Book 7 standards for all on-road operation.
- C. Have the ORIGINAL of this permit available at all times to be produced on demand of City Staff or a Police Officer.
- D. Receive approval from the City for any parking on City Streets, parks, road allowances or parking lots.
- E. All delivery, business, pedestrian, traffic, HSR and emergency vehicle access to be maintained.
- F. Ensure all affected residents and businesses are notified. Please attach your notification letter that compliant with the film permit notification letter standard.

**The permit, unless special approval and/or conditions are obtained and/or stipulated by the City of Burlington:**

- G. Is issued in the Parks & Recreation Department, Burlington City Hall, 426 Brant Street. It is recommended that film permit applications are received six weeks prior to the proposed filming date. Failure to apply six weeks prior may result in the film application being denied.
- H. Is valid for **ONE** filming event only and for the date issued (as indicated on the permit).
- I. Is applicable only for those properties under the jurisdiction of the City of Burlington.
- J. That the applicant will be liable for any damages to private or public property and/or any personal injuries suffered by any persons that may occur as a result of filming.

**NOTIFICATION – OFFICE USE ONLY**

- Parks and Recreation
- Roads and Parks Maintenance
- Transportation
- Building
- Police
- Fire
- Transit
- Parking
- Ward Councillor

**PROCESS - OFFICE USE ONLY**

- 1. Educate organizer on process
- 2. Approve at S.E.T
- 3. Neighbourhood Consent Letter complete
- 4. Deliver Resident Notification
- 5. Develop Schedule B
- 6. Organizer provides permit requirements
- 7. Issue Film Permit

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_