



## FILMING NOTIFICATION LETTER

**A film notification letter is required by the City of Burlington prior to any film permits being issued.**

A Film Notification Letter must be provided to the City of Burlington for review and approval before the letter is delivered. City staff will review the notification letter to ensure that all expectations for the filming are outlined for those who may be affected. The City reserves the right to identify the method of notification letter distribution in the affected areas: film company personnel or postal service.

The Film Notification Letter must be received by those affected in advance of filming to provide area residents and businesses a chance to respond, should they wish. Please send draft notification letters to staff for review.

Email: [festivalsandevents@burlington.ca](mailto:festivalsandevents@burlington.ca)

Fax: (905) 335-7756

Attention: Film Permitting

Please provide letter to the City a minimum of 2 business days prior to delivery date to avoid delays.

	<b>Please use the following checklist to ensure that your letter includes all relevant details:</b>
	Letter is on Film Company letterhead
	Film Company, title and type of production are identified
	Name and telephone number of Production Manager and Location Manager is provided
	Email and telephone number to provide feedback to the City of Burlington: <a href="mailto:eventfeedback@burlington.ca">eventfeedback@burlington.ca</a> or (905)335-7600 ext. 7704
	Duration of filming (one day, two consecutive days, recurring location for (n) number of days over (n) number of months
	Date and time of day that production vehicles will arrive at the location, as well as date and time of departure
	Street dressing, gunfire, pyrotechnics and/or special effects have been detailed
	Proposed parking locations of production unit, including street name, side street and limits are clearly stated.
	Specifics regarding proposed alternate parking arrangements for permit parkers. It is the responsibility of the Film Company to find alternative parking arrangements suitable for affected residents.
	If applicable, identify that the Film Company received an exemption to a City guideline. Ex. If a City street has already been used twice this year, the letter will state that the film company received permission for a third use based on the neighbourhood consent process.

To receive further information regarding the Film Permit Application Process, please contact:

[festivalsandevents@burlington.ca](mailto:festivalsandevents@burlington.ca) or (905) 335-7600 ext. 7704