



## FILM LOCATION PERMIT APPLICATION

### Section 1

*(Please Print)*

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

(Agency or Organization)

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

Film Title: \_\_\_\_\_

### Please Circle the Type of Production

Feature Film    TV Movie    TV Series    Documentary    Music Video    Commercial

**Location Sites:** (The Town of Whitby reserves the right to request a detailed location sketch if deemed necessary)  
**(Please note all public roads and properties - use second page if necessary)**

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**Commencement of Filming:**      Date: \_\_\_\_\_ Time: am/pm \_\_\_\_\_ to am/pm \_\_\_\_\_  
**(include all production and/or pre-production dates required)**

**Completion of Filming:**      Date: \_\_\_\_\_ Time: am/pm \_\_\_\_\_ to am/pm \_\_\_\_\_

Please identify where vehicles will be parked? \_\_\_\_\_

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### Please Circle if Required:

Intermittent Traffic Stoppages

Road Closure

Travelling Shots

### Please Circle any of the Following Types of Special Effects to be used:

Fire/Smoke    Stunts    Gunfire    Explosions    Fighting (SPFX)    Noxious Gas    Special Effects    Other

**Please note:** The SPFX Technician Certificate must also be filed with the application.  
Additional insurance may be required in conjunction with Special Effects.

Please advise if animals will be used in the filming    Yes     No

If yes, please provide details \_\_\_\_\_

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**Applicant's Responsibilities Before Filming to Commence**

- Paid Duty Officers on site.
  - Businesses and residences to be notified - a draft letter must accompany this application.
  - Shall provide the Town of Whitby with a Certificate of Insurance evidencing proof of general liability insurance in the name of the applicant in a minimum amount of \$5,000,000 for the duration of the permit and shall name the Town of Whitby as an additional insured.
  - If using vehicles for filming that look like police cruisers, Durham Regional Police Services (DRPS) shall be notified.
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I/we agree that vehicular and pedestrian access to all properties shall be maintained.

I/we agree to the conditions set forth on this application and to assume all costs incurred by the Corporation of the Town of Whitby or liability for all damages which may be incurred and to indemnify and save harmless the Town from any actions, claims, suits or demands made against the Town by any person arising out of the issuance of this permit.

\_\_\_\_\_  
Signature of Authorized Official of the  
Production Company

Date: \_\_\_\_\_

**Section 2**

The Town of Whitby will circulate to the agencies designated below for comment and approval via email:

**Durham Regional Police Service:**

**Special Enforcement Required:**

Yes  No

Street Closure Required:

Yes  No

Conditions: \_\_\_\_\_  
\_\_\_\_\_

**Region of Durham, Works Dept., Traffic Division**

(105 Consumers Drive, Whitby, Linda Willis, 905-666-8116, Ext. 265)

Conditions: \_\_\_\_\_  
\_\_\_\_\_

**Town of Whitby, Operational Services/By-Law Services**

(Transportation, 905-668-3437 & Parking, 905-430-4305)

Conditions: \_\_\_\_\_  
\_\_\_\_\_

**Special Effects (FX) Plan**

(Town of Whitby Fire and Emergency Services, 111 McKinney Drive, Whitby, 905-668-3312)

Conditions: \_\_\_\_\_  
\_\_\_\_\_

**Other:** \_\_\_\_\_

Conditions: \_\_\_\_\_  
\_\_\_\_\_

## PROCEDURE AND CONDITIONS OF APPROVAL

1. An application for a Film Location Permit shall be completed and returned not later than ten (10) working days prior to the event, exclusive of Saturdays, Sundays and holidays. The executed film location permit must be available for inspection during production.
2. All applications must supply proof of insurance of not less than \$5,000,000. for the duration of the production dates, naming the Town of Whitby as an additional insured. If Special Effects (SPFX) such as pyrotechnics are involved in the filming, the Application must include additional insurance coverage in place to cover special effects operations.
3. Where special effects (SPFX) is required, the applicant shall submit an SPFX Plan together with the SPFX technician certificate to the Town of Whitby Fire and Emergency Services for review. Cost of this service is through Town of Whitby Fire and Emergency Services. A copy of the approved SPFX Plan must be included with the Film Location Permit Application.
4. The applicant shall, when it is deemed necessary by the Town, have adequate signage to guide the motorist or public around the film site as directed by the Public Works Department.
5. All barricades, signs and signals shall be to the satisfaction of the Public Works Department.
6. Vehicular and pedestrian access to all properties must be maintained.
7. When approved by the Town of Whitby, traffic may be stopped in any direction for no longer than three (3) minute intervals. Pay duty police officers must be on site when traffic is stopped for any length of time in any direction. A copy of the traffic stoppage agreement with DRPS shall be made available for inspection during production, together with the Film Location Permit.
8. All public roads and properties used for filming or parking must be stated on the Film Location Permit Application.
9. No permanent or temporary fixtures or road signs may be covered, removed or altered in any way without express written approval from the Town of Whitby.
10. The applicant must, when it is deemed necessary by the Town, provide notification to all businesses and residences affected by the production. A draft letter must accompany the Film Location. The Town will determine the method of notification. A copy of the notice shall be included in the event file.
11. The applicant shall be responsible for the removal of litter and restoration of the site to its original condition. In the unlikely event of any damage from the production requiring maintenance and/or repair of any public roadway or property, such restoration shall be carried out by the Municipality, at the expense of the applicant.
12. The applicant must, when waste collection will be interrupted as the result of filming, be responsible for making alternate arrangements which are satisfactory to the Municipality and the affected property owners. Notice of such arrangements shall be required prior to commencement of filming. A copy of such Notice will be provided for the event file.
13. Applicants shall at all times comply with local regulations regarding parking, restricted areas, and fire hydrants.
14. All vehicles forming part of the production, which exceed the maximum width restrictions of the *Highway Traffic Act*, shall be escorted to and from the film location by DRPS. A copy of the Traffic Agreement with DRPS must be included in the event file.
15. The Town of Whitby Noise By-Law shall be adhered to at all times. Any activity after these hours will require written permission from the Municipality.
16. All other municipal by-laws shall be adhered to at all times.