



Pickering Civic Complex
One The Esplanade
Pickering, ON L1V 6K7

Film Location Permit

Film Liaison Office
905.420.4625 - Phone

Permit Submission
905.420.4610 - Fax

Roads Information
905.683.4319 - Phone

Name of Applicant: _____ **Date:** _____

Position/Title: _____ **Phone:** () _____

Production Co.: _____ **Mobile:** () _____

Production Mgr.: _____ **Fax:** () _____

Address : _____ **24 Hour:** () _____

Film Title : _____

Location Sites:

(All public roads and properties – use second page if necessary)

1. _____
2. _____
3. _____
4. _____
5. _____

	Date	Time
Commencement of Filming		
Completion of Filming		
Completion of Restoration (if applicable)		

Activity Description:

(state purpose of road occupancy, attach extra pages as required)

Check as appropriate:

- Intermittent traffic stoppages** **Road closure** **Traveling shots**
PDO required 5 working days required PDO required

Applicant's responsibilities before filming to commence:

Please check any applicable boxes

- PDO/TSU /ETS on site.
- Businesses and residences to be notified – a draft letter must accompany this application.
- Copy of insurance – naming the City of Pickering as an additional insured in an amount not less than 5 million dollars must accompany this application.
- The production company must notify the City of Pickering of any filming activity before 6:30 am or after 8:00 pm.
- The production company must notify the City of Pickering of the use of SPFX and gunfire – Fire Services personnel may be required.

Special Conditions – Office Use Only
No permit fee however a security deposit may be required.

Production Company
I/we hereby agree to all terms and conditions set forth with this permit and agree to assume all costs for damages and/or restoration. Do not sign until special conditions applied and permit approved.
Accepted for Production Company

Permit Approved: _____ **Acknowledged:** _____
Municipal Property & Engineering Div. Date Road Authority Date

Authorization for Road Closure: _____ **Acknowledged:** _____
Division Head Date Film Liaison Office Date

Film Location Permit Terms and Conditions

1. An application for a permit shall be completed and returned not later than 3 working days, exclusive of Saturdays, Sundays and holidays, prior to the filming activity. This permit must be retained for inspection during production.
2. All applicants must supply proof of insurance for not less that \$5,000,000.00, naming the City of Pickering as an additional insured.
3. Adequate signage to guide the motorist or public around the site, will be supplied, erected and maintained, as directed by the Road Authority.
4. All barricades, signs and signals shall be to the satisfaction of the Road Authority.
5. Through traffic must be maintained at all times.
6. Traffic may be stopped in any direction for no longer than three minute intervals.
7. Pay duty police officers must be on site when traffic is stopped for any length of time in any direction.
8. All Public roads and properties used for filming or parking, must be stated on this permit.
9. No permanent or temporary fixtures or road signs may be covered, removed or altered in any way without the express written approval from the Road Authority.
10. Vehicular and pedestrian access to all properties must be maintained.
11. Any required maintenance and the repair of any Public roadway or property will be carried out by the Municipality, at the expense of the applicant.
12. The applicant must, when refuse collection will be interrupted as the result of filming activity, be responsible for making alternate arrangements which are satisfactory to the Municipality and the affected property owners.
13. 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 the Police.
14. The applicant shall be responsible for all costs, including lost revenue, associated with the reservation or removal of parking meters.
15. The applicant shall be responsible for the removal of litter and restoration of the event site.
16. Applicants must notify in writing any resident that may or will be affected during the process of filming. Copy of letter to be provided.
17. Applicants must at all times comply with local regulations regarding parking, restricted areas, fire hydrants unless otherwise specified by the Road Authority.
18. Municipal Noise By-Law must be adhered to at all times. Any activity after these hours will require written permission from the Municipality.
19. Be advised the Municipality may be required to enforce the three hour parking By-Law in certain residential areas.
20. If the road is to be partially closed, or traffic restricted in any way, it is the responsibility of the applicant to contact the following agencies to inform them as to the dates of commencement and completion of filming.
21. At certain times of the year (March/April) load restrictions are in effect on most streets.

Durham Region Police Services	905.683.9100	Pickering Fire Services	905.839.8095
Durham Board of Education	905.686.2711	Durham Region Transit	1.866.247.0055
Durham Region Separate School Board	1.877.482.0722	EMS (Emergency Medical Service)	1.877.999.4336