

Roads Information
Telephone # 905.683.7575

Film Liaison Office
Telephone # 905.420.4625

Permit Submission
Fax # 905.420.6064

Applicant

Date Position/Title

First Name Last Name

Production Company

Street Address Unit #

City Province Postal Code

Business Phone # Extension Fax #

Mobile # Email Address

Film Title

Location Sites (all public roads and properties - attach extra pages as required)

1)	
2)	
3)	
4)	
5)	

Date - Commencement of Filming Time am pm

Date - Completion of Filming Time am pm

Date - Completion of Restoration Time am pm

Activity Description (state purpose of road occupancy - attach extra pages as required)

Check as Appropriate

- Intermittent Traffic Stoppages - Pay Duty Officer (PDO) Required Travelling Shot - PDO Required
- Road Closure Required (please allow 5 working days) - PDO Required
- Incendiary Special Effects or Pyrotechnics - Fire Inspection Required **Permit Fee - \$250.00 + HST**

Applicant's Responsibilities Prior to Filming

Please check all below that apply:

- Copy of insurance - naming the City of Pickering as coinsured 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 that will occur prior to 6:30 am or after 8:00 pm.
- The applicant must notify the City of Pickering of special effects, gunshots and incendiary special effects or pyrotechnics - City of Pickering Fire Inspection Required.
- Businesses and residences are to be notified - a draft letter must accompany this application.
- Noise exemption granted as per the Municipal Noise By-law.

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

Office Use Only - Special Conditions			
Permit Approved		Acknowledged	
_____ Operations & Facilities	_____ Date	_____ Road Authority	_____ Date
Authorization for Road Closure		Fire Safety Inspection Completed	
_____ Manager, Municipal Operations	_____ Date	_____ Fire Services Department	_____ Date
Acknowledged		Copy To	
_____ Film Liaison Office	_____ Date	Customer Care Durham Region Police Services Fire Services	

Terms and Conditions

1. An application for a permit shall be completed and returned no later than 3 working days, exclusive of Saturday's, Sunday's 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 no less than \$5 million dollars, naming the City of Pickering as the coinsured.
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 must be stopped in any direction for no longer than 3 minute intervals.
7. Pay Duty 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 the removal of litter and restoration of the film event site.
15. Applicants must notify in writing any resident that may or will be affected during the process of filming. Copy of letter to be provided.
16. Applicants must at all times comply with local regulations regarding parking, restricted areas, fire hydrants, unless otherwise specified by the Road Authority.
17. Be advised that the Municipality may be required to enforce the 3 hour parking By-law in certain residential areas.
18. 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.

Durham Region Police Services	905.579.1520 ext. 4352	payduty@drps.ca
Durham Board of Education	905.666.5500	Pickering Fire Services 905.839.9968
Durham Catholic School Board	905.576.6150	Durham Region Transit 1.866.247.0055
Emergencies 911		Ambulance-Region of Durham 905.665.6313
		Emergency Medical Office ext. 2269

Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*. This information is collected for the purpose of filming in our community. Any questions related to the collection of this information should be directed to the City Clerk, One The Esplanade, Pickering, ON L1V 6K7, 905.420.4611.