

Film Permit Overview



When is a film permit required?

- Film Permits are required for filming on Town streets and property, including but not limited to parks and Town facilities.
- Film Permits must be retained and available for inspection throughout the production.

How do I apply for a Film Permit?

- Complete applications must be submitted at least 15 business days prior to the start of filming (additional time may be required for some applications depending on the nature of the production).
- Applications must meet all Town requirements prior to receiving a Permit and filming cannot commence until the Permit has been issued.

Applications must include:

1. General Comprehensive Liability Insurance in the amount of \$5 million (\$5,000,000) submitted on the prescribed Town of Whitby Certificate of Insurance Form in the name of the applicant and naming the Town as additional insured. The insurance certificate must cover the entire period for the dates requested on the permit application. (An amount greater than \$5 million may be required for some filming productions). Insurance Form included with this application
2. The duly executed Hold Harmless Agreement signed and dated by an authorized signatory of the production company and forming part of this application.
3. A copy of the permit and proof of payment for use of any Town facilities (if applicable).

4. A copy of the letter provided to residents and/or businesses advising of filming activities (See Public Notification and Community Engagement below for more details).
5. A Traffic Control Plan that includes proposed temporary traffic stoppages, location and description of traffic control signs and barricades. All public roads and properties used for filming or parking must be listed on the permit application.

Depending on the nature of the film production the following may be required with an application:

- All permits and related documents including a notice from Durham Regional Police Service and a completed application from Whitby Fire and Emergency Service if any detonation of pyrotechnic special effects (SPFX) are to be used in the production. Contact fire@whitby.ca or 905.668.3312.
- Proof of notification to Town of Whitby Parking Services if parking of filming vehicles is required on Town of Whitby streets or public parking areas. The production company must make application to the Town of Whitby Parking Services if it is the intention to use public parking for production vehicles. Contact parking@whitby.ca or 905.430.4322.
- Proof of request to Durham Regional Police Service (DRPS) for paid duty officers.
- Proof of notification to Durham Regional Police Service (DRPS) if using vehicles that look like police cruisers as part of the film production. Contact 905.579.1520.

Public Notification and Community Engagement:

1. The Film Production Company must send written notice to all affected area residents and businesses where the filming will occur at least five (5) business days before filming commences with a copy to the Town of Whitby.
2. The letter to residents and businesses must contain:
 - Name and type of production
 - Description of the story line
 - The dates and times of filming (including set-up and tear-down)
 - Full description of any special effects and impacts to neighbouring homes and businesses (detonations, pyrotechnics, parking impacts, etc.)
 - Contact name and telephone number of Site Location Manager

Additional Film Permit Terms & Conditions

ROADS:

- The applicant must provide a detour route with appropriate signage and all signs and signals shall be to the satisfaction of the DRPS, Town of Whitby Public Works and Fire Departments.
- The applicant must make arrangements for DRPS to direct traffic flow if deemed necessary and through traffic must be maintained at all times.
- Traffic may not be stopped in any direction for longer than three-minute intervals.
- Film production vehicles must not block fire hydrants, fire routes, stop signs and traffic signals.
- Driveways or other access ramps must not be blocked without express written approval of the Town.
- 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.
- Vehicular and pedestrian access to all properties must be maintained.
- 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.

- 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 DRPS.

PARKING:

- If parking of filming vehicles is required on Town of Whitby streets or public parking areas, Parking Services must be notified at parking@whitby.ca
- The applicant shall be responsible for all public parking costs of filming vehicles, as well as any lost revenue associated with the reservation or removal of parking meters.
- The production company must make application to the Town of Whitby Parking Services if it is the intention to use public parking for production vehicles.

OTHER RESTRICTIONS:

- The applicant must, when garbage and/or recycling 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.
- The applicant shall be responsible for the removal of litter and restoration of the film site to the satisfaction of the Town. If, in the opinion of the Town, the location is not properly cleaned, the Town shall undertake to do the work and the cost of such work will be the responsibility of the applicant.
- The Town of Whitby Noise By-law must be adhered to at all times. No activity will be permitted during restricted hours between 8:00 pm and 7:00 am unless all affected residents and businesses have been notified and approval has been given in writing by the Town. This includes the arrival and/or departure of vehicles to and from the film site.
- The applicant shall comply with any other conditions or guidelines as deemed necessary by the Town Clerk or other Town Departments.
- Town Clerk may withdraw the Film Location permit at any time should the applicant be non-compliant with any of the conditions outlined.

Film permit checklist

Film Permit Applications must be accompanied by the following:

- General Comprehensive Liability Insurance in the amount of \$5 million (\$5,000,000) submitted on the prescribed Town of Whitby Certificate Form in the name of the applicant, naming the Town as additional insured. The insurance certificate must cover the entire period for the dates requested on the permit application.
- Permit Application and Hold Harmless Agreement signed and dated by an authorized signatory for the Production Company.
- Copy of permit and proof of payment for use of any Town facilities (if applicable).
- A copy of the letter provided to residents and/or businesses advising of filming activities.
- Traffic Control Plan.

The following may be required depending on the nature of the film production:

- All permits and related documents including a notice from Durham Regional Police Service and a completed application from Whitby Fire and Emergency Service if any detonation of pyrotechnic special effects (SPFX) are to be used in the production.
- Proof of notification to Town of Whitby Parking Services (parking@whitby.ca) if parking of filming vehicles is required on Town of Whitby streets or public parking areas.
- Proof of request to Durham Regional Police Service (DRPS) for paid duty officers.
- Proof of notification to Durham Regional Police Service (DRPS) if using vehicles that look like police cruisers as part of the film production. Contact 905.579.1520.

For questions relating to your film permit checklist and application please contact:

Email: clerk@whitby.ca | Fax: 905.686.7005

FOR OFFICE USE ONLY

PAYMENT PROCESSED:

Film Permit Application



Contact Information

Company Name:

Address:

Postal Code:

Location Manager:

Phone Number:

Cell Number:

Fax Number:

Email:

Assistant Location Manager:

Cell Number:

Production Information

Production Type:

Project Type:

Film or TV Series Title:

Episode Title & Number (if a TV series):

Film Location:

Start Date:

Start Time:

AM/PM

End Date:

End Time:

AM/PM

Number of Cast & Crew Members:

Private Property Information

If filming is taking place on private property, please fill-in the following information:
(Use additional pages as needed if multiple owners)

<input type="checkbox"/> Owner Notified	Owner's Name:	Owner's Phone Number:
<input type="checkbox"/> Local Caterers Used	Name:	
<input type="checkbox"/> Hotel Rooms Booked	How many?	
Estimated local economic impact:		

Scene Information

Provide a brief description of scene. Attach sketch when necessary.

Parking

<input type="checkbox"/> Parking required for cast and crew	Number of vehicles:
Requested location: (approvals required)	

Production Equipment and Effects

Production Vehicles:

Number of Vehicles:	Location of Vehicles:
Start Date:	Start Time: AM/PM
End Date:	End Time: AM/PM

Other Production Equipment: (Tick all that apply)

<input type="checkbox"/> Camera/dolly track/equipment on the <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West sidewalk and/or curb lane		
<input type="checkbox"/> With normal traffic flow	<input type="checkbox"/> Camera vehicle: (shot under DRPS supervision)	
<input type="checkbox"/> Travelling shot on:	<input type="checkbox"/> Camera in car <input type="checkbox"/> Intermittent	
<input type="checkbox"/> Traffic stoppages on: (under DRPS supervision)		
<input type="checkbox"/> SPFX gunfire (blanks/squibs) Whitby Fire and Emergency Services MUST be notified - additional insurance may be required	<input type="checkbox"/> Filming under DRPS supervision	<input type="checkbox"/> PDO's required

Road Closures

<input type="checkbox"/> Road closure required (Please provide a map of all road closure locations)	
List of roads:	
Start Date:	Start Time: AM/PM
End Date:	End Time: AM/PM
<input type="checkbox"/> Bag Metres	<input type="checkbox"/> All accesses/deliveries/Durham Region Transit/traffic to be maintained

Hold Harmless Agreement

In consideration of granting a permit for the _____ (Event) to be held on _____ (Date/Time), from _____ (Applicant) on behalf of the _____ (Organization) will indemnify, defend and save harmless the Town of Whitby, its elected and appointed officials, employees and agents, from and against all losses, claims, damages, actions, causes of action, costs of expenses (including but not limited to legal fees, disbursements and taxes on a solicitor client basis) that the Town of Whitby may sustain, incur, suffer or be put to at any time before, during, or after expiration or termination of the permit or event, arising out of or occurring directly or indirectly out of the issuance of the permit or the Event, or any act or omission of the Applicant or any agent, volunteer, participant, employee, officer, director or subcontractor of the Applicant.

Signature (Authorized Signing Officer)

Witness Signature

Name (Please Print)

Witness Name (Please Print)

Date

Date

Address