

# FILM PERMIT APPLICATION

Company Information		
Film Company Name:	Corporate Registry No.:	
Mailing Address:	Province/State:	Postal/ZIP Code:
Phone:	Email:	

Local Representatives		
Location Manager:	Cell:	Email:
Assistant Location Manager:	Cell:	Email:
Special Effects Coordinator:	Cell:	Email:
Producer:	Cell:	Email:
Production Manager:	Cell:	Email:
Other:	Cell:	Email:

Production Information		
Production Title:		
Production Type (e.g. TV Show, Commercial, Movie etc.):		
Filming Start Date:	Filming End Date:	
Brief Description:		
Total Number of Cast and Crew:	Number of Cars/Light trucks:	Number of Trucks/Heavy Equipment:

Activities (select all that apply)	
Firearms or Simulated Gunfire	Animals
Replica Firearms	Set Construction
Explosives or Pyrotechnics	Wet Down
Car Stunts	Other (specify):
Aircraft/Drones	Other (specify):
Weather Effects (rain, snow etc.)	Other (specify):

Streets and Road Use (select all that apply)	
Sidewalk Closure/Pedestrian Restrictions	Highway 1 Closure (attach MOTI approval)
Use/Closure of On-street Parking Spaces	Traffic Control: Road/Street/Lane (attach traffic management plan)
Road/Street/Lane Closure (attach traffic management plan)	Traffic Control: Highway 1 (attach MOTI approval)
Transit disruptions e.g. blocking a bus stop or route (attach transit authority approval)	

Attachments	
Site Plan(s)/Location Map(s) *	MOTI approval **
Itinerary *	Transit Authority Approval **
List of Municipal/Property and Facilities Required *	Other (please specify)
Public Works Request for Work Completed **	Other (please specify)
Property Owner/Tenant Consultation **	Other (please specify)
Traffic Management Plan **	Other (please specify)
* Required for all applications	
** Required for certain applications. Please consult film regulations or contact staff	

## Agreement

By signing below I ACKNOWLEDGE AND AGREE THAT:

1. I am an authorized agent of the aforementioned film company and have been authorized to submit and sign this application on behalf of the aforementioned film company;
2. I have reviewed the Town's film bylaw and other bylaws relevant to the proposed film production;
3. the information provided herein, to the best of my knowledge, accurately represents the intended activities of the film company with regards to filming in Ladysmith and the nature of the film production;
4. should a material change to proposed filming activities occur after this application is submitted, the film company must notify the Town and may be subject to additional fees; and
5. Film permit application fees are non-refundable and approval of a film permit is not guaranteed.

\_\_\_\_\_  
Signature of Authorized Agent:

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

\_\_\_\_\_  
Please print name

