

**CLERKS DEPARTMENT  
FILM PERMIT  
FORM-CLK-107**



**Application Process**

To apply for a Film Permit in the Township of King, please complete this form and submit it to the Township of King's Clerks Department.

Completed application forms may be submitted to: Township of King, Attention: Clerks Department  
2585 King Road, King City, ON L7B 1A1  
Email: [clerks@king.ca](mailto:clerks@king.ca) or Fax: 905-833-2300

For more information please visit our website ([www.king.ca](http://www.king.ca)), or contact the Clerks Department at 905-833-5321.

**Contact Information**

Date of Application:	
Name of Film Company:	
Address including City and Postal Code	
Location Manager/Contact Person	
Telephone Number	
Fax Number (if available)	
Cell Number	

**Production Information**

Filming Date(s)	
Project Title and Episode #	
Production Type	<input type="checkbox"/> Feature <input type="checkbox"/> Movie for Television <input type="checkbox"/> Mini Series <input type="checkbox"/> TV Series <input type="checkbox"/> Commercial/Music Video <input type="checkbox"/> Student <input type="checkbox"/> TV Special <input type="checkbox"/> Other
Check all that apply	<input type="checkbox"/> Interior <input type="checkbox"/> Exterior
Number of production vehicles	
Off road parking location	

### Township Road(s) to be Utilized

Please provide complete details regarding the name of all roads to be used while filming, as well as the dates, times, and portion of the road to be utilized. Please indicate whether a partial or full closure is required.

Have you arranged for York Regional Police Paid Duty Officers? \_\_\_\_\_

### NOTE: EMERGENCY VEHICLE ACCESS TO BE MAINTAINED AT ALL TIMES.

If Regional Roads are to be used, approval must be obtained from the Regional Municipality of York. Please contact the Transportation Department at 905-830-4444.

### Details of Filming

Please provide detailed information regarding any stunts, noise, or special effects required during this inspection. These may include but are not limited to: Water, Crash, Gunfire, Speed, or Fire.

### Insurance

The production company shall supply an Insurance Certificate of general comprehensive liability to the Township, naming the Corporation of the Township of King as an additional insured party. Amount of coverage will be determined at the time of application, and in any event, a minimum of \$5,000,000.00 will be required.

*Personal information (PI) is collected on this form under the authority of the Municipal Act, s. 11. The purpose of this collection is to administer the Film Permit Application. The personal information provided on this form is protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) Part II. Should you have any questions or concerns regarding the collection of personal information (PI), please contact the Clerks Department, King Township, 2585 King Road, King City, L7B 1A1 905-833-5321.*

## Application Checklist

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- This completed Application
  - Signed Schedule 'A': "Hold Harmless Agreement"
  - Signed Schedule 'B': "Responsibilities of the Film Company"
  - Film Permit Fee: (Per Schedule 'C' Schedule of Fees)
  - Security Deposit: (Per Schedule 'C' Schedule of Fees)
  - Certificate of Insurance
  - Copy of the Resident/Business Filming Notification Letter
  - Other:
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**SCHEDULE 'A'  
FILM PERMIT  
HOLD HARMLESS AGREEMENT**



**IN CONSIDERATION OF** permission being granted to \_\_\_\_\_  
(Company Name)

\_\_\_\_\_ to \_\_\_\_\_  
(Event)

on King Township roads or property on \_\_\_\_\_  
(Date)

I/We hereby **RELEASE, WAIVE AND FOREVER DISCHARGE**, the Corporation of the Township of King (the "Township"), its agents, officials, employees, contractors, representatives, elected and appointed officials, successors and assigns **OF AND FROM ANY AND ALL** claims, demands, damages, costs, expanses, actions and causes of action whether in law or equity in respect of death, injury, loss or damage to any person or property, **HOWSOEVER CAUSED** arising or to arise by reason of this event.

The \_\_\_\_\_  
(Company Name)

**FURTHER HEREBY UNDERTAKES TO HOLD AND SAVE HARMLESS AND AGREE TO**

**INDEMNIFY**, all to the aforesaid from and against any and all liability incurred arising as a result of, or in any way connected with, or negligence related to the request, the resulting permission and the permitted event.

**EXECUTION OF THIS STATEMENT IS AN ACKNOWLEDGEMENT THAT THE UNDERSIGNED HAS READ, UNDERSTOOD AND AGREED TO THE ABOVE WAIVER, RELEASE AND INDEMNITY.**

**IN WITNESS WHEREOF**, the Applicant has executed this Agreement, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date (YYYY-MM-DD)

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date (YYYY-MM-DD)

# SCHEDULE 'B' FILM PERMIT RESPONSIBILITIES OF THE FILM COMPANY



## NOTIFICATIONS

- All effected residents and businesses (as determined by the Clerk or Designate) must be notified by the Applicant, **in writing** as follows:
  - a) Filming – No Special Effects: **48 hours** in advance of the duration, location and subject matter of the filming.
  - b) Filming – Minor Special Effects: **7 days** in advance of the duration, location and subject matter of the filming.
  - c) Filming – Major Special Effects: **14 days** in advance of the duration, location and subject matter of the filming.

**All letters of notification to involved parties (Fire Department, Police, etc.) shall be copied to the Clerk or Designate for reference.**

## PRODUCTION VEHICLE PARKING

- The maximum number of production vehicles, clearly identified, allowed by permit on streets in residential areas shall not exceed six (6). Only technical production vehicles are permitted to be parked near the film location. All remaining base camp vehicles, crew vehicles, and transportation shuttles must be parked off the main street and/or parked in a lot during filming. It is the responsibility of the production company to secure parking for non-production vehicles. Please contact the Clerks Department for suggested locations. A copy of the filming permit must be prominently displayed in the windshield of all production vehicles.
- All equipment and vehicles not in use must be parked in such a manner as not to cause any interference to pedestrians or vehicular traffic. The use of traffic delineators at the front and back of parked production vehicles in dark or low visibility situations is strongly encouraged.
- Production vehicles must not block fire hydrants, driveways and access/ingress ramps.

## NOISE / LIGHTING

- All generators used on streets will be “blimped” generators unless otherwise approved.
- Filming in residential areas shall be restricted to hours between 7:00 a.m. and 11:00 p.m. unless the majority of affected residents, having been duly notified in writing, give their consent in writing, and a noise by-law exemption (if necessary) has been received.
- Lighting for filming shall be oriented away from neighbouring residences and should not interfere with the safe operation of traffic movement.

## TRAFFIC / ROAD SIGNAGE

- The applicant shall reimburse the Township for any costs incurred as a result of the filming prior to the deposit (certified cheque or letter of credit) being released following the filming, such as damages to roads or signage, cleanup of debris and trash from the site, etc.
- The applicant shall place signs in public access areas and in areas of heavy traffic to inform people that the area is used for filming and delays may occur. Any such delays must not exceed 5 minutes, unless agreed upon in advance.
- The applicant shall pay the cost of providing all signs, barricades, delineators and other traffic control measures. No barricades will be placed on a street or road unless authorized by the Township.
- Film crews shall not remove, cover or alter any Township street signs or seasonal floral displays. The Township will complete any alterations or removal of signs, or floral arrangements as may be deemed necessary by the Production Company. All costs associated with the above requirements will be at the expense of the Production Company.
- A traffic control plan shall be submitted to the Clerks Department for approval, such plan shall include:
  - Limits of proposed road closure(s)
  - Location and description of traffic control signs and barricades
- Where a full road closure is required, a road occupancy permit must be obtained and be submitted to the Director of Engineering, Public Works and Building for approval and comment.
- Filming must be organized to minimize the disruption to traffic and be scheduled for during off-peak periods. **EMERGENCY VEHICLE ACCESS TO BE MAINTAINED AT ALL TIMES.**
- Traffic control associated with the filming shall be under the complete authority of the York Regional Police ("YRP") and at the applicant's expense. The applicant shall provide proof that Paid Duty Officers have been engaged. Applications for Paid Duty Officers must be submitted online to YRP at <https://paidduty.yrp.ca>. YRP requires that all applications must be submitted two weeks prior to the required date. Inquiries or questions may be directed to 905-830-0303.

## SPECIAL EFFECTS / CLEANUP

- Inspection by King Fire and Emergency Services will be required where special effects involving pyrotechnic devices, fireworks or flammable or combustible liquids or materials are planned. The applicant shall pay the cost of any paid duty firefighters required on location as deemed necessary by the Fire Chief.
- Upon completion of filming, the applicant is responsible for cleanup immediately. It is expected that location cleanup will also occur on a daily basis. If additional cleanup is required, the Engineering and Public Works Division will complete it, and the applicant will be billed for the labour and supply costs.

## FILMING ON REGIONAL ROADS

When roads under the jurisdiction of the Regional Municipality of York are used, approval must be obtained from the Region of York (telephone number 905-830-4444). The Township will request a copy of the application from the Region for information.

## **SCHEDULE OF CHANGES**

In the event that changes to the production schedule become necessary as a result of unforeseen circumstances (weather, actor availability, act of god), all effected residents and businesses must be immediately notified in writing, and a copy of the notice must also be submitted to the Clerk/designate.

**NOTE: The applicant shall comply with any other conditions or guidelines as deemed necessary by the Clerk/Designate, the Director of Engineering, Public Works and Building, or the Fire Chief.**

The Clerk/Designate may withdraw permission to film at any time for noncompliance by the applicant with this policy.

**SCHEDULE 'B'  
RESPONSIBILITIES OF THE FILM  
COMPANY  
AUTHORIZATION PAGE**



I have read the responsibilities of the film company outlined in Schedule 'B' and agree to the conditions set out therein.

Signed, sealed, and delivered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

I HAVE THE AUTHORITY TO BIND THE APPLICANT:

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date (YYYY-MM-DD)

\_\_\_\_\_  
Applicant Name (Please Print)

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date (YYYY-MM-DD)

\_\_\_\_\_  
Witness Name (Please Print)



# SCHEDULE 'C' FILM PERMIT SCHEDULE OF FEES



## ADMINISTRATIVE FEE

The administrative fee is payable at the time of application. It covers the processing, review, approval of the filming application (letters, faxes, telephone calls, etc.), and includes the roads fee for processing, review and approval of filming application.

**2019 Fee: \$561.50 (TAX EXEMPT)**

*Note: The film permit fee is waived for all post-secondary student film projects.*

## SECURITY DEPOSIT

Determination of the security deposit required will be made by King Township.

Security deposits must be in the form of cash, debit, certified cheque or letter of credit.

<b>NO</b> Special Effects .....	\$1,500.00
<b>MINOR</b> Special Effects (e.g. snow, water) .....	\$5,000.00
<b>MAJOR</b> Special Effects (e.g. explosions, fire) .....	\$20,000.00

Security deposits are returned following confirmation that any costs relating to damages, repairs, cleaning, etc. have been paid by the applicant.