



Town of Newmarket
395 Mulock Drive
PO Box 328, STN Main
Newmarket, ON L3Y 4X7
info@newmarket.ca

Film Permit Package

The Film Permit package contains the following documents:

- Filming Guidelines and Regulations
- Film Permit Application Form
- Film Permit Application Form – Schedule 'A' – Hold Harmless Agreement
- Film Permit Application Form – Schedule 'B' – Responsibilities of the Film Company Authorization Page
- Fee Schedule
- Letters of Notification Checklist

The Film Policy and associated maps can be found on the Town of Newmarket website at www.newmarket.ca/filming



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Filming Guidelines and Regulations

NOTE: The Filming Guidelines and Regulations is a summary of filming regulations, for your convenience. The complete Film Policy is available on the Town of Newmarket website or at the Legislative Services Department.

Notification

- All effected residents and businesses (as determined by the Director 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 other involved parties (Fire Department, Police, etc.), shall be copied to the Film Liaison.

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 Legislative Services 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.
- A maximum of two (2) parking spaces on Main Street may be occupied by Production Company, during filming or pre/post production. Additional parking spots can be requested, based on availability. Please contact the Film Liaison if you have questions about parking or would like information about parking in municipal parking lots (see Municipal Parking Lot List).

Noise/Lighting

- All generators used on streets in residential areas 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.



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- 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 Town 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 Town.
- Film crews shall not remove, cover or alter any Town street signs or seasonal floral displays. The Township will complete any alternations 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 Legislative Services Department for approval, such plan to 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.
- 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 York Regional Police 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

- Please contact Central York Fire Services to advise in advance, in writing, when the use of pyrotechnic devices, firework or flammable or combustible liquids or materials is being planned. The notice must provide details of how the materials will be used and an inspection by the CYFS may be required. Central York Fire Services may require a permit application from an authorized Pyro technique Technician, and may impose conditions regarding the use of these materials. Any conditions will be included as part of the Film Permit. Paid duty firefighters may be required for such things as the detonation of pyrotechnic special effects.
- Upon completion of filming, the applicant is responsible for clean up immediately. It is expected that location cleanup will also occur on a daily basis. If additional cleanup is required, the Public Works Department will complete it, and the applicant will be billed for the labour and supply costs.



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Filming Guidelines and Regulations

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 Town 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) all effected residents and businesses must be immediately notified in writing, and a copy of the notice must also be submitted to the Director /designate.

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

NOTE: The Applicant shall comply with any other conditions or guidelines as deemed necessary by the Director (or Designate).



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Film Permit Application Form

Note: Prior to filming, please notify the Town of Newmarket, through the Legislative Services Department, to determine if you require a film permit.

A film permit is only required for projects filmed on Town property (Roads, Parks, Downtown Newmarket (BIA), Recreation Facilities,) or will significantly impact Town property, including residential areas. Filming on/in private property must be arranged with the property owner and will not require a Film Permit.

Application Process

Please complete this application and forward together with any required documentation and payment to:

Town of Newmarket
 Attn: Legislative Services Department
 395 Mulock Drive
 P.O. Box 328, STN Main
 Newmarket, ON L3Y 4X7
filming@newmarket.ca
 Fax: 905-953-5100

Applications may be emailed or faxed, but originals must be provided by courier/mail or personal delivery. For additional information please visit our website (www.newmarket.ca/filming), or contact the Legislative Services Department at (905) 953-5300 ext. 2220. We require a minimum of 48 hours' notice prior to a permit being issued (permits are normally issued the day before filming begins).

Date of Application: _____

Contact Information

Name of Film Company: _____

Location Manager/Contact Person Information:

First Name	Last Name
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Address

Street No.	Street Name	Unit/Suite/Apt
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PO Box	City	Province	Postal Code
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Telephone			Telephone Number		Extension
Home	Business	Mobile			

Alternate Telephone			Telephone Number		Fax Number
Home	Business	Mobile			

Email _____



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Film Permit Application Form

Production Information

Filming Date(s): _____

Project Title and Episode #: _____

Production Type

Feature	Movie for Television	Mini Series
TV Series	Commercial/Music Video	Student
TV Special	Other	

Check all that apply:

Exterior Filming

Interior Filming

Multiple Locations*

**if multiple locations selected, please complete location information below*

Location 1: Start Date: _____ End Date: _____

Location 2: Start Date: _____ End Date: _____

Location 3: Start Date: _____ End Date: _____

Location 4: Start Date: _____ End Date: _____

Number of Production Vehicles: _____

Off Road Parking Location: _____

Check all that apply:

Pay Duty Officer Required

Intermittent Traffic Stoppages On: _____

Special Effects/Pyrotechnics (Central York Fire Services contact)

Details:

Total Production Budget: \$ _____

Approximate amount to be spent in the Town of Newmarket: \$ _____

Town of Newmarket will be portrayed as (specify the city): _____



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Town 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 road to be utilized. Please provide details as to whether a partial or full closure is required.

Have you arranged for York Regional Police Paid Duty Officers?	Yes	No
Do you require a road closure?	Yes	No
Do you require a Road Occupancy Permit (ROP)	Yes	No

NOTE: EMERGENCY VEHICLE ACCESS MUST 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.

Please provide detailed information regarding any stunts, noise or special effects required during this production. These may include but are not limited to: water, crash, gunfire, speed and/or fire.

Please provide detailed information regarding any Town facilities or property (recreation centres, parks, sports arenas, community centres, etc.) that you require for filming. General rates and fees for rental/use of facilities are posted on the Town of Newmarket website. The Film Liaison will forward your request to the Recreation and Culture Department and provide you with the rental costs once your application is submitted.



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Insurance

1. Commercial General Liability Insurance: The production company shall supply an Insurance Certificate of general comprehensive liability to the Township, naming the **Corporation of the Town of Newmarket** as an additional insured party. Amount of coverage will be determined at the time of application, and in any event, a minimum of three million dollars **(\$3,000,000.00)** will be required.
2. Standard Form Automobile Liability Insurance: All vehicles owned, operated or associated with the Production Company shall be covered by a valid automobile liability insurance policy with a liability limit on not less than two million dollars **(\$2,000,000)** per accident or occurrence.

The Town reserves the right to require the Film Production Company to provide such additional insurance coverage or higher limits of insurance as required, depending upon the nature of the filming.

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. The personal information provided on this form is protected in accordance with 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 Legislative Services Department, Town of Newmarket, 395 Mulock Drive, Newmarket, L3Y 4X7 (905) 895-5193.

Application Checklist

Documentation and Payment to be provided to the Town:

- Application Form, completed in full
- 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
- Location Map



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Schedule 'A' Film Permit Application Hold Harmless Agreement

IN CONSIDERATION OF permission being granted to _____
(Company Name)

_____ to _____
(Event)

on Town of Newmarket roads or property on _____
(Date)

I/we hereby **RELEASE, WAIVE AND FOREVER DISCHARGE**, the Corporation of the Town of Newmarket (the "Town"), its agents, officials, employees, contractors, representatives, elected and appointed officials, successors and assigns **OF AND FROM ANY AND ALL** claims, demands, damages, costs, expenses, 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 _____ **FURTHER HEREBY UNDERTAKES TO HOLD AND**
(Company Name)

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:

Name and Title

WITNESS:

Name and Title



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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:

Signature

Printed Name

IN THE PRESENCE OF:

Witness

Printed Name



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Schedule 'C' Film Permit Application Schedule of Fees

Fees

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.). The Film Permit fee is payable before the permit is issued.

Administrative Fee:	\$125.00 (Non-refundable, submitted with application)
Film Permit Fee:	\$425.00

NOTE: The film permit fee is waived for all post-secondary film projects and charitable organization/non-profit film projects, or at the discretion of the Film Liaison.

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

Determination of the Security Deposit required will be made by the Town of Newmarket. Security deposits must be in the form of cash, debit, certified cheque or letter of credit.

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



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Letters of Notification Checklist

The Letter of Notification must include/state:

The film company, type and title of production, and be on the film company letterhead

Provide the name and phone number of the location manager and assistant location manager

Provide the duration of filming (e.g. number of days, recurring location for [x] number of days, over [x] number of months)

Must provide the times that filming will take place on the identified days (e.g. 7:00 a.m.-11:00 p.m.)

Proposed parking locations for production unit must be included identifying the street name, side of street and parameters

Include the date(s) and times that coning and/or production vehicles will arrive at the location

Provide wrap date and time

Propose alternate parking arrangements for those with parking permits that may be displaced during filming

Provide information about any street dressing, gunfire or special

General contact information for the Town of Newmarket (not contact information for individual staff of the Town of Newmarket)

Include the following statement: "To obtain further information regarding the guidelines for filming, please refer to the Town of Newmarket website www.newmarket.ca, or contact the Legislative Services Department."