



Norfolk County Film Liaison Office
 c/o Tourism & Economic Development Department
 185 Robinson Street, Suite 200, Simcoe ON N3Y 5L6
norfolkbusiness.ca/filming

Film Permit Application Form

Form: FO-207

Note: Prior to filming, please notify Norfolk County at the address above to determine if you require a film permit. A film permit is only required for projects filmed on municipal property (streets, roads, parks, downtown areas, recreation facilities, etc.) or will significantly impact municipal property, including residential areas. Filming on/in private property must be arranged with the property owner and will not require a Film Permit. Applications may be mailed, emailed or faxed. For additional information, visit our website or contact the Tourism & Economic Development Department at 519-426-9497.

Application Process

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

Norfolk County Film Liaison Office
 c/o Tourism & Economic Development Department
 185 Robinson Street, Suite 200, Simcoe ON N3Y 5L6
 Email: business@norfolkcounty.ca Fax: 519-427-5901

Applications must be received 45 days before Production if street or sidewalk closures or other by-law concerns are proposed. Applications must be received 30 days before Production if a traffic stoppage is proposed. Applications must be received 20 days before Production if there are no closures, stoppages or other approvals needed. Applicants are required to have all documents and agreements in place at least 7 working days prior to Production. Approval timelines vary depending on the nature and complexity of production.

Date of Application: _____ Received by / Date: _____

Applicant Information

Name of Film Company: _____

Location Manager / Contact Person Information:

First Name	Last Name
------------	-----------

Address

Street No.	Street Name	Unit/Suite/Apt
------------	-------------	----------------

PO Box	City	Province	Postal Code
--------	------	----------	-------------

Telephone	Telephone Number	Extension
Home Business Mobile		

Alternate Telephone	Telephone Number	Fax Number
Home Business Mobile		

Email _____



Norfolk County Film Liaison Office
 c/o Tourism & Economic Development Department
 185 Robinson Street, Suite 200, Simcoe ON N3Y 5L6
 norfolkbusiness.ca/filming

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	

Location Information

Check all that apply:

Exterior Filming
 Interior Filming
 Multiple Locations*

**if multiple locations selected, please complete location information below and explain further on page 3.*

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: _____

Filming Requirements

Check all that apply:

Pay Duty Officer Required

Intermittent Traffic Stoppages On: _____

Special Effects/Pyrotechnics (Contact OPP, Fire and Paramedic Services)

Details: _____

Total Production Budget: (Indicate \$CDN or \$USD) \$ _____

Approximate budget amount to be spent in Norfolk County: \$ _____

What types of products or services will be sourced from businesses within Norfolk County? _____

Norfolk County will be portrayed as (indicate city or town): _____

Other Details about the Production: _____



Norfolk County Film Liaison Office
 c/o Tourism & Economic Development Department
 185 Robinson Street, Suite 200, Simcoe ON N3Y 5L6
norfolkbusiness.ca/filming

Film Permit Application Form

County Roads, Streets or Sidewalks to be utilized:

Provide complete details about the names of all municipal roads, streets and sidewalks to be used while filming, as well as the dates, times, and portion to be utilized. Provide details as to whether a partial or full closure is required. Explain multiple locations here. Provide additional details and location map, as required. Use of provincial roads must seek permission of Ministry of Transportation.

NOTE: EMERGENCY VEHICLE ACCESS MUST BE MAINTAINED AT ALL TIMES

- Yes / No Intermittent traffic stoppages required (30 days notice)
- Yes / No Closures of roads, streets or sidewalks required (45 days notice)
- Yes / No Applicant will secure OPP Paid Duty Police Officers for above
- Yes / No Road / Street Wet Downs will be required
- Yes / No Road signs and/or fixtures will be altered, covered or removed
- Yes / No Mock police vehicles or mock police uniforms will be used
- Yes / No Prop guns, crossbows, weapons or prop bombs will be used
- Yes / No Drones or Unmanned Air Vehicles will be used
- Yes / No Explosions and/or flammable materials will be used

Stunts, Pyrotechnics, Special Effects, Drones, Noise:

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

Other Municipal Property: Provide detailed information regarding any municipal facilities or property (recreation centres, parks, sports arenas, community centres, etc.) that you require for filming. Fees for rental/use of facilities are posted on the Norfolk County website. The Film Liaison will forward your request to the Community Services Division and provide you with the rental costs once your application is submitted.



Norfolk County Film Liaison Office
 c/o Tourism & Economic Development Department
 185 Robinson Street, Suite 200, Simcoe ON N3Y 5L6
norfolkbusiness.ca/filming

Film Permit Application Form

Insurance

Prior to the issuance of a Film Permit in Norfolk County, the Applicant must present to the Film Liaison Office a certificate of General Comprehensive Public Liability insurance in the amount of \$5 million per occurrence or such higher limits as the municipality reasonably requires depending on the nature of filming.

All such policies shall add The Corporation of Norfolk County as an additional insured and shall contain a Cross Liability / Severability of Interest Clause, and shall not call into contribution any other insurance available to the municipality.

Such policies may not be canceled or amended without the prior written consent of the municipality.

Norfolk County reserves the right to require the Applicant 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 Clerk's Department, Norfolk County, 50 Colborne Street South, Simcoe ON N3Y 4N5. (519) 426-5870.

Application Checklist

Documentation and Payment to be provided to Norfolk County:

- Application Form, completed in full
- Security Deposit: (Per Fees, page 7)
- Certificate of Insurance
- Copy of the Filming Notification Letter
- Location Map



Norfolk County Film Liaison Office
 c/o Tourism & Economic Development Department
 185 Robinson Street, Suite 200, Simcoe ON N3Y 5L6
 norfolkbusiness.ca/filming

**Film Permit
 Application
 Form**

IN CONSIDERATION OF permission being granted to _____
 (Applicant)

from _____ to _____
 (Production Start Date) (Production End Date)

for _____
 (Production)

on these Norfolk County roads or property: _____
 (Properties) _____

I/we hereby **RELEASE, WAIVE AND FOREVER DISCHARGE**, the Corporation of Norfolk County (the "Norfolk County"), 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.

_____ **FURTHER HEREBY UNDERTAKES TO HOLD AND SAVE**
 (Applicant) **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



Norfolk County Film Liaison Office
 c/o Tourism & Economic Development Department
 185 Robinson Street, Suite 200, Simcoe ON N3Y 5L6
norfolkbusiness.ca/filming

**Film Permit
 Application
 Form**

I have read the responsibilities of the Applicant outlined in Norfolk County Policy DCS-01 "Film Production Policy" 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



Norfolk County Film Liaison Office
 c/o Tourism & Economic Development Department
 185 Robinson Street, Suite 200, Simcoe ON N3Y 5L6
norfolkbusiness.ca/filming

Film Permit Application Form

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:	\$0.00 (Non-refundable, submitted with application)
Film Permit Fee:	\$0.00

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

Security Deposit

Where deemed necessary by the Film Liaison Office, the Applicant shall provide a certified security deposit in the amount of \$5,000 and in the form of a certified cheque made payable to Norfolk County prior to Production and this deposit shall not be returned until all conditions have been fulfilled, including cleanup and all invoices, charges and claims have been cleared. Requirement for additional security deposits may be required if substantial changes are proposed to be made to public infrastructure for filming purposes. These may include removal and replacement of traffic signage, light poles, etc., or addition and removal of items, landscaping, dirt, rocks, water or vehicles to and from a municipal property, street, road or park. The security deposit will be equivalent to the estimated cost of replacement and/or removal of objects outlined. The Film Liaison Office will notify the Applicant if a security deposit is required.



Norfolk County Film Liaison Office
c/o Tourism & Economic Development Department
185 Robinson Street, Suite 200, Simcoe ON N3Y 5L6
norfolkbusiness.ca/filming

Notification Letter Checklist

Applicants must provide a copy of the Notification Letter at least 7 working days prior to the start of Production for approval by the Film Liaison Office.

The Letter of Notification must include/state:

Identify the Production Company represented by the Applicant, Type of Production, and Title of Production on Applicant company letterhead

Provide the name and phone number of the Applicant of the Film Permit

Provide the duration of filming (i.e. 1 day, 2 consecutive days, recurring location for [x] # of days over [x] # of months) and times (i.e. 7:00 am to 11:00 pm)

Identify any approved road and lane closures, sidewalk usage without obstructing pedestrians and street parking restrictions

State the proposed parking locations of the production unit, including street name, side of street, parameters etc.

Include the date(s) and times that coning and/or production vehicles will arrive at the location, as well as wrap date and time

Propose alternate parking arrangements for anyone who may be displaced by the production.

Detail any street dressing, gunfire or special effects.

Include the general contact information for the Film Liaison Office. DO NOT include contact information for individual staff of Norfolk County.

Include a copy of the Code of Conduct for Cast and Crew (either on the back of the letter or as a separate page).

The Applicant will inform the Film Liaison Office about the details of distribution of the Notification Letter, including date, mode and geographic area of distribution.

Any feedback from the community generated by the Notification Letter is to be reported by the Applicant to the Film Liaison Office.

A copy of the approved Applicant's Notification Letter shall be circulated to Norfolk County Council by the Film Liaison Office a minimum of five (5) business days prior to Production. In case of late notification, Councillors will be advised immediately via email.