



TOWN OF LUNENBURG FILM PERMIT APPLICATION

If you wish to use any Town property and/or private properties within Town to film for commercial purposes, you will need a Film Permit. Town property includes streets, parks, playgrounds, recreational areas, parking lots and pathways within the Town's boundaries.

The Film Permit Application must be submitted at least 20 working days before film activities begin or 30 days for projects requesting road closures, special effects or complex needs.

CONTACT AND PRODUCTION INFORMATION

Production company: _____

Production contact: _____

Phone: _____ Email: _____

Onsite contact: _____

Phone: _____ Email: _____

Alternate onsite contact: _____

Phone: _____ Email: _____

FILMING DETAILS

Title of production: _____

Type of production: _____

Provide a summary description of the film production, including what will be filmed:

Total production budget: _____ \$CAD \$US

Total spent in Lunenburg _____ \$CAD \$US

Work in Lunenburg start date: _____

Work in Lunenburg completion date: _____

Times of filming: _____

If filming occurs at various times and days, attach a shooting schedule.

Location(s) of film – **Include a list of filming locations and attach a map or a sketch of requested film locations:**

- Street Greenspace Municipal property/buildings Front Harbour
 Private property Other: _____

Number of staff onsite: _____

Do you require street and/or sidewalk closures? Yes No

If yes, complete a Street Closure Permit Application.

Number of vehicles onsite: _____

Types of vehicles:

Parking requirements:

Will you be using generators? Yes No

All generators used on streets or public areas must be equipped with silencing attachments or other measures.

Will there be special effects and stunts: Yes No

Anyone using special effect pyrotechnics—whether to reproduce a visual gunshot effect during a stage play, to provide a waterfall of silver sparks for a rock concert, or to destroy a car in a film scene— must be certified by Natural Resources Canada (NRCan).

Describe any special effects or stunts:

Will you have amplified sound? Yes No

Will you have temporary tents or structures? Yes No

Will you be requesting an exemption to the Noise By-law? Yes No

Activities requiring exemption requests include fireworks, pyrotechnics, and loud music during certain hours. If unsure, consult with the Economic and Development Manager.

NOTIFICATION

In cases where residents and businesses may be affected by film-related activities, including but not limited to road or sidewalk closures, traffic congestion, filming at night, special effects and the use of gunfire, the Town requires the Film Permit application to provide a written letter of notification to residents and businesses of the events occurring in their area.

A copy of the draft notification must be submitted for review at least seven days before any film-related activities start.

INSURANCE

In order to qualify for a Film Permit, the Film Permit Applicant must satisfy the minimum insurance requirement of at least \$2 Million in coverage under a Commercial General Liability insurance policy (or a higher limit as the Town of Lunenburg reasonably requires depending on the nature of filming), that includes coverage for third party claims for bodily injury, death, and property damage.

The Film Permit Applicant and/or Production Company must provide the Town of Lunenburg with an up-to-date Certificate of Insurance seven business days before the commencement of any filming activities. Upon notice, the Film Permit Applicant shall make arrangements to allow the Town of Lunenburg to review the original insurance policies, or provide a copy of the original insurance policies.

Minimum insurance coverage may vary depending on the risks associated with your production: If unsure, consult with the Economic and Development Manager.

Student filming and low-risk film productions	Valid commercial general liability insurance coverage of at least \$2-million
Medium-risk film productions This includes, but is not limited to, car chases and pyrotechnics	Valid commercial general liability insurance coverage of at least \$5-million
High-risk film productions This includes, but is not limited to, large pyrotechnics displays or explosions and aerial filming	Valid commercial general liability insurance coverage of at least \$10-million

INDEMNITY

The Applicant agrees to indemnify and save harmless the Town of Lunenburg, its elected and appointed officers, agents, servants, and employees from and against all liability, claims, damages, losses, costs, actions, causes of actions, suits, proceedings, expenses and demands of every kind, description, and nature whatsoever, including legal fees and disbursements, arising out of or in any way connected with the issuance of this permit or with the use of Town of Lunenburg properties under this agreement.

WAIVER OF LIABILITY

Upon signing the application, the Applicant hereby releases, waives, and forever discharges the Town and its elected representatives, officers, employees and agents from all liability to itself and its heirs, executors, administrators and assigns for all loss or damage and any claims or

demands for such loss or damage on account of injury to person or damage to property for which the Town may be responsible in respect of the conduct of the said filming.

GENERAL CONDITIONS

Applicants must comply with all regulations outlined in the Film Policy and Procedures and must adhere to all local, provincial, or federal regulations.

Filming at Town properties, including streets and sidewalks, are subject to the compatibility of community booking schedules.

The Town may require that the applicant utilize external emergency services, traffic control, etc. on-site during filming. All costs associated with these requirements are the responsibility of the applicant. Where the Town does not provide services, the Applicant is required to pay the service provider directly.

The Production Company and/or Applicant must place signs in public access areas, informing residents that the facility or property is being used for filming and delays may occur.

The Production Company and/or Applicant is responsible for clean up at the location at the end of the day with a minimum amount of noise and disruption. Upon completion of film activities, the Production Company and/or Applicant must ensure that any Town owned or maintained properties are returned to original conditions. Failure to do so will result in the Town billing the Production Company and/or Applicant for any necessary clean-up, repairs, damages, loss, etc.

It is the responsibility of the Production Company and/or Applicant to ensure that their staff operate in a safe and professional manner in the course of their duties.

FEES

Film Permits include an application fee and daily shooting fees. There is also a daily parking fee for production vehicles. Please see the attached fee schedule.

SIGNATURE

By signing this agreement, you agree to operate within the terms and conditions as outlined in this application; and that you have read, understood, and will adhere to all provisions of the Town of Lunenburg Film Policy and Procedures.

Name

Signature

_____(Date)

COMPLETED FORMS

Completed forms must be submitted to the Economic Development Manager using one of the following methods:

- Email at permits@townoflunenburg.ca
- In-person at Town Hall
- Mail: 119 Cumberland Street, P.O. Box 129 Lunenburg, Nova Scotia, Canada, B0J 2C0.

QUESTIONS

If you have any questions about this application process or any of the rules outlined in the Film Permit and Procedures, please contact the Economic Development Manager at permits@townoflunenburg.ca or 902-634-4410 x 232.

OFFICE USE

Type of Film: _____

Daily Shooting Fees: _____

Production Risk Level: _____

Reviewed by Economic Development Manager _____

Signature

Approved by CAO or designate _____

Signature

Not Approved

Reason for denied application: