



Centre Wellington

***POLICY FOR FILMING ON STREETS & PROPERTIES  
UNDER THE JURISDICTION OF  
THE TOWNSHIP OF CENTRE WELLINGTON***

***Policy Statement***

The Township has been attracting an increasing number of productions and this policy is to provide guidance to the industry to ensure their productions are co-ordinated with the activities and expectations of our community.

We recognize the direct and indirect economic benefits associated with this activity.

All production activity in the Township of Centre Wellington must be reported to and co-ordinated through the Clerk's Department.

***Purpose of Policy***

This Policy has been developed to provide guidelines for the assessment and co-ordination of commercial filming projects.

## **TERMS & CONDITIONS**

1. A complete application for a film permit shall be completed and returned not later than three working days, exclusive of Saturdays, Sundays and holidays, prior to the filming activity.
2. All applicants must supply proof of insurance for not less than \$2,000,000.00, naming the Township of Centre Wellington and the County of Wellington as co-insured and must accompany this application.
3. The applicant must notify in writing any resident or business within 300 feet of the location that may or will be affected during the process of filming and a copy of the letter be provided to the Clerk's Department. **See Notification Procedures**
4. The applicant shall be responsible for the removal of litter and restoration of the event site. Failure to do so may result in the loss of the damage deposit.
5. The Municipal Noise By-law must be adhered to at all times. Any activity during restricted hours will require written permission from the Municipality.
6. Removing, trimming and/or cutting of vegetation or trees is prohibited unless written approval is received from the relevant municipal authority or property owner.
7. The Applicant must, when refuse collection will be interrupted as the result of filming activity, be responsible for making alternate arrangements which are satisfactory to the Township of Centre Wellington, the County of Wellington and the affected property owners.
8. All public roads and properties used for filming or parking must be identified and a traffic control and parking plan provided.
9. Vehicular and pedestrian access to all properties must be maintained.
10. Through traffic must be maintained at all times.
11. All barricades, signs and signals shall be to the satisfaction of the Township Public Works Department.
12. Traffic may be stopped in any direction for no longer than three (3) minute intervals.
13. It is the responsibility of the applicant to have paid duty police officers on site when traffic is stopped for any length of time in any direction, for travel shots or road closures.
14. Adequate signage to guide the motorist or public around the site, will be supplied, erected and maintained, as directed by the Township's Public Works Department.
15. No permanent or temporary fixtures or road signs may be covered, removed or altered in any way without written approval from the Township's Public Works Department.
16. Any required maintenance and the repair of any public roadway or property is the responsibility of and at the expense of the applicant.
17. Applicants must at all times comply with local regulations regarding parking, restricted areas and fire hydrants unless otherwise specified by the Department of Public Works.
18. The applicant is responsible to notify Centre Wellington Fire Department and Wellington County O.P.P. of the use of any special effects such as pyrotechnics, flammable materials, gunfire, or vehicle chases.

19. The applicant is responsible to pay the following:
- Permit fee: \$602.90
  - Security deposit: \$3,000.00 for 1-3 days (Add \$1,000 for each additional day)
  - Public Works fee: Manpower – current hourly weekday/weekend rate  
Equipment – current hourly weekday/weekend rate
  - Location Fees for Use of Township Property may apply
20. Use of hydro services, water trucks, etc. may require inspection by appropriate Township staff.
21. In the interest of community standards the Township of Centre Wellington reserves the right to refuse to issue a permit to a production company if, the project does not comply with municipal by-laws, Provincial or Federal Laws or if the project may be considered socially sensitive or distasteful to the general public. It is the responsibility of the applicant to ensure their staff operate in a safe and professional manner.
22. The Township requests to be recognized in any credits that are produced for the film and requests a copy of the film shoot.

#### **CONTACT INFORMATION**

##### **Township of Centre Wellington**

Tourism Department (519) 846-9691 ext. 382 or cell (519) 820-3493

Clerk's Department (519) 846-9691 ext 243 or 230

Fire Services (519) 846-9691 ext 292 or 237

Public Works (519) 846-9801

**Wellington County OPP** (519) 843-4240

##### **EMERGENCIES 911**

**Groves Memorial Community Hospital** (519) 843-2010

**Grand River Conservation Authority** (519) 621-2761

**Fergus BIA** (519) 787-1384

**Elora BIA** (519) 846-2563

**Chamber of Commerce** (519) 843-5140 or 846-9841

## NOTIFICATION PROCEDURES

All neighbours within 300 feet must be notified in writing at least three (3) days prior to filming activities. Please draft the notification letter on company letterhead. **A copy of the notification letter must be submitted with your application.** The letter must include the following information:

- State the company name, the type of filming (ie, commercial, feature film, music video), the name of the production and that filming is proposed in or around their neighbourhood. **NOTE:** Avoid language that states, “ABC Company **will be** filming...”, instead state, “ABC Company **proposes to** film a music video, entitled “Sometimes Things Work Out.”
- List the proposed dates and times for filming.
- Describe the filming activities. Explain what is planned to occur on the day of the shoot. Please include as many details as possible, experience has shown neighbours are more receptive when film companies are forthcoming about the total impact, rather than withholding information for fear of a negative response. If details are still to be determined, please indicate this information as well.
- Describe any planned construction activities, including dates and times.
- Provide information if production vehicles will be parked on the street on their block.
- Thank the neighbours for their support and cooperation and extend any courtesies deemed appropriate.
- Provide a contact name and number for the neighbours to contact should they require additional information or a problem arises. Indicate they may also contact the Township Municipal Office.
- Include any other information deemed appropriate.



FILM PERMIT NO.
DATE OF ISSUE:
PERMIT FEE:
DEPOSIT:

Township of Centre Wellington\Filming and Special Events\1 MacDonald Square, P.O. Box 10, Elora, ON N0B 1S0\ tel: 846-9691\ fax: 846-2190

Feature Film TV Series/Movie Reality TV Other
Music Video Commercial Documentary Explain:

Production Title: Total # Cast/Crew:

Company: Office Tel: Fax:

Address: City: State/Prov: PC:

Location Manager: Cell: Location Dept Tel:

Asst. Location Manager: Cell: Fax:

FILM LOCATION & DATES: (Exemptions to the Noise By-law may be required)

LOC. # 1: FILM DATE(S): TIMES:

LOC. # 2: FILM DATE(S): TIMES:

LOC. # 3: FILM DATE(S): TIMES:

DESCRIPTION OF FILMING ACTIVITIES:

SPECIAL EFFECTS: (Describe any special effects such as pyrotechnics, flammable materials, gunfire or car chases to be used)

PARKING/ROADS:

Number of vehicles/equipment to be parked on Township roads

Trucks Cranes Picture Cars Vans Crew Cars Trailers/motorhomes Other

Intermittent traffic stoppages Road closure required Travelling Shots
Paid Duty Officer required Paid Duty Officer required

Location of Basecamp: Location of Crew Parking

NOTE: A traffic control and parking plan must be submitted

By filing and signing this Permit Application the Production Company agrees to all the terms and conditions set forth by the Township of Centre Wellington and agrees to assume all costs for damages and/or restoration

Company Representative

Date

Documents Filed with Application Proof of Insurance
Traffic Control and Parking Plan
Copy of the Notification Letter

For Internal Use

**Circulation/Distribution List:**

Township Departments:

Public Works

Fire

Parks and Recreation

Finance

Building

Economic Development

Grand River Conservation Authority

County of Wellington Roads Department

Ontario Provincial Police (OPP)

Centre Wellington Chamber of

Commerce

Elora BIA

Fergus BIA

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