



P.O. Box 190  
51 Toronto St. S  
Uxbridge, ON L9P 1T1

# Film Location Permit

Roads Information  
905.852.9181 - Phone

Film Liaison Office  
905.852.9181 - Phone

Permit Submission  
905.852.9674 - Fax

<b>Name of Applicant:</b> _____	<b>Date:</b> _____
<b>Position/Title:</b> _____	
<b>Production Co.:</b> _____	<b>Phone:</b> ( ) _____
<b>Address:</b> _____	<b>Mobile:</b> ( ) _____
_____	<b>Fax:</b> ( ) _____
_____	<b>24</b>
_____	<b>hour:</b> ( ) _____

**Film Title:** \_\_\_\_\_

<b>Location Sites:</b>		<u>Date</u>	<u>Time</u>
1. _____			
(All public roads and properties - use second page if necessary)	<b>Commencement of Filming</b>	_____	_____
2. _____	<b>Completion of Filming</b>	_____	_____
3. _____	<b>Completion of Restoration</b>	_____	_____
4. _____	(if applicable)		
5. _____			

**Activity Description:**  
(state purpose of road occupancy, attach extra pages as required)

\_\_\_\_\_

\_\_\_\_\_

**Check as appropriate:**

- Intermittent traffic stoppages**  **Road closure**  **Traveling shots**
- PDO required 5 working days required PDO required

**Applicant's responsibilities before filming to commence:**

Please check any applicable boxes

- PDO on site.
- Businesses and residences to be notified – a draft letter must accompany this application.
- Copy of insurance – naming the Township of Uxbridge as an additional insured in an amount not less than 5 million dollars must accompany this application.
- The production company must notify the Township of Uxbridge of any filming activity before 6:30 am or after 8:00 pm.
- The production company must notify the Township of Uxbridge of the use of SPFX and gunfire – Fire Services personnel may be required.

Special Conditions – office use only	
	<p><u>Production Company</u></p> <p>I/we hereby agree to all terms and conditions set forth with this permit and agree to assume all costs for damages and/or restoration.</p> <p><b>Do not sign until special conditions applied and permit approved.</b></p> <hr/> <p><b>Accepted for Production Company</b></p>

**Permit Approved:**

\_\_\_\_\_
\_\_\_\_\_

Film Liaison Office/Road Authority
Date

## **Film Location Permit**

### **Terms and Conditions**

1. An application for a permit shall be completed and returned not later than 3 working days, exclusive of Saturdays, Sundays and holidays, prior to the filming activity. This permit must be retained for inspection during production.
2. All applicants must supply proof of insurance for not less than \$5,000,000.00, naming the Township of Uxbridge as an additional insured.
3. Adequate signage to guide the motorist or public around the site, will be supplied, erected and maintained, as directed by the Road Authority.
4. All barricades, signs and signals shall be to the satisfaction of the Road Authority.
5. Through traffic must be maintained at all times.
6. Traffic may be stopped in any direction for no longer than three minute intervals.
7. Pay duty police officers with at least one cruiser must be on site when traffic is stopped for any length of time in any direction. This requirement will be reviewed by Township staff.
8. All Public roads and properties used for filming or parking must be stated on this permit.
9. No permanent or temporary fixtures or road signs may be covered, removed or altered in any way without the express written approval from the Road Authority.
10. Vehicular and pedestrian access to all properties must be maintained.
11. Any required maintenance and the repair of any Public roadway or property will be carried out by the Municipality, at the expense of the applicant.
12. 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 Municipality and the affected property owners.
13. All vehicles forming part of the production, which exceed the maximum width restrictions of the Highway Traffic Act, shall be escorted to and from the film location by the Police.
14. The applicant shall be responsible for all costs, including lost revenue, associated with the reservation or removal of parking meters.
15. The applicant shall be responsible for the removal of litter and restoration of the event site.
16. Applicants must notify in writing any resident that may or will be affected during the process of filming. Copy of letter to be provided.
17. Applicants must at all times comply with local regulations regarding parking, restricted areas, fire hydrants unless otherwise specified by the Road Authority.

**Terms and Conditions  
(cont'd)**

18. Municipal Noise By-Law must be adhered to at all times. Any activity after these hours will require written permission from the Municipality.
19. Be advised the Municipality may be required to enforce the three hour parking By-Law in certain residential areas.
20. At certain times of the year (March/April) load restrictions are in effect on most streets.
21. If the road is to be partially closed, or traffic restricted in any way, it is the responsibility of the applicant to contact the following agencies to inform them as to the dates of commencement and completion of filming.

Durham Region Police Services	905.579.1520	Uxbridge Fire Services	905.852.3393
EMS (Emergency Medical Service)	905.665.6313	Go Transit	416.839.3200
Durham Region Separate School Board	905.576.6150	Durham Board of Education	905.668.2711

22. The applicant must complete an application for event approval for Pyrotechnical Special Effects and submit it to the Uxbridge Fire Department for approval.
23. A special effects plan must be submitted. The applicant must contact the Fire Prevention Officer to confirm if a site inspection is required prior to filming activities.
24. Note that Durham Regional Police do not supply pay duty officers for special effects or give approval of any fire arms used on the set.
25. The applicant must meet with the BIA and the Ward Councillors prior to any filming taking place in the downtown area.



**Township of Uxbridge Fire Department Pay Duty Request**

**Please print clearly**

**Business Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

Street # & Name      Suite      City      Province      Postal Code

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Alternate Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Location of Pay Duty (Address):** \_\_\_\_\_

**Description of Pay Duty i.e.:** \_\_\_\_\_

Date Requested	Times (am/pm) (3 hour minimum) From      To	Number of Fire Personnel Required	Number of Fire Vehicles Required	Type of Vehicle	Special Equipment
<b>Fire Department Pay Duty Rates</b>				<b>Fee</b>	<b>Total (including HST)</b>
1.	Request for Fire Dept. Standby for fire department employee (minimum 4 person crew)			72.00 per hour	81.36
2.	Required Standby Request <input type="checkbox"/> Per Vehicle for the 1 <sup>st</sup> hour or part thereof <input type="checkbox"/> Per Vehicle for the ½ hour or part thereafter			477.00 238.50	539.01 269.51
3.	Any other expenses as determined by the Fire Chief or designate				

\_\_\_\_\_  
Approved by Fire Department

\_\_\_\_\_  
Date



# Private Location Notification Form

Filming Location \_\_\_\_\_ Date of Filming \_\_\_\_\_  
Location Address \_\_\_\_\_

Production Title \_\_\_\_\_

Type of Production  
 Feature Film     TV Movie     TV Series     Documentary     Music Video     Commercial

Production Company \_\_\_\_\_

Address \_\_\_\_\_

Producer(s) \_\_\_\_\_

Director \_\_\_\_\_

Type Effects (Please mark appropriate items with an X)

Fire/ Smoke     Stunts     Gunfire  
 Explosions     Special Effects     Noxious Gas  
 Fighting     Other \_\_\_\_\_

Please identify where vehicles will be parked? \_\_\_\_\_  
\_\_\_\_\_

Please indicate country of origin for your production

Canada     US     Canada/US Co-Venture  
 Co-Production between Canada and \_\_\_\_\_  
 Foreign (specify) \_\_\_\_\_

Budget Information (Please indicate whether amounts are in Canadian or US funds)

Total Budget    \$ \_\_\_\_\_ Cdn/US    Spent Locally \$ \_\_\_\_\_ Cdn/US  
TV Series    \$ \_\_\_\_\_ Cdn/US per episode x \_\_\_\_\_ episodes = \$ \_\_\_\_\_

Would you be agreeable to forward to our liaison office negatives/prints/digital images (2 maximum) upon completion of your film shoot?     YES     NO

Please fax or mail completed form to the Township of Uxbridge

Film Liaison Office  
Fax: 905.852.9674    Phone: 905.852.9181  
P.O. Box 190, 51 Toronto St. S



## Township of Uxbridge

*(Includes Altona, Brown Hill, Glasgow, Glen Major, Goodwood, Leaskdale, Roseville, Sandford, Siloam, Udora and Zephyr.)*

**Location Fee:** \$500.00 + H.S.T. per day  
\$1,000.00 + H.S.T. for 3 consecutive days  
\$1,750.00 + H.S.T. for 4 to 7 consecutive days  
\$2,500.00 + H.S.T. over 7 consecutive days

G.S.T. # R122059843

Resolution No. 2000-058 – Passed by the Township of Uxbridge Council June 12, 2000  
“That the Council of the Township of Uxbridge hereby stipulated that no parking of film set vehicles be permitted on Brookdale Road allowance which would inconvenience the area residents and that all residents have access to their properties at all times”

When Filming on Brookdale Road in the Township of Uxbridge, production companies must adhere to the following”

- 1) No road closures
- 2) No traveling shots
- 3) No intermitten stops
- 4) Parking of all vehicles on one side of the road only
- 5) No stoppage of traffic
- 6) No interference with residential driveways

Jo Ann Merrick, *Film Liaison and Permits*  
P.O. Box 190, 51 Toronto St. S, Uxbridge, ON L9P 1T1  
Tel: 905-852-9181 Ext. 202  
Fax: 905-852-9674  
Email: [jmerrick@uxbridge.ca](mailto:jmerrick@uxbridge.ca)

Ben Kester, *Works Department – Director of Public Works & Operations*  
P.O. Box. 190, 51 Toronto St. S, Uxbridge, ON L9P 1T1  
Tel: 905-852-9181 Ext. 215  
Fax: 905-852-9674  
Email: [bkester@uxbridge.ca](mailto:bkester@uxbridge.ca)



## **Fire Department**

*Phil Alexander, Fire Chief*

P.O. Box. 370, Uxbridge, ON L9P 1M8

Tel: 905-852-3393

Fax: 905-852-0125

Email: [palexander@uxbridge.ca](mailto:palexander@uxbridge.ca)

*Ken Maynard, Fire Prevention Officer Liaison*

P.O. Box. 307, Uxbridge, ON L9P 1M8

Tel: 905-852-3393

Fax: 905-852-0125

Email: [kmaynard@uxbridge.ca](mailto:kmaynard@uxbridge.ca)

## **Sanitary Dumping Facilities (for holding tanks of trailers/RV's only)**

Tel: 705-426-4492

## **Waste Transfer Station (Recyclable Waste Only)**

*Peter Viega, Supervisor*

Tel: 905-668-7711 x 3720

## **Water Hydrant Control**

*Amy Crook*

Tel: 705-357-3140

## **School Boards & Educational Institutes**

*Noreen Arnold, Coordinator of Community Schools*

### **Durham District School Board**

400 Taunton Rd. E, Whitby, ON L1R 2K6

Tel: 905-666-6310

Fax: 905-666-6311

Email: [arnold\\_noreen@durham.edu.on.ca](mailto:arnold_noreen@durham.edu.on.ca)

*Patricia Manson, Director of Education*

### **Durham District Catholic School Board**

650 Rossland Rd. W, Oshawa, ON L1J 7C4

Tel: 905-576-6150

Fax: 905-721-8239

Email: [patricia.manson@durhamrc.edu.on.ca](mailto:patricia.manson@durhamrc.edu.on.ca)



## **Hospital (Open 24hrs)**

Nancy James, *Executive Assistant*

### **Uxbridge Cottage Hospital**

4 Campbell Dr. Box 5003, Uxbridge, ON L9P 1S4

Tel: 905-852-9771

Fax: 905-852-5560

Email: [najames@msh.on.ca](mailto:najames@msh.on.ca)

## **Conservation Authorities**

*Manager of Admin. Services & Real Estate*

### **Durham Regional Forest**

105 Consumers Dr., Whitby, ON L1N 6A3

Tel: 905-668-7721 Ext. 5275

Fax: 905-668-2051

## **Cemetery**

Uxbridge-Scott Museum

7239 Concession 6, Uxbridge ON

Tel: 905-852-5854

Fax:

Email: [museum@uxbridge.ca](mailto:museum@uxbridge.ca)