



# APPLICATION FOR FILMING PERMIT

FILE # \_\_\_\_\_

Office Use Only		
File #:	Date Complete:	Decision:

## Filming Permit Checklist

Documents required:	
	Completed Filming Application Form (signed by ALL titled landowners)
	Letter of Intent (reason for Filming) If this is a renewal, please list any changes for this year
	Fully dimensioned site plan of all existing and proposed structures on site, as well as the following: <ul style="list-style-type: none"> <li>○ The legal description of the property</li> <li>○ Main access and egress, emergency route, and muster stations</li> <li>○ Front, rear, and side setback distances from the Filming Location to the property lines</li> <li>○ Parking areas and loading provisions</li> <li>○ Access and egress locations to the site</li> <li>○ Water and washroom accessibility</li> <li>○ Dates and times of Filming</li> </ul>
	Full name and addresses of all responsible parties
	Proof of Liability Insurance (naming Kneehill County as additional insured)

- More information may be requested by the County to properly evaluate the application.
- **Please note that an application for Filming must be submitted at least 60 days prior to the event.**

The following personal information is for office use only. It will be removed from the package prior to circulation.

\_\_\_\_\_

Location

\_\_\_\_\_

Production Company

\_\_\_\_\_

Contact Person

\_\_\_\_\_

On-Site Liaison

\_\_\_\_\_

Address

\_\_\_\_\_

Phone Number

\_\_\_\_\_

Cell Phone

\_\_\_\_\_

Fax Number

\_\_\_\_\_

Email Address



APPLICATION FOR FILMING PERMIT

FILE # \_\_\_\_\_

Name of Project: \_\_\_\_\_

Legal Description: Qtr. \_\_\_\_\_ Section \_\_\_\_\_ TWP \_\_\_\_\_ RGE \_\_\_\_\_ W4M

- Project Type (please check):
- |   |  |
|---|--|
| <input type="checkbox"/> Commercial Photography | <input type="checkbox"/> Documentary               |
| <input type="checkbox"/> Educational Film       | <input type="checkbox"/> Feature Film              |
| <input type="checkbox"/> Music Video            | <input type="checkbox"/> Television Commercial     |
| <input type="checkbox"/> Television Film        | <input type="checkbox"/> Television Program/Series |
| <input type="checkbox"/> Other                  | <input type="checkbox"/> Private                   |

Describe the Proposed Project: \_\_\_\_\_

\_\_\_\_\_

Dates of Filming: \_\_\_\_\_

Number of Crew on site: \_\_\_\_\_

Name of Registered Landowner: \_\_\_\_\_

Name of Agent Authorized to Act on Behalf of Production Company: \_\_\_\_\_

Project Organizer(s): \_\_\_\_\_

Equipment (i.e., sound, lights, etc.): \_\_\_\_\_

Props and/or Special Effects: \_\_\_\_\_

Security (Name if any): \_\_\_\_\_

Use of Any Existing and/or temporary structures (please ensure they correlate with the site plan)

\_\_\_\_\_

Expected Number & Type of Vehicles (vehicle trips/day generated)

\_\_\_\_\_

Parking Provisions: \_\_\_\_\_

Are food, beverages, to be provided at site: \_\_\_\_\_

Garbage Removal Provisions \_\_\_\_\_

Washroom Facilities: Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, How Many \_\_\_\_\_



APPLICATION FOR FILMING PERMIT

FILE # \_\_\_\_\_

- Additional Information (please check):
 Animals
 Livestock
 Special Effects
 Drone
 Sets
 Lights
 Generators
 Tents
 Barricades
 Fencing

3. IS PROPOSED FILMING WITHIN:

- Yes  No  800 m of an urban centre
Yes  No  1.5 km of a sour gas facility
Yes  No  800 m of neighboring Municipal boundary
Yes  No  800 m of a creek, river, or watercourse, etc.

4. LOCATION

A visual inspection of the proposed filming area may be necessary to determine placement and other details.

I hereby make application and acknowledge all plans and information submitted are, to the best of my knowledge, true and accurate.

- I am (we are) the registered event owner(s) or
 I am the agent authorized to act on behalf of the registered event owner

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

5. AUTHORIZATION, IF APPLICABLE, TO ACT ON BEHALF OF THE REGISTERED EVENT OWNER(S)

I (We) hereby authorize \_\_\_\_\_ to act on my (our) behalf on matters pertaining to this application for Filming.

Signature of Event Owner(s) \_\_\_\_\_

\_\_\_\_\_
Date

The information noted on this application form will be used to evaluate the proposed event. This form and/or the information herein may be circulated to relevant agencies and adjacent landowners for comment and shall thereafter be treated as a public document.

SITE PLAN OF PROPOSED DEVELOPMENT

Location/Legal Description: \_\_\_\_\_

Please indicate the following where applicable:

*Drawings should be clear and legible. Drawings may incorporate aerial site photos to more easily illustrate.*

1. Dimensions of the site, including all property lines.
2. All existing and proposed buildings, shelterbelts, wells, septic tanks and fields, watercourses, trees, shrubs and any major structure such as telecommunication towers and the distances between those features and the lot lines, residences, etc.
3. In residential, commercial, industrial, recreational and institutional areas:
  - The front, rear and side yard setbacks.
  - Off-street parking and loading provisions.
  - Access and egress locations for site.
  - Water well location
  - Type and locations of sewage system \_\_\_\_\_
  - Location of, and proposed screening for: garbage, washrooms, cooking areas, etc. (If applicable)



Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_