

Submit notification letters to Film@GreaterSudbury.ca at time of Film Permit Application

(Insert your logo and/or company information here)

FILMING NOTIFICATION

Dear Property Owner,

Please be advised that filming in your immediate area will occur *(insert date)* to *(insert date)*.

Production crews will be operating at *(insert address and/or location description)* during this period.

The filming of this production will include: *(insert appropriate activities and descriptions as appropriate)*

- ✓ Temporary street closures
- ✓ Intermittent traffic interruptions
- ✓ Parked production crew vehicles
- ✓ Alterations to the neighbourhood
- ✓ Costumed cast and props
- ✓ Controlled special effects including: *(insert nature of special effect i.e. explosion)*

Thank you in advance for your cooperation and understanding. *(Insert production company name)* has been working with the City of Greater Sudbury to minimize disruption while filming in the community. **Please see the Cast & Crew Conduct expectations on the reverse of this letter.**

We appreciate your generous support and welcome you to observe filming from a safe distance without compromising the set.

For further information please contact:

(Insert Production Crew contact name and phone number/e-mail address)

Or

Clayton Drake, Film Officer, City of Greater Sudbury
At 705-674-4455 ext 2478 or Film@GreaterSudbury.ca

Ce document est disponible en français sur demande.

Film and television productions are all guests in residential and commercial areas and shall treat all locations, as well as the members of the public, with courtesy. It is the responsibility of each producer/production company to ensure that cast and crew comply with this Code of Conduct. Filming notification letters distributed in the neighbourhood or business district must include this one-page Code of Conduct (PDF) on the reverse of the notification letter.

TO THE PUBLIC

If you find this production company is not adhering to this Code of Conduct, please call the City of Greater Sudbury at 705-674-4455 ext 2478, Monday-Friday between the hours of 8:30 am and 4:30 pm; e-mail at Film@GreaterSudbury.ca.

- 1) When filming in a neighbourhood or business district, proper notification is to be provided to each merchant or resident directly affected by filming activity (this includes parking and base camp areas). The filming notice shall include:
 - a. Name of production company, title of production
 - b. Production type (feature film, movie of the week, mini-series, TV pilot, TV special, etc.)
 - c. Type, duration and description of activity (i.e. times, dates and number of days, including prep and strike)
 - d. Company contact:

Location Manager (LM)

Assistant Location Manager (ALM)

- 2) The code of conduct shall be attached to every filming notification which is distributed in the neighbourhood or business district.
- 3) Any production company intending to film on public property must first obtain a permit from the City of Greater Sudbury.
- 4) Production vehicles arriving on location in or near a residential neighbourhood shall not enter the area before the time stipulated on the permit. Production vehicles shall park one-by-one, turning off engines as soon as possible. Cast and crew vehicles are not covered by the location filming permit and shall observe designated parking areas noted by location managers. This shall appear on the call sheet map. Filming only takes place between 7:00 am and 11:00 pm unless residents are surveyed and a majority has given their approval (written approval where possible, name and address noted if homeowner/tenant/business owner has no objection but does not wish to sign).
- 5) Moving or towing of any vehicle is prohibited without the express permission of the owner of the vehicle or the City.
- 6) Production vehicles shall not block, or park in, driveways without the expressed permission of the driveway owner.
- 7) Pedestrian traffic shall not be obstructed at any time. All cables and similar items must be channeled. Approved traffic interruptions must not exceed 3-minute intervals.
- 8) Cast and crew shall not trespass on residents' or merchants' property. They must remain within the boundaries of the property that has been permitted for filming.
- 9) No alcoholic beverages or banned substances are permitted at any time on any set or location.
- 10) Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within their designated meal area, during scheduled crew meals. All trash must be disposed of properly upon completion of the meal. All napkins, plates, and coffee cups used in the course of the work day shall be disposed of in the proper receptacles. All catering, crafts service, construction, strike and personal trash must be removed from the location, ensuring that all locations are returned to their original condition.
- 11) Cast and crew shall observe designated smoking areas and always extinguish cigarettes in appropriate containers.
- 12) Removing, trimming and/or cutting of vegetation or trees are prohibited unless approved by the relevant municipal authority (existing City Municipal By-law) or property owner.
- 13) Film crew shall not remove City street signs. This must be done by City Transportation Services staff.
- 14) Use of any municipal infrastructure, such as fire hydrants, is not permitted unless explicitly approved by the City.
- 15) Every member of the cast and crew shall keep noise levels as low as possible at all times. Cast and crew will refrain from the use of lewd or improper language.
- 16) Every member of the crew shall wear a production pass (badge) when required by the location.
- 17) The cast and crew shall not bring guests or pets to the location, unless expressly authorized in advance by the company.
- 18) It is up to the film company to make alternative parking arrangements for residents in possession of a valid parking permit for that area whose vehicles are displaced by the filming activity. Relocating vehicles by towing to accommodate filming or parking will not be permitted.
- 19) The company will comply at all times with the provisions of the filming permit which include adherence to the City of Greater Sudbury By-law 2015-227. A copy of the filming permit shall be on location at all times with the location department.
- 20) The production company appreciates your cooperation and assistance in upholding the code of conduct. Failure to comply with this code of conduct can result in disciplinary action by the production company or your Union, Guild or Association.