



The Town of Petty Harbour/Maddox Cove

35 Main Road, Petty Harbour, NL A0A 3H0

www.pettyharbourmaddoxcove.ca

Telephone: (709) 368-3959 Fax: (709) 368-3994

For Office Use Only

Application # _____

Permit # _____

Application to Film

With the exception of news media, all location filming within the Town of Petty Harbour-Maddox Cove must contact the Town of Petty Harbour-Maddox Cove to begin the process for approval and permitting.

Individuals or companies wishing to film in the Town of Petty Harbour-Maddox Cove must complete and return the following documents at least 14 business days prior to filming.

- Application to Film in the Town of Petty Harbour-Maddox Cove
- Certificate of Insurance with the appropriate limits of insurance and naming "Town of Petty Harbour-Maddox Cove" as additionally insured.
- A copy of notification to residents of the details of filming to serve as a public notice.
- A written public notice must be sent to all residents through Canada Post advising of the details of the film shoot.
- A list of the dates and times of any road closures, traffic flow disruptions, and or locations of traffic calming measures. **Road closures and/or traffic flow disruptions on the Main Road or Long Road Run must have prior approval from the Department of Transportation and Infrastructure.**

Once all the required information is received, Council will review the application. If approved, permits must be available on-site during filming to be presented if requested.

Please return the application package to:

Mandy Dinn

Chief Administrative Officer

35 Main Road, Petty Harbour, NL A0A 3H0

(709) 368-3959

mdinn@phmc.nf.net

Town of Petty Harbour-Maddox Cove
Application to Film

Contact Information

Applicant Name:
Film Company Name:
Production Title:
Applicant Email:
Applicant Telephone:

Filming Information

Film Title:
Film Summary:
Number of Cast & Crew:
Description & Number of Production Vehicles: _____ _____ _____
Parking Locations: (Please include a list of specific locations) _____ _____ _____
Filming Start Date: _____ Filming End Date: _____ (Including Setup and Removal)
Filming Location(s): _____ _____ _____
Will the closure of roads or partial lane reductions be required? <input type="checkbox"/> YES <u>or</u> <input type="checkbox"/> NO (If yes, please submit a traffic plan with this application that includes the route outlining all closures, including start and end time for each closure. Identification of where barriers will be placed for closure and the number of volunteers, security and/or marshals and their exact location.)
Will on-street parking be required? <input type="checkbox"/> YES <u>or</u> <input type="checkbox"/> NO (If yes, please provide specific locations) _____ _____

Special Effects

Will a sound amplifier be used: YES or NO

Will any special effects or pyrotechnics such as explosives, sounds of gunfire, artificial smoke, spotlights etc. be used: YES or NO

If yes, please provide details of special effects and dates to be used:

Hours of Operation

Filming shall only occur between the hours of 7:00am and 11:00pm. This time frame includes the time required for arrival and departure of cast and crew as well as setup and dismantling of sets. Any activity during restricted hours requires pre-approval from the town.

Is an extension to the town's Noise By-Law being requested (11:00pm – 7:00am Quiet Time):

YES or NO

If yes, please provide the details of the request for extension:

Application Checklist

- Application completed in full.
- Copy of general liability & advertising liability insurance with the appropriate limits of insurance and naming "Town of Petty Harbour-Maddox Cove" as additionally insured.
- Detailed parking plan.
- Detailed traffic plan.
- Detailed schedule of special effects or pyrotechnics (if required).
- Copy of the public notification to residents.
- Copy of the approval from the Harbour Authority if activity is on the waterfront.
- Permit from Transportation and Infrastructure if there will be road closures or traffic disruptions on Main Road or Long Run Road.

Responsibilities & Acknowledgement

The applicant agrees to ensure that areas are kept safe for residents and the general public. The areas will be returned to their original condition when exiting the property. The applicant agrees to take immediate and decisive action if the organization becomes aware of a situation that could lead to injury or property damage. The applicant agrees to take immediate action to prevent participants and the general public at the filming site from any possible situations that could cause harm.

Agreement to Indemnify and Hold Harmless

Upon signing the application, the applicant agrees to save harmless and indemnify the Town Of Petty Harbour-Maddox Cove and it's elected representatives, officers, employees and agents against any and all claims, demands, suits, actions, cause of action and/or proceedings that may be brought against or made upon the Town and/or it's elected representatives, officers, employees or agents by any person arising out of matters in any way related to any act, failure to act or otherwise of the applicant and/or its employees, officers, servants, volunteers and agents in respect of, or pertaining to the permit should one be required or granted.

Release of Waiver of Liability

Upon signing the application, the applicant hereby releases, waives, and forever discharges the Town of Petty Harbour-Maddox Cove 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 event.

Applicant Declaration

I (the applicant) acknowledge that I have read, understand, and agree to the procedures as outlines for filming in the Town of Petty Harbour-Maddox Cove. I have attached a certificate of insurance, a copy of the notification to residents, and a traffic plan including any road closures, traffic flow disruptions, and/or the locations of traffic calming measures.

Name: _____

Date: _____

Signature: _____

Privacy Statement

Under the authority of the Access to Information and Protection of Privacy Act, 2015, personal information

is being collected and will be used for the purpose of processing your application.

Questions about the collection and use of the information may be directed to the Chief Administrative Officer of the Town of Petty Harbour/Maddox Cove – Mandy Dinn, by email: mdinn@phmc.nf.net or by phone 709-368-3959.