

City of London, Production Guidelines – Filming in London



London
CANADA

Production Guidelines

Filming in London

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FILMING IN LONDON - FULL PRODUCTION GUIDELINES

1.0 INTRODUCTION

The City of London recognizes that its residents benefit from television and movie industry use of various City facilities for audio visual productions. As a result, the City has established a series of formal guidelines and applications to protect producers, the City's employees and assets from accidental injury, loss or damage.

The City of London recognizes that film production generates rich economic spin-offs to the community. Our staff will be pleased to identify members of the general public, community associations, businesses and City departments who may be able to assist you.

London offers a diverse backdrop for many productions large or small, in part or in whole. The City of London in conjunction with other local organizations will offer assistance and provide a hassle free environment for productions to take place. Some of the productions that have taken place in our city in the past are Due South, The Red Green Show, A Time to Kill and Phenomenon to name a few.

London offers an economical solution to large city location filming and a versatile landscape for feature film, television, commercial, corporate and music video productions with a variety of support services, crew and talent.

2.0 CONTACT INFORMATION

For more information contact: Krista Broderick, Special Events Manager & Community Rentals
Phone 519 661-2489 x2379
Fax 519 661-5793
e-mail: kbroderick@london.ca

3.0 CITY OF LONDON PRODUCTION HOURS

Hours for filming, move-ins, move-outs and related activities in residential areas are:

- 7:00 a.m. to 11:00 p.m. Monday to Friday
- 9:00 a.m. to 11:00 p.m. on weekends

Filming activities in the non-residential area of the downtown core (describe), and in industrial areas and primary transportation routes are allowed 24 hours a day, subject to the conditions outlined below.

Noise levels must not contravene the City's Noise Bylaw (link to City website 'City Services'). Filming between 11:00 pm and 7:00 am in residential areas will only be allowed if at least 66% of the residents approve.

4.0 CLOSING OF CITY STREETS, ALLEYS AND SIDEWALKS

The City is prepared to close streets, alleys, lanes or sidewalks to allow for actual filming pending business activities and construction schedules. As "No Parking" signs must be posted 24 hours in advance of the filming, it is necessary to file the following information five (5) working days before filming:

- the streets where the filming is to take place
- number of traffic lanes to be closed
- how access will be maintained to adjacent businesses/residential areas
- detailed description of the filming to be done
- date(s) and times of the filming.

Streets in the downtown core will not be closed during the normal business day unless:

- adequate alternate routes are available
- adequate access is assured to adjacent businesses/residential areas
- public transit can be maintained on the portion of the street to be closed or on adjacent streets.

CLOSURE OF MAJOR STREETS IS SUBJECT TO APPROVAL ON A CASE-BY-CASE BASIS.

Police officers may be required to undertake traffic control duties for any on-street filming that will affect or interfere with traffic. The City of London Environmental Services Department will set the conditions on Street Use Permits for street/alley/sidewalk closures. Performance Security is required to ensure compliance with conditions set out by the City. Failure to adhere to, or exceed the permit conditions, will result in the permit being revoked and all work suspended for the remaining portion of that calendar day.

5.0 FILMING ON OTHER CITY PROPERTY

The City of London owns many facilities that may be available to the film industry. These include City Hall, community centres, parks, recreation facilities, landfill sites and operations centres. Permission to film in these locations (subject to availability) must be arranged with the City of London in advance. Your request should be in writing at least 4 weeks in advance and provide as much of the following information as possible:

- the building/park/facility and the specific locations which you plan to use
- including any space needed for equipment, etc.
- the exact nature of the filming to be done
- the date and time required including site set up and clean up
- why this location is requested
- approximate number of crew/cast, support vehicles and equipment
- any special effects, stunts or loud noises
- any special technical needs, e.g., utilities, parking, security, moving existing furniture, wall decorations, etc.

Please keep in mind that these facilities function primarily to serve citizens; filming will not be permitted if it severely impacts the ability for the facility to serve its customers. As a result, limitations or specific conditions may need to be established if the site is made available to the production company. Some locations may not be available at any time: Also, previously booked events will take precedence unless a mutually-agreeable compromise can be reached.

For fees and security deposits see the Rate Sheet. If access to buildings or grounds is granted, all associated costs including staff time and necessary security will be payable by the production company.

If a film company wishes to film City personnel, vehicles, equipment, uniforms, etc., the film company must obtain approval in advance.

6.0 RESIDENT & BUSINESS NOTIFICATIONS

An information letter must be delivered by the production company to those residents/businesses directly impacted by the closure of a street/alley/sidewalk or the on-street parking of film production vehicles at least 2 weeks in advance.

The information letter must be on company letterhead and include:

- the name and phone number of the location manager
- the title of the production
- the date and time crews will be working in the area with a brief description of what the crew will be doing
- where your production vehicles are permitted to park

A copy of the written notification must also be submitted. The production company will place a sign(s) on the sidewalk in the area advising the public that filming is taking place. Filming involving loud special effects, gunfire, etc. requires a larger notification area.

The production company's staff must perform their work in a safe and professional manner. This includes refraining from trespassing, littering, lewd or improper language or dress.

Vehicle/generator exhausts and spillover lighting cannot be allowed to negatively affect residents and businesses. The safety of the public and enjoyment of their property must be protected.

Production crews will clean up and restore the location to its original condition at the end of filming unless otherwise arranged.

7.0 REMOVAL OF STREET SIGNS, SIGNALS OR ROAD MARKINGS

If it is necessary for street signs (street names, traffic control signs, directional signs, etc.), signals or road markings to be removed during filming approval is required to have removal and replacement carried out. A minimum five (5) days notice is required for this type of service. The Highway Traffic Act; Section 184 states "Every person who willfully removes, defaces or in any manner interferes with any notice or obstruction lawfully placed on a highway is guilty of an offence and on conviction is liable to a fine ...or to imprisonment ..." The producer is responsible for reimbursing the City the full cost of this service.

8.0 PARKING PERMITS

The City will attempt to provide street parking space for essential film unit vehicles. As the City must post "No Parking" signs 24 hours before the effective date of the permit, the following information is required at least five (5) working days in advance of the required signing:

- the streets to be reserved for parking vehicles
- existing regulations on the street such as parking/no parking zones, meters, rush hour limits, handicapped parking, etc.
- detailed description of the filming to be done
- date(s) and time the signing is required.

Permitted streets will be reserved overnight if the permit allows for shooting on consecutive days.

This parking is, not for cast and/or crew's personal vehicles. Arrangements must be made for off-street parking and/or shuttle vans/buses should be used.

All film production vehicles must display a valid parking permit in the windshield of each parked vehicle. Vehicles not displaying a valid permit may receive parking tickets. No vehicles are permitted to be parked in front of fire hydrants, driveways or within five metres of a street corner or crosswalks. Vehicles may be ticketed and towed in these cases.

TOWING ILLEGALLY PARKED VEHICLES

If it is necessary to tow a vehicle that is parked in a signed area, only the City of London can arrange for a towing company to move a vehicle parked in a signed area at the producer's expense. The Production Manager should notify the City as soon as possible when an unauthorized vehicle is in an area assigned to the production company. In all cases where a vehicle is towed, London Police Service must be notified by calling **519 661-5500**.

9.0 USE OF HELICOPTERS, HOT AIR BALLOONS AND LOW-FLYING AIRCRAFTS

Authority to fly lower than 1000 feet above ground level is required from Transport Canada and London International Airport.

Obtaining Transport Canada approval for helicopters/hot air balloons/ultralight or low-flying aircraft is the responsibility of the helicopter/charter aircraft company hired by the film production company. They will require a letter from the City stating whether or not it has objections to these flights. This letter will be sent directly to Transport Canada once Transport Canada and the Greater London International Airport have confirmed their support in writing. Aviation liability insurance is required in the amount of \$25 million with the City of London included as an additional insured.

In addition, City permission is required if an aircraft is to land and/or take off from a City-owned property, e.g. street, building, parking lot, or any of the balloon launch sites. An exception to this requirement is that landings and takeoffs at London International Airport are subject to approval by the Airport Authority.

10.0 USE OF CITY VEHICLES

The City of London owns and operates an extensive fleet of vehicles comprised of compact cars, pickups, vans, fiat beds, dump trucks and other municipal equipment. Requests to rent City vehicles must be made at least ten (10) working days in advance.

USE OF CITY FLEET (including Special Event Operators)

Production companies are required to sign a contract agreement to rent City vehicles or equipment. The agreement stipulates the operating conditions, insurance, charge-out rates and other legal requirements. Charges for use of the unit and the Special Event Operator are set by the operating department. No vehicles may be operated by anyone other than a City of London employee.

A contract administration fee of \$50.00, plus application taxes will apply per transaction.

Note: City vehicles will only be made available if they are not otherwise committed.

11.0 INSURANCE REQUIREMENTS

- *Comprehensive (or Commercial) General Liability Policy*
- Minimum limit of \$5 million each occurrence
- General liability insurance must include:
- Personal injury, broad form property damage, contractual liability, owners' and contractors' protective, completed operations, contingent employer's liability, non-owned automobile, cross liability and severability of interest clauses
- Corporation of the City of London as "Additional Insured"
- 30 days notice of cancellation
- Evidence from a Canadian-licensed (or Ontario-licensed) insurer must be submitted on a standard City of London certificate of insurance form.
- Whenever a City of London facility will be occupied during all or part of the filming activities, you will need to secure tenants legal liability insurance in the amount of at \$250,000 or such higher sum as may be required due to special conditions of the facility
- Whenever *aircraft and/or watercraft* will be used, you will need to secure special insurance in the amount of at least \$25 million aircraft and \$5 million watercraft for these activities
- *Automobile Liability* Insurance on all owned / leased vehicles
- *Workplace Safety and Insurance Board* coverage (or Waiver)

Note: The City reserves the right in it's sole discretion to require additional amounts or types of insurance depending on the specific nature of planned activities.

NON-OWNED AUTO INSURANCE

The insurance provided by an auto rental company, covers yourself and the auto, but not the City of London and its taxpayers who would be responsible in the event of a claim. The non-owned policy covers your firm, its employees for amounts in excess of that provided by the rental company.

12.0 USE OF SPECIAL EFFECTS

Emergency Services (Fire and Police) must be notified at least five (5) working days in advance of any scenes requiring special effects, stunts, loud noises, pyrotechnics, visible weapons (whether being fired or not), and helicopters or low-flying aircraft. Verbal and written notification to residents (including survey of residents) and businesses must also make reference to these activities. Fire and Police will need to approve plans for these special effects.

The City reserves the right to have production companies survey affected residents before permits are issued in these cases. The presence of the Police and/or Fire staff is usually required during this type of filming.

13.0 ASSISTANCE FROM EMERGENCY MEDICAL SERVICE, FIRE, POLICE - The approval is contingent upon ensuring adequate signage and barricades and providing adequate emergency access at all times to the satisfaction of the Fire Department, the Police, the Emergency (Ambulance) Services, and the City Engineer or designate. Additional permits may be required from the Building Division, 7th floor, City Hall, for erecting tents, booths, etc., within the road allowance (sections 21 and 23).

EMERGENCY MEDICAL SERVICES ASSISTANCE

Canadian Red Cross or St. John Ambulance may be available to provide standby units / paramedics during potentially dangerous situations.

USE OF FIRE PERSONNEL, BUILDINGS, ETC.

Advance permission of the Fire Chief is required if a film production company wishes to film Fire personnel, vehicles, equipment, buildings, uniforms, etc. The request must be made in writing to the Special Events Manager or designate at the City of London at 519 661-2489 x2379. All pertinent details of the script involving the Fire Department, as well as a brief outline of the film, is required a minimum of ten (10) working days prior to their use.

If a production company requires Fire Services to be present on an assigned basis, the request must be made through Special Events Manager or designate at the City of London, 519 661-2489 x2379 at least ten (10) days in advance. Off-duty fire personnel may be made available at a fee to be determined by the Fire Chief.

All Fire personnel who work "off-duty" are paid in accordance with the collective agreement between the City and the London Professional Fire Fighters Association. Twelve advance hours notice must be given if booked services are not required. All Fire personnel reporting to the site are payable for a minimum of three hours at 1.5 times their normal rate of pay.

USE OF FIRE HYDRANTS

If the use of a fire hydrant is required, contact the Environmental Services, at least ten (10) working days in advance. The fire hydrant will be inspected by the City and the film production company's staff will be trained on its use. After completion of filming, The City will re-inspect the hydrant. If the hydrant is damaged, the City will repair the hydrant and bill the film company for the costs incurred.

During emergencies, Fire Service's use of fire hydrants supersedes any other use. Fire Services must be provided with unobstructed access to the fire hydrant until they indicate it is released.

PERMITS FOR FIRE SAFETY

Currently, Federal and Provincial Statutes, as well as municipal bylaws control the use of fire and pyrotechnic effects in London,

Any filming where open flame is used, indoors or outdoors, requires review by the Fire Chief. Requirements for attendance by the Fire Services are judged on an individual basis. Fire prevention and suppression requirements will be judged individually, depending upon the location and extent of risk involved.

Requirements can range from appropriate fire extinguishers on hand for use by trained film crew to paid Fire Services crews and vehicles on site.

London Fire Services has the authority over pyrotechnics in the City. Any use of these materials or any other use of flammable materials for pyrotechnics requires Fire Prevention Office review. Required fire protection will be mandated upon review of information provided from the production company. Requirements range from appropriate fire extinguishers on hand for use by trained film crew to full paid duty fire crews and vehicles on site.

At least three (3) weeks prior to filming, the Fire Chief requires a completed 'High Hazard Fireworks Discharge Permit' Fire Services reserves the right to refuse to issue a permit to any blaster or pyro-technician not holding valid certifications or where the safety of the proposed event is deemed to be unsafe.

Requests for permits are required for:

- the use of any explosives *
- the use of any fireworks
- the use of any pyrotechnics
- the burning of any buildings or vehicles, etc.

Requests must be made in writing to the Fire Chief ten (10) working days in advance.

*Note any use of explosives, other than in a pyrotechnical effect, must be report to the London Police Service, Explosives Disposal Unit at least ten (10) working days in advance.

The following information must be provided ten (10) working days prior to any explosive, pyrotechnic effect or burning permit being issued:

- a complete description of the device, materials, etc. being used to create the special effect
- *the exact amount* of explosives to be used and the types of explosives to be used. Types will include who the manufacturer is and the color coding
- the type of delays to be used
- how the effect is to be fired - electrically, remotely or manually
- the exact location including distances from any and all buildings
- the safety precautions and apparatus used to protect the public, cast and crew
- a complete "story board" on what effect is to be done may be required

The use of any black powders, "Detonation Cords", pyro-pak pyrotechnics or any other high explosives will require the attendance of an assigned Fire Prevention Officer and may require a member of the London Police Service Explosives Disposal Unit to examine and/or offer advice regarding the explosive.

Once an inspection of the site and the special effect to be used has been completed, the assigned Chief Fire Prevention Officer shall sign the appropriate permit for that effect. The effect shall not be used until the permit is signed and the effect approved.

Any special effect not using high explosives, i.e. propane cannon, gasoline, etc. will require the attendance of an assigned Fire Services Officer or Inspector and/or Fire Fighting Personnel.

A Fire Services Officer and/or Inspector may stop the effect at any time if the public, cast, crew, etc. is in danger from the effect.

STORAGE AND TRANSPORTATION OF EXPLOSIVES

A magazine, the manner in which the explosives shall be stored therein and the conditions under which explosives may be stored shall be governed by and subject to the provisions of the Explosives Act (Canada) and its related regulations.

The transportation of explosives shall be governed by and subject to the provisions of the Explosives Act (Canada) and its related regulations.

POLICE SERVICES ASSISTANCE

Police presence is required when there is a concern for public safety:

- to control traffic during road closures
- for any filming involving weapons that will be visible to the public whether they will be fired or not
- for shots involving camera mounted in moving vehicles
- to control traffic for any stunts or special effects
- when explosives are being used.

All applications for Police assistance in these cases must be made through London Police Services a minimum of ten (10) working days in advance.

Police officers who work "off-duty" are paid in accordance with the standard agreement with the London Police Association. Eight hours notice must be given if booked services are not required.

On-duty officers, if available, can be used to assist movie production vehicles change locations if the vehicles must proceed opposite to the normal flow of traffic. 'Wrong way' moves cannot occur during the rush hours.

Prior written permission from the Police Chief is required when a film production company wishes to film Police personnel vehicles, equipment, buildings, uniforms, etc. An advance written request must be made to the London Police Service. All pertinent details of the script which involve the London Police Service as well as a brief outline of the film is required a minimum of ten (10) working days prior to their use.

FIREARMS

If firearms are to be used and seen by the public and/or discharged, London Police Services must be notified at least four hours in advance. Include in the notification the time and location the filming will take place, the nature of the firearms used and the name, permanent address, permanent and temporary phone number and date of birth of the gun wrangler.

All gun wranglers must be in possession of and be able to produce a Firearms Acquisition Certificate on demand. They must be familiar with Canadian laws with respect to storage/transportation/regulation of permitted/restricted/prohibited firearms London Police Services. Firearms Unit must approve all restricted and/or prohibited weapons. London Police can be contacted at 519 661-5670.

PYROTECHNIC EVENT APPROVAL

Approvals will be facilitated by Special Events Manager or designate, City of London, 519 661-2489 x2379. Information is required for events at least ten (10) working days before the event by:

- London Fire Services, Chief Fire Prevention Officer
- London Police Services (attn: Explosives Disposal Unit)
- Provincial Occupational Health & Safety Organizations

They will need at least the following information:

- A complete Event Approval Application (or approved form)
- A Pyrotechnic Special Effects Certification Card (or facsimile)
- A written description of the event (Letter of Intent)

OTHER SPECIAL EFFECTS

A Letter of Intent is usually satisfactory for film/television productions and should include:

- Locations and dates for filming of effects
- General description of the scene
- Effects to be used and their fabrication
- Anticipated result
- Safety measures to be taken
- Method of determining safety distances

Note: A copy of the event approval and Letter of Intent must be kept available on set for review.

DEMONSTRATIONS

In some extreme cases, at the full discretion of Fire and/or Police may require a demonstration of any effect that is unknown to determine its explosives limit. It is understood that a demonstration may not always be feasible depending upon the nature of the production, however, Fire or Police may withhold approval of the permit if not satisfied that the effect can be safety carded out.

For information on the certification of pyrotechnics, pyrotechnical personnel and Ontario requirements please contact:

Explosives Regulatory Division - Natural Resources Canada
580 Booth St., Ottawa, Ontario K1A 0E4

Attention: Rachel Robbins, Senior Inspector, Pyrotechnics/Fireworks
(613) 948-5172 FAX: (613) 948-5195
rrobbins@nrccan.gc.ca

EMPLOYEE INJURIES AT THE WORKPLACE

The Occupational Health and Safety Act also requires that a Ministry of Labour inspector or delegate be notified in the event of an injury at the workplace. If the workplace is also a City of London site, the City's Health and Safety Division must be notified. Phone 519 661-5468 from **8:30 a.m. to 4:30 p.m. Monday** through Friday. After hours call City dispatch 519 661-4965.

FATAL OR CRITICAL INJURY

The *employer* must immediately notify, by phone, an inspector at the Ministry of Labour and London Police Service of a fatal or critical injury. The Act also requires that the accident scene must be secured until permission to alter the area is given by the inspector. A "critical injury" is one which:

- places life in jeopardy;
- produces unconsciousness;
- results in substantial loss of blood;
- involves fractures of the leg, arm, hand or foot, but not finger or toe;
- involves amputation of the leg, arm, hand or foot, but not finger or toe;
- consists of burns to a major portion of the body; or causes the loss of sight in an eye

14.0 INTERESTING PLACES TO FILM IN LONDON

To obtain information on sites which may be available for filming, contact Special Events and Community Rentals, City of London, 519 661-4757, The OMDC website at www.omdc.on.ca or visit The London Film & Television Liaison website at www.londonfilm.ca

15.0 APPLICATION FORMS

To film in London, please complete the two mandatory forms and fax them to the Special Events and Parks & Recreation, City of London, 519 661-5793.

16.0 MANDATORY FORMS

- Film Production Information Sheet
- Filming Permit Request
- Insurance Requirements
- Other Forms and Information and information are available on request through the following:

Manager Special Events & Community Rentals
Phone : 519 661-2489 x2379
Fax: 519 661-5793
e-mail: kbroderick@london.ca

17.0 ATTACHED FORMS

Letters of Notification Checklist

Production Information Sheet

Filming Permit Request

SPFX Letter of Intent Form



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LETTERS OF NOTIFICATION CHECKLIST

Please use the following checklist to ensure that your letter includes all the relevant details:

- Letter is on Film Company letterhead.
 - Film Company, title and type of production are identified.
 - Name and telephone number of Production Manager and/or Location Manager is provided.
 - Telephone number of the Special Events Manager, City of London 519 661-2489 x2379 is provided.
 - The duration of filming to commence (ex. one day, two consecutive days or a recurring location for a number of days).
 - Date(s) and time of day that production vehicles will arrive at the location, as well as wrap time and day has been included.
 - Street dressing, gunfire or special effects have been detailed.
 - Proposed parking locations of production unit, including street name, side of street and parameters are clearly stated.
 - Specifics regarding proposed alternate parking arrangements for permit parking have been included. It is up to the Film Company to find alternative parking arrangements suitable to the residents.
-



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PRODUCTION INFORMATION SHEET

Production Title: _____ (working Title only)

Feature MOW TV Series Mini Series Documentary TV Special Music Video

Production Company: _____

Address: _____

Producer (s): _____

Director: _____

Production Manager: _____

Location Manager: _____

Assistant Loc Manager: _____

Prod Office: Phone No. () - _____

Start Date dd/mm/yy: _____

Pre-production: / /

Camera: / /

Wrap: / /

Union(s): _____

Budget Information (please indicate whether Canadian or US funds)

Total Budget: \$ _____ CDN/US

Please indicate Country of origin of your production: _____

Co-Production between Canada and _____

London playing as (specify City): _____

Principal Cast: _____



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**City of London
Recreation Services Division**

Filming Permit Request

Return to: Krista Broderick

P.O. Box 5045, 151 Dundas St., London, Ontario N6A 4L6 (Phone 519 661- 2489 ext. 2379 Fax 519 661-5793)

Today's Date:		Production Title: (working title only)	
Production Company:			
Location Manager:			
Address:			
Postal Code:		Email Address:	
Contact Numbers:	Home:	Business:	Fax:
Production Type: (feature, series, etc.)	Episode Number if a TV Series:	Number of Production Vehicles	
Location Address or Street:		<input type="checkbox"/> Exterior	<input type="checkbox"/> Interior
Street From:		Street To:	
Date:	Time From:	Time To:	
Location of Production Vehicles:			
Special Instructions: (Provide a brief description of scene. Attach sketches/script pages when necessary)			
I hereby agree to abide by the terms and conditions provided in the Corporation of the City of London, Special Events Policies & Procedures Manual, and all applicable City of London By-Laws.			
_____ Signature		_____ Date	
	Approved By	Date	Comments
City Engineer (or designate)			
Signature:	Issued by:	Date:	
<input type="checkbox"/> SPFX gunfire (blanks/sqibs/)	<input type="checkbox"/> Camera in Car	<input type="checkbox"/> Street Closure Required	
<input type="checkbox"/> Residents/Businesses to be notified (please attach your letter of notification)	<input type="checkbox"/> Filming involves tow rig	<input type="checkbox"/> Intermittent traffic stoppages required	



City of London
Recreation Services Division

SPFX/PYROTECHNICS/GUNFIRE/LETTER OF INTENT FORM

Section A Production Information

<i>Project Title:</i>	<i>Production Company:</i>
<i>Production office phone: ()</i>	<i>On-site contact phone: ()</i>
<i>FX Supervisor:</i>	<i>Phone: ()</i>
<i>Pyro-technician certificate number:</i>	

Section B Pyrotechnics

<i>Filming Location:</i>	
<i>Dates of Filming:</i>	
<i>Pyro Set-up Date:</i>	<i>Pyro Initiation Date:</i>
<i>Pyro Initiation Times:</i>	<i>Number of Resets:</i>
<i>Materials used, including quantities:</i>	

Section C Gunfire and Firearm Pyrotechnics

<i>Will SPFX Gunfire be used:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Type:</i>	<i>Approx. Times</i>
<i>Filming Location:</i>	
<i>Date of Filming:</i>	<input type="checkbox"/> Interior <input type="checkbox"/> Exterior
<i>What is being fire at:</i>	
<i>Number of Rounds:</i>	
<i>Form completed by:</i>	<i>Phone: ()</i>
<i>On behalf of (Name of Production Company):</i>	