



Notification to residents, businesses and HRM Councillors is mandatory at least two days before filming begins. Copies of the notification should also be sent to the Film Office.

**Film Type:** \_\_\_ Feature film  
\_\_\_ TV movie  
\_\_\_ TV series 1/2 hour or 1 hour episodes  
\_\_\_ Commercial/video  
\_\_\_ University/College  
\_\_\_ Other \_\_\_\_\_

**Production:** \_\_\_ Canadian \_\_\_ American \_\_\_ Other \_\_\_\_\_

**Filming Dates:** (D/M/Y) Pre-camera: \_\_\_/\_\_\_/\_\_\_ Camera: \_\_\_/\_\_\_/\_\_\_ Wrap: \_\_\_/\_\_\_/\_\_\_

**Budget Information:** *Please indicate whether in Canadian or US funds.*

Total budget: \$ \_\_\_\_\_ Cdn/US

HRM budget: \$ \_\_\_\_\_ Cdn/US

**Film Synopsis and Filming Schedule:** *Please attach.*

**Request for Municipal Services:** Please attach a list of all requests, along with locations, dates, times and site maps as necessary. Examples: street parking, road closure/intermittent stoppage in traffic, use of municipal parks, use of municipal buildings, use of special effects, extra duty police officers etc.

**Insurance:** Please provide a Certificate of Insurance naming Halifax Regional Municipality as “Additionally Insured”. The Film Office shall indicate the amount of coverage necessary based on the type of filming involved and the extent of filming that takes place on or around HRM property. A Release and Indemnification Form is attached to this application and must be signed and returned to the Film Office with the application.

**Fees:** Fees for municipal services are listed in the HRM Film Guidelines. Fees incurred while filming in HRM are based on cost-recovery and should be made payable to the HRM business unit responsible for the service, unless otherwise indicated in the guidelines.

Applicant’s signature

Date of signature

\_\_\_\_\_









## HRM Film Guidelines

### 5. HRM Streets and Sidewalks

Filming on a street or sidewalk in HRM may require a permit, particularly if there is a need for street closures or intermittent traffic stoppages. Any filming on municipal streets must be discussed with the HRM Film Office to determine whether a permit is required. Street or sidewalk closure permits are issued by Right of Way Services in consultation with Traffic & Transportation Services. Permits ensure appropriate conditions including signage, traffic control and closure times are met.

A face-to-face meeting with Traffic & Transportation and/or Right of Way is often necessary to ascertain the full scope of requirements for a filming request. Major changes to the requested filming date or time may require a new permit to be issued.

Issuance of a street closure permit requires a minimum of 48 hours before filming. All businesses and residents affected by the closure must be notified and their written consent must be obtained prior to issuance of the permit. Copies of this written consent must be forwarded to Right of Way Services or to the Film Office. Any changes to traffic signs, signals or markings require prior approval from Traffic & Transportation.

Traffic & Transportation also liaises with Halifax Regional Police to coordinate intermittent stoppage in traffic and with Parking Enforcement regarding parking in time-limited zones or reserved metered parking spaces. Traffic & Transportation may issue meter bags for film vehicles.

All filming must comply with the Motor Vehicle Act, Temporary Workplace Traffic Control Manual, all relevant provincial laws and HRM ordinances and by-laws.

Fees are to be remitted to Right of Way Services in the form of certified cheque or money order. Under certain circumstances, a performance security deposit of \$1000 minimum may be required. The deposit will be refunded if the property incurs no damage and is sufficiently returned to its original state by the production company.

#### Cost:

Permit fee:  
\$100 per  
location

#### Contact:

Vaughn Perrin  
Traffic and  
Transportation  
Services  
Phone (902) 490-  
4822  
Fax (902) 490-6727  
Spicer Building  
21 Mount Hope Ave.  
Dartmouth, NS

Brian Robarts  
Right of Way Services  
Phone (902) 490-6845  
Fax (902) 490-4858

*or*

Carmen Eisan  
Right of Way Services  
Phone (902) 490-6245  
21 Mount Hope Ave. Dartmouth, NS



## 6. Parking and Vehicle Identification

The Film Office can assist with finding suitable parking for film vehicles within HRM. The Parking Enforcement business unit of HRM ensures that commissionaires are aware of filming in specific locations as it relates to vehicles parked at either bagged meters or in acceptable on-street locations. Parking Enforcement requires the street name and civic number of the parking location, the duration, the number of production vehicles, and the number of extra duty police officers on site.

Production vehicles parking on HRM streets need to be identified by placing a sign in their windshield noting the name of the film, the locations manager and contact number. Crew cars are generally not included in the production vehicles list. Parking is permitted in designated locations as determined by Parking Enforcement and Traffic and Transportation Services.

### Cost:

Varies

For use of HRM parking lots, see section 11

### Contact:

Pam Naas  
Parking Enforcement  
Phone (902) 490-6543  
Fax (902) 490-4364  
Scotia Square, Lower Level  
Halifax, NS

## 7. Halifax Regional Police

Locations managers are encouraged to meet with Halifax Regional Police to discuss their plans for filming within HRM. On film locations, production companies should hire extra duty officers (EDOs) to provide traffic or crowd control. Hiring of EDOs is necessary if any disruption is expected to the normal flow of pedestrian or street traffic. Booking arrangements should be made two days in advance of the required date and cancellations should occur one day before the required date.

The request for EDOs and for police vehicles is facilitated through the extra duty clerk's office. Requests for a police vehicle or motorcycle to be used in a film must be authorized by the Chief of Police.



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Police need to be informed of the use of firearms or pyrotechnics to field calls from the public. These details should be included in the film schedule for the HRM Film Office to communicate as necessary.

HRM's noise by-law is in effect 24 hours a day, and states that any unreasonable noise disruption at any hour of the day is not permitted. Filming night scenes is permitted as long as police have been notified.

If more than two officers are required for a film shoot, the third officer must be a supervisor. If they are needed beginning at 10 pm or if the detail continues past midnight, the cost for a constable is \$52/hour and for a supervisor is \$55/hour. All financial arrangements should be made through the extra duty clerk's office.

### Cost:

- Constable:  
\$47/hour  
(min. 4 hours)
- Supervisor:  
\$51/hour  
(min. 4 hours)
- Police vehicle:  
\$75 for complete  
shoot
- Motorcycles \$50

*A 3% fee plus HST  
will be charged on  
all police  
transactions*

For non-Halifax Regional Police jurisdictions, RCMP should be contacted. The Film Office can assist with the information.

### Contact:

Supt. Mike Burns  
Phone (902) 490-5358  
Fax (902) 490-5038  
HRP Headquarters  
1975 Gottingen St., Halifax, NS

### Extra Duty Clerk's Office contact:

Cst. Bryan Naas  
Phone (902) 490-4127

or

Vel Moulton-Pugh  
Phone (902) 490-5039 and v/m

## 8. Fire Safety

After consulting with the Film Office, the production company should have their special effects person contact HRM Fire Prevention two weeks in advance of any filming in HRM that will



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require the use of pyrotechnics. They will need the specifics of the pyrotechnics use and will determine if a permit is required.

A permit is also required if a tent larger than 10' by 10' is being used for filming. A diagram should accompany the permit outlining electrical usage and general purpose of the tent.

Fire Prevention will need to inspect buildings if fire control systems are to be altered. The inspector will need to know how long the system will be shut off and may determine that Fire Watch personnel or a private security guard with a fire background be on site during filming. Fire exits are not to be blocked.

<b>Cost:</b>		<b>Contact:</b>
Pyrotechnics permit:	No fee	Robert Kamperman
Tent permit:	\$50	HRM Fire Prevention
Fire inspector:	No fee from 8 am to 4 pm Mon-Fri	Phone (902) 860-0083
Other times:	\$47.38/hour (min. 4 hours)	Fax (902) 490-5228
Fire Watch:	\$47.38/hour (min. 4 hours)	Alderney Gate
Aerial truck:	\$400/day	Dartmouth, NS
Pumper/Engine:	\$300/day	
Smaller, tactical unit:	\$200/day	
Staff cars:	\$100/day	
Officer:	\$50/hour (min. 4 hours)	
Firefighter:	\$40/hour (min. 4 hours) Plus HST	

### 9. HRM Parks & Outdoor Sport / Special Event Sites

Halifax Regional Municipality has a wide range of park and outdoor sport/special event sites available for film use. An Outdoor Facility Application can be obtained from the Outdoor Sport and Community Events Scheduling Office and must be completed at least five working days prior to use of any HRM park.

Filming at a park or alternate site should be completed between the hours of 7:00 am and 9:00 pm. If a film company needs to shoot beyond these hours, special permission must be





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granted from HRM Parks/Scheduling staff. The production company is responsible for any charges if security overtime is required.

The production company must adhere to HRM park ordinances and other applicable HRM ordinances and by-laws. Written permission is required before making any alteration of the property.

Point Pleasant Park and the Public Gardens each have a park supervisor who must be contacted for use of either of these locations.

Animals are not permitted within HRM sites without permission. Written approval is required to use special effects on HRM sites.

The production company is responsible for cleaning the site before and after filming. All HRM sites must be returned to their original state. If the area is not returned to its original state, the production company will be billed for clean up services or restoration.

A pre and post inspection of the proposed site will be performed by HRM staff. Filming is not permitted to interfere with already programmed activities for a site.

The Scheduling Office will issue a contract for services. A signed contract and payment should be remitted in advance of site use to the Scheduling Office in the form of cash, cheque, Visa, MasterCard or American Express. You may need to show your contract on site for verification of site rental.

### Cost:

Facility Request:	\$10
Commercial shoot:	\$150 facility /day
Non-commercial shoot:	\$75 facility/day

There is no fee for filming in either Point Pleasant Park or the Public Gardens, however, a donation to the Civic Support Program would be appropriate.

### Contact:

Outdoor Sport and Community Events  
Scheduling Office  
Phone (902) 490-7100

For a list of HRM park areas or HRM cemeteries, contact the Film Office.

### Park Supervisors:

Art Sampson  
Point Pleasant Park  
Phone (902) 490-4700  
Fax (902) 490-4706

Maureen Cullen  
The Public Gardens  
Phone (902) 490-6509  
Fax (902) 490-6117



## 10. Buses and Ferries

Metro Transit operates the public transportation system including conventional fixed-route bus service, Access-A-Bus, the Halifax-Dartmouth-Woodside harbour ferry service, Community Transit to outlying areas, charter/shuttle services, and FRED (free rides everywhere downtown) operated in conjunction with the Downtown Halifax Business Commission.

Requests for filming on Metro Transit services can include either regular service routes (providing there is no disruption to passengers) or a charter for private use subject to availability.

### Cost:

On-site supervision:	\$50/hour
Charter of ferry:	\$400/hour (min. 4 hours)
Regular ferry service fee:	\$500/day
Charter bus and driver:	\$150/hour and tax

### Contact:

Lori Patterson  
 Phone (902) 490-6609  
 Fax (902) 490-6688  
 200 Ilsley Ave.  
 Dartmouth, NS

## 11. HRM Owned / Operated Buildings / Parking Lots

Temporary leasing agreements for HRM owned or operated buildings are provided through Real Property Services. The leasing document must be set up prior to filming and usually takes 10 days to process.

The cost associated with the lease depends on the duration of use and on the specific site requested. A post-lease site review will be conducted.

For a list of municipal sites, contact the Film Office.

### Contact:

Kent Ritchie  
 Real Property and Asset Management  
 Phone (902) 490-7127  
 Fax (902) 490-6030  
 40 Aldernev Gate, Dartmouth, NS

### Cost:

Varies



## 12. Emergency Vehicles and Garbage Collection

To ensure the safety and comfort of HRM citizens, police and fire vehicles and ambulances are not to be disrupted in their provision of services. Emergency vehicles always have the right of way.

Every effort should also be made to ensure residential garbage is collected on schedule. Garbage trucks should be allowed access to residential streets whenever possible. This may mean moving parked film vehicles to allow access.

If residential garbage cannot be collected, the production company is responsible for ensuring garbage, or green carts, are moved to a location where they can be collected without disruption. If moved, green carts must be returned to their pre-assigned civic addresses.

Garbage collection in HRM usually starts by 7:30 a.m. Alternative arrangements must be made before this time to ensure residential garbage collection occurs on the scheduled day.

Film companies are required by HRM by-law to provide four types of recyclable receptacles. They are: Organics; blue bag recyclables (steel and aluminium cans, glass and plastic bottles, milk cartons, plastic bags etc.); fibre recyclables (cardboard, office paper and newspaper) and garbage. The receptacles should be appropriately placed to capture the different material streams generated at specific locations. They should also be colour coded and clearly labelled for easy identification by users.

	<b>Contact:</b> Andrew Carter Solid Waste Resources Phone (902) 490-5987 Fax (902) 490-6690
<b>Cost:</b> None	









## 13. Film Preparation and Wrap

All HRM property must be left in the same condition or better after filming is completed.



## HRM Film Guidelines

### Conduct of Cast and Crew

-  Filming in residential areas must take place between 7 am and 11 pm, unless written consent is received from all affected residents
-  Production vehicles must not be arriving or leaving a residential location after 11 pm
-  Production vehicles must turn off their engines as soon as possible when arriving in a residential area
-  Set up and tear down of film sets must not occur past 11 pm in residential areas
-  Trash must be disposed of daily at the filming location
-  Meals must be contained within the set boundaries
-  Noise levels must be as low as possible
-  Common courtesy and respect must be shown to HRM residents when filming in a residential neighbourhood

### 14. Monitoring and Evaluation

Whenever possible, the HRM Film Office will have a representative attend film locations to maintain information sharing with the locations manager and to ensure that film locations are set up as proposed.