



APPLICATION TO FILM IN HALIFAX REGIONAL MUNICIPALITY

Halifax Regional Municipality is film-friendly. The role of the municipal Film Liaison is to facilitate access to municipal services, locations, and resources. With the exception of news media, all location filming taking place in the region must contact the Film Liaison.

Individuals or companies wishing to film in Halifax Regional Municipality must complete and return the following documents, ideally at least **five (5) business days prior to filming**:

- General filming Application form
- Release and Indemnification Form
- Certificate of Insurance (COI) with appropriate limits of insurance and naming “Halifax Regional Municipality” as additionally insured
- Notification of filming to Councillors and Residents

Please note that additional permits may be required for the full or partial closure of municipal roadways, use of municipal services such as transit or emergency vehicles and staff, aerial filming and other circumstances. Following a risk assessment, other production aspects such as certain special effects or location requirements may also require further documentation.

It is the responsibility of the applicant to inform the Film Liaison of all changes to the filming plan. Additional approvals may be necessary in the case of major changes, added locations, new effects, and/or heightened risk.

Once all documents are received, the Film Liaison will co-sign and return the application to the applicant. This document constitutes a filming approval and **must** be available on site during filming to be presented if requested.

Please return the application package to:

Shari Dillman, Film Liaison

PO Box 1749

Halifax, NS B3J 3A5

Phone: (902) 490-4922

Email: dillmas@halifax.ca



Application to Film in Halifax Regional Municipality

Contact Information	
Location Manager (LM):	LM Phone:
LM Email:	
Film Company:	Address:
Email:	Phone:
Parent Production Company (if applicable):	
Email:	Phone:

Filming Information	
Film Title:	
Film Summary:	
Number of cast and crew:	Description of production vehicles:
Production type: <input type="checkbox"/> Feature film <input type="checkbox"/> TV movie/short film <input type="checkbox"/> TV series or pilot <input type="checkbox"/> Commercial <input type="checkbox"/> Documentary <input type="checkbox"/> Music video <input type="checkbox"/> Student film <input type="checkbox"/> Other:	
Filming activities & requests – check any that apply.	
<input type="checkbox"/> Use of interior or exterior municipal properties including parks, buildings, warehouses	
<input type="checkbox"/> Modification of municipal properties including on-site set construction	
<input type="checkbox"/> Use of animal talent on location	
<input type="checkbox"/> Intermittent occupancy of sidewalks	<input type="checkbox"/> Traffic control or street closure
<input type="checkbox"/> Aerial filming	<input type="checkbox"/> Street parking for production vehicles
Special Effects: <input type="checkbox"/> Rain/snow <input type="checkbox"/> Smoke/fog <input type="checkbox"/> Fire/pyrotechnics <input type="checkbox"/> Explosives <input type="checkbox"/> Amplified sound <input type="checkbox"/> Spot lights	
Are you planning to utilise simulated gun fire (blanks or squibs)? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Are you filming scenes that may cause alarm to the public (simulated criminal acts, sirens, etc)? <input type="checkbox"/> No <input type="checkbox"/> Yes - please include a short description:	

Filming Date(s)	Location(s)

Attachments (mandatory)
<input type="checkbox"/> Release and Indemnification form
<input type="checkbox"/> Certificate of Insurance
<input type="checkbox"/> Notification to Councillors

<input type="checkbox"/> I (the Applicant) acknowledge that I have read, understand, and agree to the procedures and policies outlines in the Halifax Regional Municipality Film Guidelines.
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Name: _____ Date: _____

Signature: _____

For office use only:

Approved by: _____

Date: _____

Signature: _____

Questions or concerns:

Shari Dillman, Film Liaison

Phone: (902) 490-4922

Email: dillmas@halifax.ca