

MANDATORY REQUIREMENTS

- Complete [Information Form](#) online
- Complete [Acceptance of Terms and Conditions](#) – one form per project covering all dates and locations. Must include a witness signature. Name of Applicant and Address of Applicant as per Certificate of Insurance.
- Provide proof of commercial general liability insurance (as outlined on the Calgary Economic Development [website](#))

NOTIFYING THE PUBLIC

- On location signage to inform public of filming in progress
- [“Dear Neighbour” letter](#) – refer to [Appendix B](#)

PARKING/STREET USE APPLICATION

(MIN. 5 BUSINESS DAYS LEAD TIME)

- Complete online [application](#)
 - One location/area per application
- Attach supporting documentation
 - Each file size must be no larger than 1MB and in PDF, GIF, TIF, JPEG and Word formats
 - Map(s) clearly outlining exact locations – refer to [Appendix A](#)
 - [“Dear Neighbour” letter](#) – refer to [Appendix B](#)
- For parking request, indicate if NPATS to be completed by the City or by production company
- Indicate if noise permit is required including dates and times in “Other Information” field

PARKS APPLICATION (GREENSPACES, ARENAS, PLAYFIELDS, POOLS)

(MIN. 5 BUSINESS DAYS LEAD TIME)

- Complete online [application](#)
 - Each park request must be submitted separately
 - Indicate if any pathways and parking are to be used (provide details on the application)
- Attach supporting documentation
 - Each file size must be no larger than 1MB and in PDF, GIF, TIF, JPEG and Word formats
 - Map(s) clearly outlining exact locations (including pathways) – refer to [Appendix C](#)
 - [“Dear Neighbour” letter](#) – refer to [Appendix B](#)
- Indicate if noise permit is required including dates and times

DRONE INFORMATION

(MIN. 10 BUSINESS DAYS LEAD TIME)

- Along with the mandatory requirements as per above and applicable application(s), please attach the following supporting documentation:
 - Drone specifications
 - Drone Certificate of Registration (from Transport Canada)
 - Drone insurance certificate
 - Pilot Certificate(s)
 - Flight plan maps clearly indicating take-off and landing zones – refer to [Appendix D](#)

CALGARY POLICE SERVICE & FIRE DEPARTMENT

(MIN. 5 BUSINESS DAYS LEAD TIME)

- If you require CPS, please complete the [CPS Request Form](#) (refer to [Appendix E](#)) and email to film@calgaryeconomicdevelopment.com
- If your production includes use of firearms, please fill out the [Film & Theatre Firearms Discharge Permit Application](#) and email to film@calgaryeconomicdevelopment.com
- Please review the [Safety Guidelines for Filming in the City of Calgary](#)

CALGARY TRANSIT

(MIN. 10 BUSINESS DAYS LEAD TIME)

- Please provide the following request details in an email to film@calgaryeconomicdevelopment.com:
 - Project title and primary contact information
 - Date/time/duration
 - Exact location (e.g. C-Train station, platform, bus loop, Calgary Transit (CT) property)
 - Details including size of cast and crew and impact on public use
 - Other requirements (e.g. need to book a bus, C-Train or Transit personnel: provide number and type)
 - Overview: How will CT be seen/used in the scene? Will CT brand be visible? A script or storyboard may be required. Adequate signs to advise public of filming are required

CITY-OWNED LANDS & BUILDINGS (ASSETS)

(MIN. 10 BUSINESS DAYS LEAD TIME)

Please provide the following request details in an email to

film@calgaryeconomicdevelopment.com

LOCATION SELECTION

- Scene requirements (e.g. hospital, parking lot, industrial area, etc.)
- Parking requirements
- List specific areas required (interior and/or exterior)
- Does the space need to be vacant or can tenants be worked around? If vacant, specify the hours.

TIMELINES

- Date/time/duration of use
- Production schedule: Prep/shoot/wrap

IMPACT/RISK

- Modifications to the property (e.g. painting, structural changes, fencing, etc.)
- Smoke and/or special effects

COVID-19 GUIDELINES

[The screen-based production sector specific guidance](#) is available on [Alberta Biz Connect](#) for your reference. It is the responsibility of the permit holder to ensure they are aware of and are adhering to the current COVID-19 restrictions in the City of Calgary: [City of Calgary's response to COVID-19](#).

APPENDIX B: “DEAR NEIGHBOUR” LETTER



Filming in your Neighbourhood

Dear Neighbour,

We will be in your neighbourhood filming [TITLE OF PROJECT & PRODUCTION COMPANY] on [DAY OF THE WEEK, MONTH, DAY, YEAR] between the hours of [FILM TIMES]. The project is about [DETAILS OF THE PROJECT].

[DETAILED DESCRIPTION OF SPECIFIC STREETS / AREAS AFFECTED AND WHAT TYPE OF WORK WILL BE HAPPENING].

[WHERE PRODUCTION VEHICLES ARE PERMITTED TO PARK INCLUDING ANY CLOSURES, DETOURS OR AFTER HOURS FILMING THAT MAY AFFECT THE AREA].

[INSERT MAP]

Our production will be operating within safe COVID-19 mitigation guidelines as set forth by Alberta Health.

Thank you for your understanding, and if for any reason you need more information or would like to speak with our Location Manager, please contact [LOCATION MANAGER NAME] at [LOCATION MANAGER PHONE NUMBER] or [LOCATION MANAGER EMAIL].

Please contact 311 to receive after hours (24/7) information and service. During regular business hours, if you have questions regarding filming in Calgary, please contact the Calgary Film Commission at (403) 221-7886.

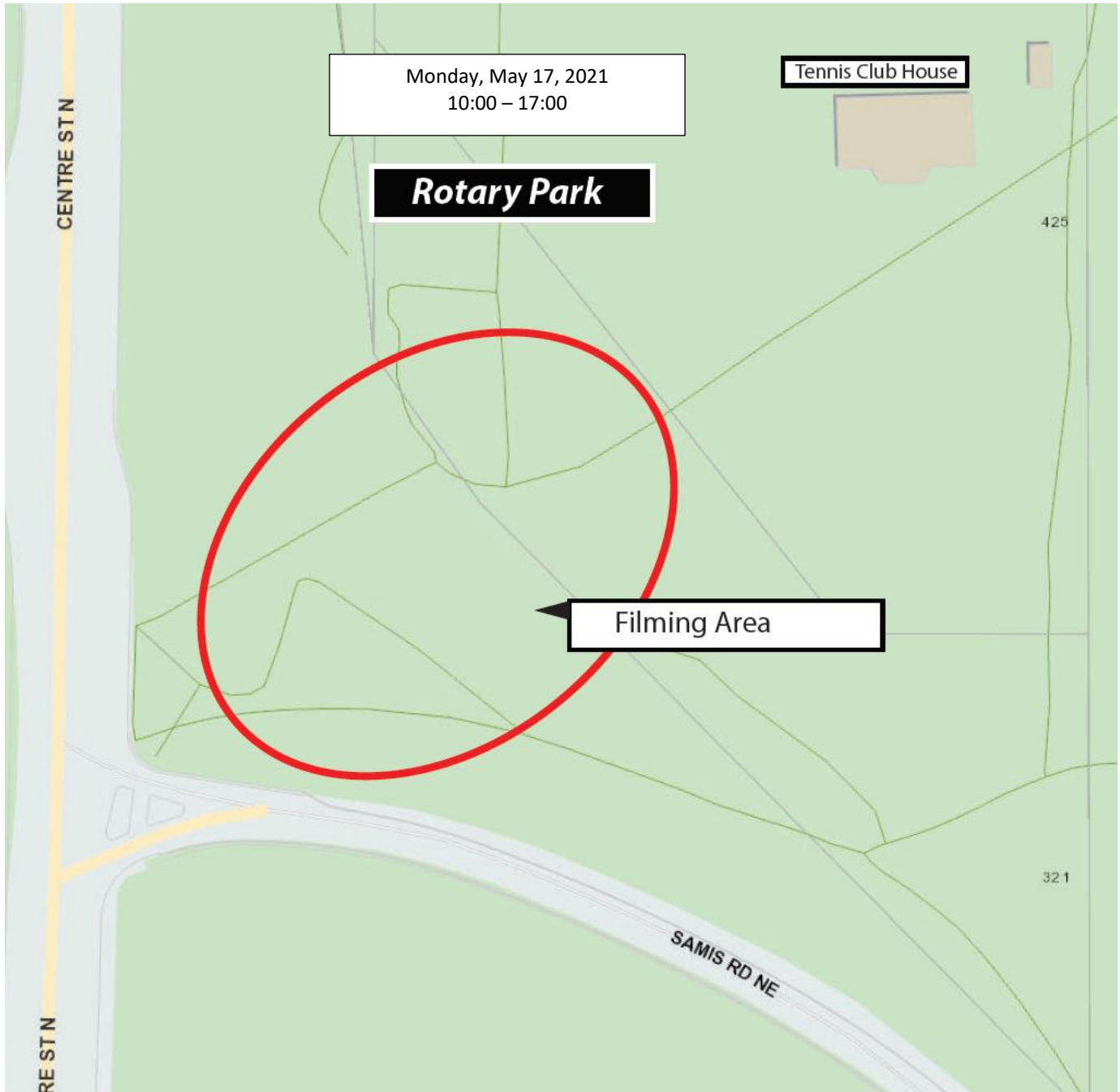
Thank you,

FULL NAME
TITLE
PHONE NUMBER
EMAIL ADDRESS
[OPTIONAL: COMPANY ADDRESS]
[OPTIONAL: COMPANY WEBSITE]

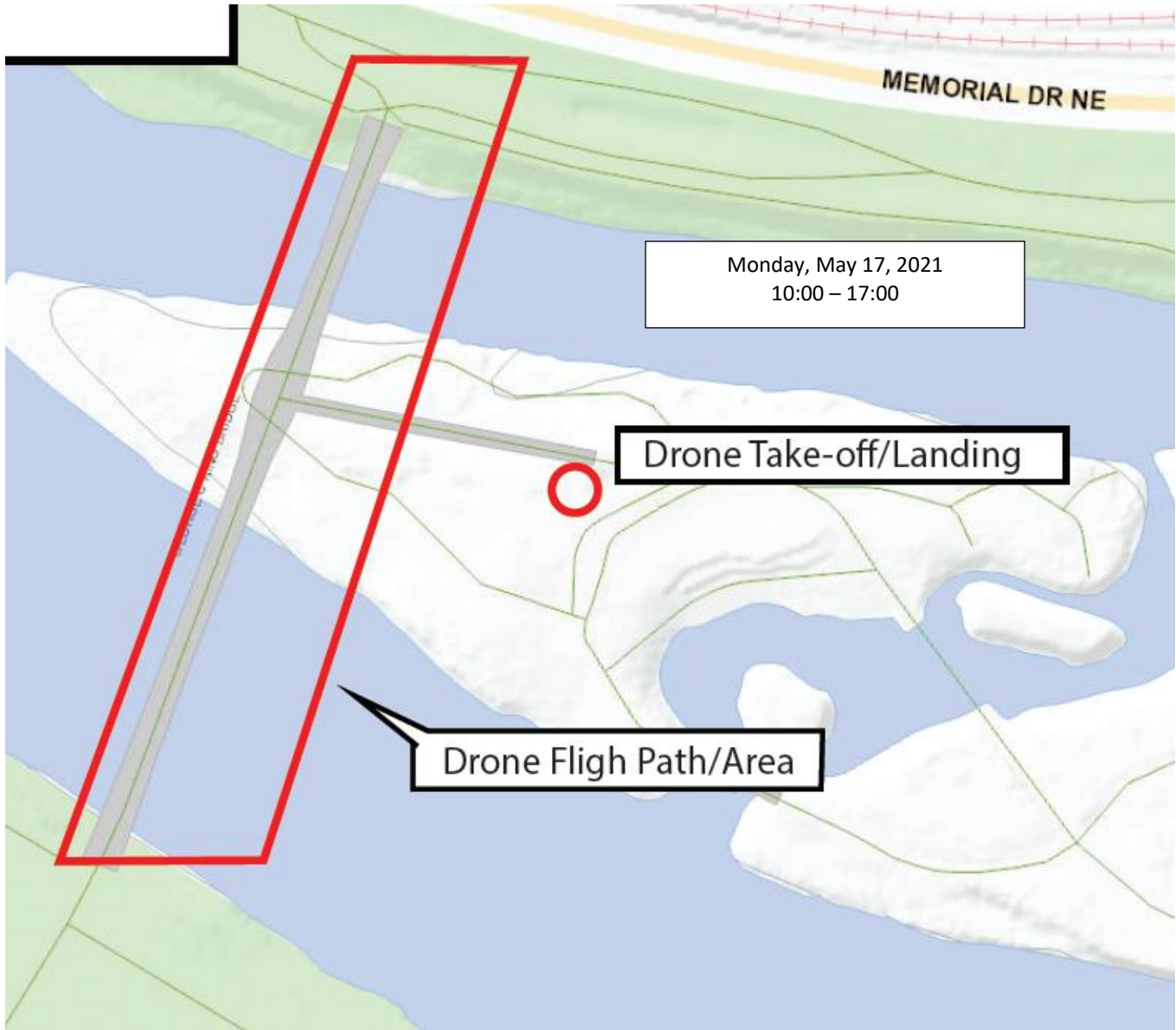


For more information regarding the filming in your neighbourhood, call 3-1-1

APPENDIX C: PARKS APPLICATION MAP



APPENDIX D: DRONE FLIGHT PLAN MAP



APPENDIX E: CALGARY POLICE SERVICE (CPS) REQUEST FORM

Name of Primary Contact:	
Phone:	
Email:	
Name (On Location Contact):	
Phone:	
Email:	
Production Name:	
Billing Address:	
City:	
Province:	
Postal Code:	
Date(s) Required:	
Call Time:	
Film Time Start:	
Film Time End:	
Number of Police Officers/Vehicles Needed:	
Meeting Place Address:	
Detailed Description of Activities Police Are Required For (please also attach PDF map if Traffic Control is required):	