

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
- Use the [“Dear Neighbour” letter template](#) – 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](#)
 - Use the [“Dear Neighbour” letter template](#) – 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

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](#)
 - Use the [“Dear Neighbour” letter template](#) – 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



calgary economic development | film commission
be part of the energy™

A Film and TV industry initiative coordinated
by Calgary Economic Development
calgaryeconomicdevelopment.com

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]

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 24 hours/7 days a week information and service. During regular business hours, if you have questions regarding filming in Calgary, please contact the Calgary Film Commission at film@calgaryeconomicdevelopment.com.

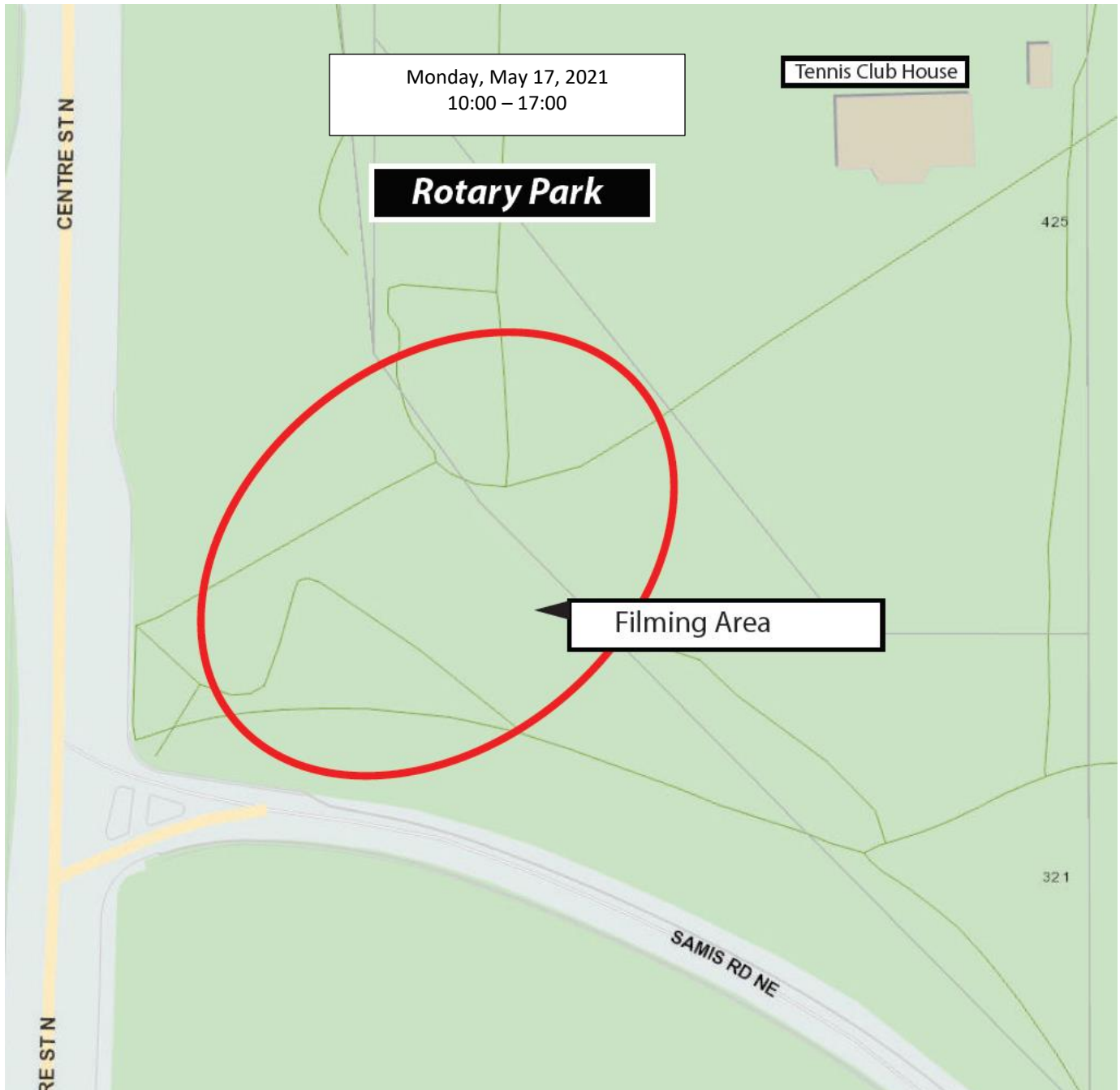
Thank you,

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

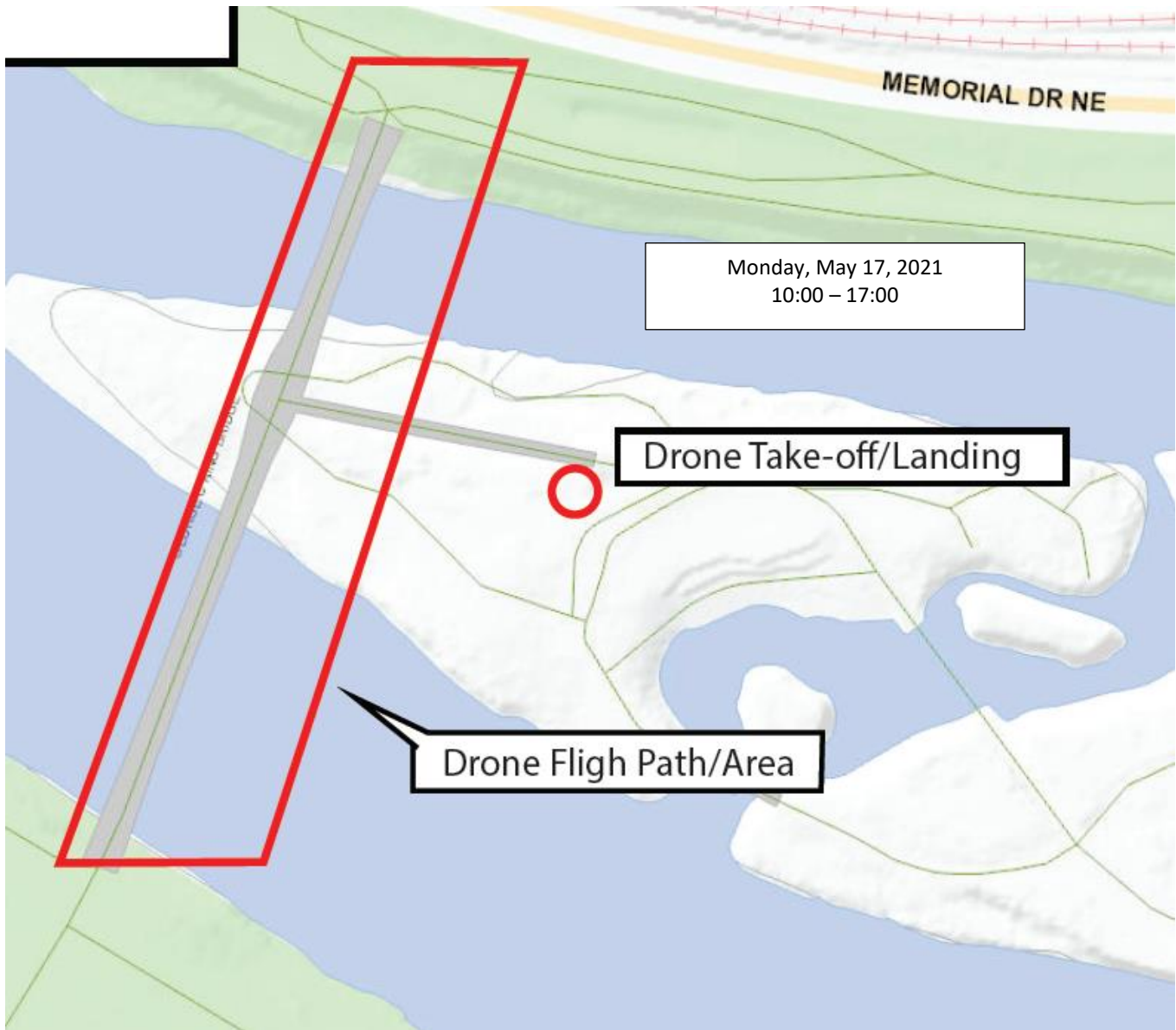


For more information regarding the filming in your neighbourhood, call 3-1-1

APPENDIX C: PARKS APPLICATION MAP



APPENDIX D: DRONE FLIGHT PLAN MAP



APPENDIX E: CALGARY POLICE SERVICE (CPS) REQUEST FORM

CALGARY POLICE SERVICE (CPS) REQUEST FORM

Please allow a minimum of 14 business days for review and processing.

Please complete all fields and email to film@calgaryeconomicdevelopment.com

PRODUCTION INFORMATION <i>(As per your certificate of insurance)</i>	
Production company name:	<input type="text"/>
Billing address:	<input type="text"/>
Primary contact:	<input type="text"/> Phone: <input type="text"/>
E-mail:	<input type="text"/> <i>(For invoicing)</i>
Location day-of contact:	<input type="text"/> Phone: <input type="text"/>
E-mail:	<input type="text"/>
Production title:	<input type="text"/>
SCHEDULE & LOCATION	
Date(s) CPS required:	<input type="text"/>
CPS start time:	<input type="text"/> Filming start: <input type="text"/> Filming end: <input type="text"/>
Meeting location address:	<input type="text"/>
Filming location address(es): <i>(if different from meeting location)</i>	<input type="text"/>
<i>Attach map(s) of filming area on second page.</i>	
DETAILS	
Number of police officers requested:	<input type="text"/>
Number of police vehicles requested:	<input type="text"/>
Detailed description of activities CPS are requested for:	<input type="text"/>
Filming equipment used: <i>Ex: drone, u-crane, generator, etc.</i>	<input type="text"/>
Permits applied for: <i>(Impacting this location)</i>	<input type="checkbox"/> Restricted parking <input type="checkbox"/> Road closure <input type="checkbox"/> Park/pathway use <input type="checkbox"/> Noise exemption <input type="checkbox"/> Alberta Transportation <input type="checkbox"/> <input type="text"/>

LOCATION MANAGER CHECKLIST

Due to changing government protocols, the information contained herein is subject to change

FILMING LOCATION MAPS

