



The TOWNSHIP of  
NORTH DUMFRIES

# Filming in the Township of North Dumfries

## Production Information:

Project Title: \_\_\_\_\_

Project Type: \_\_\_\_\_

## Production Company:

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## Location Manager:

Name: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

On-set Contact: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

## Film Location & Dates:

Loc.#1:		Film Date(s):		Time(s):	
Loc. #2:		Film Date(s):		Time(s):	
Loc.#3:		Film Date(s):		Time(s):	

**Description of Filming Activities: (Please provide attachments if more space is required)**

**Special Effects: (Describes any special effects such as pyrotechnics, flammable materials, gunfire or car chases to be used)**

**Any other Special Requests, please provide adequate details (road closures, removal of flags, installation of flags, ect)**

**Parking/Roads:**

Number of vehicles/equipment to be parked on Township roads:

Trucks: \_\_\_\_\_ Cranes: \_\_\_\_\_ Picture Cars: \_\_\_\_\_ Vans: \_\_\_\_\_ Crew Cars: \_\_\_\_\_

Trailers/Motorhomes: \_\_\_\_\_ Other: \_\_\_\_\_

Location of Basecamp: \_\_\_\_\_

Location of Crew Parking: \_\_\_\_\_

Total number of Cast/Crew: \_\_\_\_\_

Township Road Closure Required (please note that the closure of a municipal road requires the approval of Township Council): \_\_\_\_\_

**Applicable Fees (as listed in the Fees and Charges By-law No. 2805-16: (fees are payable upon approval and are to be made to the Township of North Dumfries)**

Category/Business Item	Fees	HST	Total Fee
Application Fee (per day)	\$600.00	\$78.00	\$678.00
Roads Fee, if Municipal Roads are used in filming (per hour) - Prime Time (Monday to Saturday, 7 am to 7 pm)	\$200.00	\$26.00	\$226.00
Roads Fee, if Municipal Roads are used in filming (flat rate per day) - Non-Prime Time (Monday to Saturday, 7 pm to 7 am)	\$500.00	\$65.00	\$565.00
Application involving minor special effects on Roads (ie: snow, water, etc)	\$5,000.00	\$650.00	\$5,650.00
Application involving major special effects on Roads (ie: explosions, fire, simulated spills, etc)	\$30,000.00	\$3,900.00	\$33,900.00
Use of Identified Parking Stalls - Road (each space / 2 hour block)	\$50.00	\$6.50	\$56.50
Use of Municipal Parking Lot (per day)	\$1,800.00	\$234.00	\$2,034.00
Use of Municipal Park or Municipal Open Space Area (per day)	\$1,500.00	\$195.00	\$1,695.00

**Other Items to be Aware of:**

- Filming on any Regional Roads require the Region of Waterloo’s approval.
- For film projects impacting businesses and residential properties, public notices are required. Delivery of notices must be done a minimum of **7 days** prior to filming commencing and are the responsibility of the Production Company. All notices must be approved by the Township of North Dumfries prior to delivery.
- Will you require additional support/approvals? (contacts listed below)

**Waterloo Regional Police**

All costs associated with services provided by the Waterloo Regional Police Service (such as Paid Duty Officers) are the responsibility of the Production Company.

Contact: Leanne Bender Pattinson, 200 Maple Grove Road, Cambridge. Telephone number (519) 653-7700 ext. 8629, email: [paiddutycoordinator@wrps.on.ca](mailto:paiddutycoordinator@wrps.on.ca)

**Grand River Conservation Authority**

Samantha Lawson, Manager of Properties,  
[slawson@grandriver.ca](mailto:slawson@grandriver.ca) or (519) 621-2761 ext. 2210

**Energy+ Inc.**

1500 Bishop Street P.O. Box 1060 Cambridge, ON N1R 5X6  
 (519) 621-3484

**Hespeler BIA**

Mr. Aaron Fisher, Executive Director  
 PO Box 29006101 Holiday Inn Drive Cambridge Ontario N3C 0A0  
 (519) 740-4650 ex.7266 or [info@hespelervillage.com](mailto:info@hespelervillage.com)

**Preston BIA**

Ms. Shirley Bowman, B.I.A. Coordinator

Preston Towne Centre B.I.A. c/o Etcetera 761 King Street Cambridge, ON N3H 3N7

(519) 653-5332 or e-mail contact - Mr. Tony Schmidt (Chairperson): [tony@hsrealty.ca](mailto:tony@hsrealty.ca)

**Galt BIA**

**Ms. Andrea Stebbings**, Executive Director Downtown Cambridge B.I.A.

P. O. Box 1723, Station Galt 55 Ainslie Street North Cambridge, ON N1R 7G8

(519) 622-3510 or [info@galtonthegrand.ca](mailto:info@galtonthegrand.ca)

**Documents to be Filed with Application:**

- Proof of Insurance
- Copy of Notification Letter

By filling out and signing this Application the Production Company agrees to all the terms and conditions set forth by the Township of North Dumfries within this application and agrees to assume all costs for damages and/or restoration.

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Company Representative

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Date

Personal information on this form is collected under the legal authority of the Municipal Act, S.O. 2001, c.25 as amended. The information is collected and maintained for the purpose of creating a record pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Clerk's Office. 519-632-8800.