



FILMING PERMITS BY-LAW

NUMBER 710

30-09-2025
Version 1.3

SECTION 1 DEFINITIONS

In this By-law, unless otherwise indicated by the context, the following words shall have the following meaning:

- 1.1 “Category I Filming Project” means:
 - a) a professional photography project of which the personnel is less than 20 persons;
or
 - b) a commercial filming project of which the personnel is less than 20 persons.
- 1.2 “Category II Filming Project” means:
 - a) a professional photography project of which the personnel is totalling more than 20 persons;
or
 - b) a commercial filming project of which the personnel is totalling more than 20 persons.
- 1.3 “Town” means the Town of Hampstead.
- 1.4 “Permit” means a permit authorizing the filming of a Category I or Category II Filming Project issued in accordance with this By-law.

SECTION 2 SCOPE

- 2.1 No person shall make or carry out a Category I or Category II Filming Project within the Town without having obtained the required permit as approved and issued by the Town.

SECTION 3 APPLICATION

- 3.1 No permit shall be issued unless the person or company responsible for the Filming Project, hereinafter called the Applicant has completed an application on the Town’s website that must include:
 - a) the name, email address and telephone number(s) of the person or company that will be responsible for the Filming Project;
 - b) a detailed summary of the nature of the Filming Project;
 - c) the location where it is proposed to carry out the Filming Project;
 - d) a detailed schedule of the Filming Project (including pre and post filming activities);
 - e) a detailed list of the number of vehicles and related production equipment;
 - f) a detailed plan for the parking and/or storage of said vehicles and equipment;
 - g) a draft of the survey form that is proposed to be used to poll residents who may be affected by the proposed Filming Project.
 - h) Any other information requested by the Town of a better understanding of the project.

SECTION 4 SUBMISSION OF APPLICATION

- 4.1 The application form and related information referred to in Section 3 shall be submitted to the Town at least 30 working days prior to the proposed starting date of the Filming Project.

SECTION 5 INSURANCE

- 5.1 In addition to the application form, the applicant shall also submit to the Town confirmation of a valid insurance policy, which provides for a minimum of \$1,000,000 in civil liability coverage.

- 5.2 Notwithstanding subsection 5.1, the Town may request the applicant to provide additional civil liability coverage depending upon the scope and related additional risks associated with the proposed Filming Project.

SECTION 6 CITIZEN SURVEY

- 6.1 For all Category II Filming Projects, the Town requires a survey of residents who may be implicated or affected by the proposed Filming Project.
- 6.2 At least two-thirds of the households in the affected area as determined by the Town shall be surveyed.
- 6.3 Of the households surveyed, two thirds or more must support the proposed Filming Project or the permit application will be rejected.

SECTION 7 TRAFFIC AND PARKING

- 7.1 All arrangements for traffic and parking control related to the Filming Project must be approved by the Town prior to the issuance of the Permit.
- 7.2 After the issuance of the Permit, no deviation from the approved traffic and parking control arrangements shall be permitted without the prior approval of the Town. Any deviation without the required prior approval shall be deemed a violation of this By-law and shall be subject to the penalties outlined in Section 12 of this By-law.

SECTION 8 DEPOSIT

- 8.1 Prior to the issuance of a Permit, a deposit, in the form of a certified cheque or by credit card, shall be made with the Town as specified in the Tariffs By-law in force.
- 8.2 The Town shall deduct from said deposit compensation for all costs incurred for services and materials provided related to the Filming Project, including but not limited to:
- a) site supervision,
 - b) resident surveys,
 - c) traffic and parking control,
 - d) cleaning-up of the Town's property,
 - e) all other related activities.
- 8.3 The applicant shall be responsible for all costs incurred by the Town in excess of the deposit made as referred to in subsection 8.1.
- 8.4 Any balance of the deposit, after deduction of costs incurred as outlined in subsection 8.2, shall be reimbursed to the applicant within 10 working days after completion of the Filming Project. No interest shall be applicable to any balance of deposit returned.

SECTION 9 PERMIT FEES

- 9.1 The fees for a filming permit shall be those specified in the Tariffs By-law in force.

SECTION 10 PERMITTED HOURS

- 10.1 Filming Projects at a site on a residential street shall be restricted between the hours of 8:00 a.m. and 9:00 p.m. only, Monday through Friday, except statutory holidays, on which filming is prohibited at all time.
- 10.2 Any filming outside of the hours specified in subsection 10.1 must receive the prior approval of the Town.
- 10.3 The Town shall appoint a site coordinator, the cost of which is stated in the Tariffs By-law in force.

SECTION 11 MODIFICATIONS TO PERMIT

- 11.1 Upon approval and issuance of a Permit, no changes or modifications to the approved terms and conditions of the Filming Project will be permitted without the prior approval of the Town.
- 11.2 In the event of any unauthorized modifications to the approved terms and conditions of the Filming Project, the Town has the authority to immediately revoke the Permit and apply the penalties as outlined in Section 12 of this By-law.

SECTION 12 INFRINGEMENT, PENALTY AND REMEDY

- 12.1 Commits an infraction to this By-law, any public or private corporation under public or private Law and any individual who does not comply to the requirements and obligations provided at any provision of this By-law.
- 12.2 Whoever infringes any provision of this By-law commits an offence and is liable to a fine. In the event of a first offence, if the offender is a natural person this fine may not be less than \$500 (minimum fine) or greater than \$1,000. In the case of a second or subsequent offence, if the offender is a natural person the fine may not be less than \$1,000 (minimum fine) or greater than \$2,000.
- 12.3 In the event of a first offence, if the offender is a legal person, this fine may not be less than \$1,000 (minimum fine) or greater than \$2,000. In the case of a second or subsequent offence, if the offender is a legal person the fine may not be less than \$2,000 (minimum fine) or greater than \$4,000.

SECTION 13 VISITS

- 13.1 The Town's representative is authorized to visit and examine any immovable or movable property, as well as the interior or exterior of any houses, buildings, or edifices, at all reasonable times. This is to ensure that the Town's By-laws are being applied, to verify any information, or to record any facts necessary for the Town to exercise its permit-granting powers, issue a notice of compliance, or provide authorization or any other type of permission under the powers conferred by applicable laws or By-laws.
For these purposes, the owners or occupants of the said properties, buildings, or edifices, as well as any contractor or person working on them, must allow the Town to enter the premises. Upon request, any Town's representative conducting an inspection must identify themselves confirming their status.

SECTION 14 COMING INTO FORCE

- 14.1 The present By-law repeals and replaces By-law no. 710 and all its amendments and comes into force in accordance with the law.

(s) Jeremy Levi
Jeremy Levi, Mayor

(s) Poovadee Permal-Vardin
Poovadee Permal-Vardin, Town Clerk