

The Kingston Film Office  
 c/o Tourism Kingston  
 945 Princess Street, Suite 106  
 Kingston, ON K7L 0E9



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Location Film Permit Application

<input type="checkbox"/> New Application		Date of Application:	
<input type="checkbox"/> Revised/Additional Request (Permit #: _____)			
Production Company:		Primary Contact:	
Mailing Address:	Phone:	Email:	
Production Title:		Production Type:	
		<input type="checkbox"/> Feature Film <input type="checkbox"/> TV Series <input type="checkbox"/> Commercial <input type="checkbox"/> Music Video <input type="checkbox"/> Documentary <input type="checkbox"/> Student Project <input type="checkbox"/> Photography <input type="checkbox"/> Other: _____	
Episode number (TV Series):			
Location Manager / On-Site Contact:		Mobile:	Email:

Filming Location(s) Requested:	From (Date/Time):    To (Date/Time):
1) <input type="checkbox"/> Exterior <input type="checkbox"/> Interior	_____   _____
2) <input type="checkbox"/> Exterior <input type="checkbox"/> Interior	_____   _____
3) <input type="checkbox"/> Exterior <input type="checkbox"/> Interior	_____   _____
4) <input type="checkbox"/> Exterior <input type="checkbox"/> Interior	_____   _____
5) <input type="checkbox"/> Exterior <input type="checkbox"/> Interior	_____   _____
Number & Details of Production Vehicles:	Size of Cast/Crew:

Brief Description of Production/Scene(s) & Special Instructions (attach additional details as necessary):
<input type="checkbox"/> Includes Aerial/Drone Filming
<input type="checkbox"/> Insurance Certificate attached (naming the City of Kingston as additional insured, per Film Policy requirements)
<input type="checkbox"/> Road closure or special parking arrangements requested (please provide full details by email)
<input type="checkbox"/> Special Flights Operation Certificate attached (mandatory for drone/aerial film requests)
<input type="checkbox"/> Special effects, gunfire or prop weapons permission requested (please provide full details by email)
<input type="checkbox"/> Notification to residents/businesses included (required for any potential disruption to business or community)

Personal information on this form is collected under the authority of the Municipal Act 2001. The information is used to obtain consent for filming to process location film permit applications and for statistical reporting. Questions about this collection can be directed to Recreation and Leisure Services, 216 Ontario St., Kingston, ON K7L 2Z3, 613-546-4291 x3124.