



FILM PERMIT APPLICATION

THE APPLICATION PROCESS

This package contains the necessary application to apply for a **Film Permit** in the City of Vaughan (the City). To apply, persons must submit a completed application and pay the applicable fee as listed at vaughan.ca/BusinessLicensing as per the Filming By-law posted in the [By-law Library](#). For more information, contact us:

By-law and Compliance, Licensing and Permit Services Department, City of Vaughan

Vaughan City Hall, 2141 Major Mackenzie Dr., 1st floor, Vaughan, ON, L6A 1T1

Phone: 905-832-2281 | Email: bylaw.licensing@vaughan.ca

Website: vaughan.ca/BusinessLicensing

Hours: Monday to Friday, 8:30 am to 4:30 pm, except for statutory holidays

Application circulation

Once your application is submitted, it will be circulated to relevant City of Vaughan departments, as well as other reviewing government agencies, such as the Regional Municipality of York and York Regional Police. These departments and agencies may provide feedback with respect to issuing your licence and conditions of your licence.

How to apply

Applicants and licensees have four options for submitting new or renewal licence applications:

1. **Licensing Portal** where you can apply online for and renew many licences, posted at vaughan.ca/BusinessLicensing. Note, you will not be required to complete this form if you apply using the portal.
2. **Mail** to the By-law and Compliance, Licensing and Permit Services Department.
3. **Drop off** to drop-boxes located at the entrances of Vaughan City Hall, with the enveloped marked, "Attn: By-law and Compliance, Licensing and Permit Services".
4. **By e-mail** to bylaw.licensing@vaughan.ca, along with scanned copies of required documentation, and an e-mail indicating a contact phone number for staff to collect payment.

Who can submit the application and appoint an authorized agent

As per the table below, the following persons can submit an application. Note that an "authorized agent" may submit the application, provided that the person is given authorization through this application or [separate submission](#) of the Authorized Agent Form at vaughan.ca/BusinessLicensing.



Applicant	Persons who may: 1. submit the application; and 2. who have the authority to appoint an authorized agent through submission of this form or the Authorized Agent Form
Sole proprietorship	The sole proprietor
Partnership	A partner
Corporation	An officer or director

THE APPLICATION

Section 1 – Film or Event Information	
Please indicate the type of film or event you are intending to hold. Note that application fees, including deposits, are listed at www.vaughan.ca/businesslicensing .	
	Student filming event
	Filming event
Start and end dates and times Ex.: 31/12/2020 12 pm to 2/1/2021 12 pm	Alternate start and end dates and times Ex.: 14/2/2021 12 pm to 16/2/2021 12 pm
Film name	
Description of a film Please provide an overview of the film, and any factors that may require additional measures to mitigate potential health, safety, nuisance and consumer protection concerns, such as imitation guns, gunfire, explosives, bombs, flash powder, detonators, fire or other weapons.	
Location(s) of filming	

**Section 2 – Applicant Information**

The applicant is the entity seeking to obtain the permit.

Registered business name (as per Articles of Incorporation or Master Business License)	Type of applicant
	Sole proprietor
	Partnership
	Corporation
Operating business name (if different than registered business name)	
Name (first and last name of the sole proprietor in a sole proprietorship, a partner in a partnership or a duly authorized director or officer in a corporation)	
Address (street no, street name)	Unit
Municipality	Province
Country	Postal code/ zip code
Email address	Telephone Number
Mailing address (if different from above)	
Address (street no, street name)	Unit
Municipality	Province
Country	Postal code/ zip code



Section 3 – Authorized Agent

This section should be completed if the applicant would like to appoint an agent to act on behalf on a business licence or permit applicant(s) or licensee(s).

Name of authorized agent (first name, last name)

Business telephone number	Business email

What will the Authorized Agent do on behalf of the applicant?

Select all activities that apply.

	Apply for a permit, including payment
	Make and respond to inquiries with respect to the licence, permit or application
	Update information with respect to the licence, permit or application
	Cancel the licence, permit or application
	Other, as described here:

Section 4 – Road Closures and Venue Layout

If an event is intended to be held on a public road or boulevard, then a deposit must be paid at the time of application, as per the Special Events by-law at www.vaughan.ca/businesslicensing.

Will there a partial or intermittent road closure?

No
Yes, as described below:

Is your event intended to be held on a public road or boulevard?

No
Yes, at the following location:

Proposed road closure start and end dates and times	Alternate road closure start and end dates and times
Ex.: 31/12/2020 12 pm to 2/1/2021 12 pm	Ex.: 31/12/2020 12 pm to 2/1/2021 12 pm

Section 5 – Other Event Information

Will there be a tent or stage at the film? If yes, review this Building Standards webpage, <https://www.vaughan.ca/residential/building-and-construction/building-permits/general-construction-permits/tents>, to confirm if a permit is required. If you have any questions, contact Building Standards at buildingstandards@vaughan.ca or 905-832-8510.

Any approvals must be included with this application.

Yes
No



Section 6 – York Region’s Form – Food Vendors, Personal Services And Petting Zoos

If you intend to have a film event that includes food vendors, personal services (such as tattooing), or petting zoos, the Regional Municipality of York (York Region) requires organizers to submit a form(s) to them. Visit <https://www.york.ca/health/food-safety/special-events-farmers-markets-and-wild-game-dinners> to complete the forms online or download the Region’s forms. **Please mark one of the following:**

	I have submitted the required Organizer form to York Region and advised all food vendors and petting zoos that York Region requires that they submit Vendor and Petting Zoos forms to the Region as well.
	My event does <u>not</u> involve food vendors, personal services and/or petting zoos.

Section 7 – Required documents

The following documentation must be submitted with your application.

Item	Description
Check the box below if included	
Canadian Government-Issued Identification	Canadian government-issued identification which demonstrates the applicant is at least 18 years of age and eligible to work in Canada; this is required for all directors and officers in a corporation, partners in a partnership and sole proprietors. This may be one or several pieces of identification.
Business Registration Documents	Business Registration Documents (e.g., Master Business Licence, Certificate of Registration, franchise agreement, partnership agreement, or articles of incorporation; if the business' legal and operating name are different, both the Master Business Licence and Articles of Incorporation are required)
Letter from the school (if the applicant is a student)	A letter of confirmation from the school for the student film, stating the school's contact information, that the applicant is a student of the school, and that he or she is creating a student film, with the name and description of the film.
Letter to residents and businesses, to be distributed at least 48 hours in advance.	A letter which will be sent to nearby resident and businesses notifying them of the event details, including, but not limited to, event details, road closures, expected noise, impact on parking and on-site location manager information for the duration of the event. Note that filming in residential areas shall be restricted to the local hours of 7 a.m. and 11 p.m.; however, an exemption may be granted by the City Clerk, provided that all affected residents are notified in writing and subsequently give their written approval.

	Proof of Insurance	Proof of comprehensive liability insurance for a minimum amount of \$5,000,000, on the City's standard Certificate of Insurance, linked to vaughan.ca/BusinessLicensing .
	Traffic Control Plan	This should include location, route maps, parking layouts, road closures, signs, barricades, security, and any paid duty officer locations (required for events within 30 m of an intersection with signals). Film events should also include requests for parking for film crews. Contact York Regional Police at for more information about paid duty officers; visit https://www.yrp.ca/en/index.asp .
	Emergency Response Plan	This should include plans to protect the public, organizing staff and participants from any identifiable hazards and threats that may occur at the event. This should include approvals from Vaughan Fire and Rescue Services, York Regional Paramedic Services, YRP and details of any paid duty officers, firefighters and paramedics, and their access routes.
	Noise Attenuation Plan	This should include any noise mitigation plans and any Noise Exemption approvals if needed.
	Tent or Stage Site Plan	If not included as a sketch or image earlier, it must be included as attachment.
	Erecting Structure Approvals	Erecting structure approvals for large tents, stages and structures. Approvals from the Building Standards department; contact 905-832-8510 for more information.
	Road Closure Site Plan (if applicable)	If not included as a sketch or image earlier, it must be included as an attachment.
	Approvals for large tents and stages	Approvals from the Building Standards department; contact (905)832-8510 for more information.
	Technical Standards & Safety Authority (TSSA) documentation for Amusement Devices	This includes a TSSA licence and permits for each ride. Visit https://www.tssa.org/amusement-devices-licences for more information or https://www.tssa.org/ .
	Electrical Safety Authority (ESA) approvals for any electrical equipment	Visit https://esasafe.com/ for more information.
	Letter from owner	If the filming is on private property, a letter from the owner giving permission to film.

<u>York Region's event form(s)</u> (if you intend to have food vendors, personal services, or petting zoos)	The Regional Municipality of York (York Region) requires event organizers who would like to have certain types of events to complete York Region's forms and submit them to the Region at least 30 days in advance of the event. The City also requires you to submit either the form(s) or approval emails from York Region with this application. Visit https://www.york.ca/health/food-safety/special-events-farmers-markets-and-wild-game-dinners for the form, on the York site https://www.york.ca/ .
Authorized Agent Identification (if applicable)	If the applicant would like to appoint an Authorized Agent, Section 3 must be completed and one piece of Canadian government-issued photo identification for the Authorized Agent must be submitted which demonstrates the agent is at least 18 years old.

Section 8 – Declarations

By signing below, the applicant (or the applicant through the authorized agent) certifies that:

- 1) The information contained in this application, attached plans and specifications, and other attached documentation is true and accurate to the best of the applicant's knowledge.
- 2) The person submitting this application has the authority to bind the applicant.
- 3) The applicant acknowledges that the application may contain "personal information" as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is required pursuant to the provisions of the Municipal Act. It will be used by the City of Vaughan to process this application, for administration of this licence and to ensure compliance with all applicable statutes, regulations and by-laws. Questions about this collection should be directed to the Chief Licensing Officer, By-law and Compliance, Licensing and Permit Services, City of Vaughan, 2141 Major Mackenzie Drive West, Vaughan, Ontario L6A 1T1, telephone number (905) 832-2281.
- 4) The applicant further agrees that any false information may result in refusal to issue, suspend, revoke or place of conditions on any licence.
- 5) I understand that, if the Special Events permit is approved, it will be the applicant's responsibility to be compliant with all applicable by-laws and regulations, such as from the City of Vaughan, the Regional Municipality of York, and the Alcohol and Gaming Commission of Ontario.

Signature of at least one of the applicant(s), such as the sole proprietor, partners, officers or directors

Note that only those applicants whose names and signatures are submitted below, will be authorized to manage the licence. If there are more than two applicants to be listed, you can include their names, signatures and the date of signatures on the back of this document.

Name of applicant 1	Signature of applicant 1	Date (dd/mm/yy)
Name of applicant 2	Signature of applicant 2	Date (dd/mm/yy)



Signature of the authorized agent (if applicable)		
Name of authorized agent	Signature of authorized agent	Date (dd/mm/yy)

For office use only	
Reviewed by the following staff	Date of review (dd/mm/yy)