



## SAMPLE PERMIT

**Official Permit No:** \_\_\_\_\_

This application, if approved, will result in issuance of a permit to the applicant to film or televise on the streets and/or property only in accordance with the times, locations, and specified activities designated below. The permit must be in the possession of the applicant at all times while on location.

**NOT VALID UNLESS APPROVED BY THE TOWNSHIP MANAGER**

Date: \_\_\_\_\_

1: Company: \_\_\_\_\_

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

2: Production Contact: \_\_\_\_\_ Tel No: \_\_\_\_\_

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

3: ☐ Still photography ☐ Motion

4: ☐ Commercial use ☐ Personal use ☐ Student ☐ Other: \_\_\_\_\_

5: Dates of Filming: \_\_\_\_\_ Approx Time: \_\_\_\_\_

6: Location of Filming: \_\_\_\_\_  
\_\_\_\_\_

7: Scene to be filmed must be described accurately: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8: Animals, firearms, special effects or unusual scenes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9: List of Special Production Equipment (cranes, drones, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No. of Cast and Crew: \_\_\_\_\_  
No. of trucks and plate(s) #'s: \_\_\_\_\_  
No. of autos and plate(s) #'s: \_\_\_\_\_  
Other Vehicles and plate(s) #'s: \_\_\_\_\_

10: Title of Feature Film/TV show/Short Film: \_\_\_\_\_  
  
Identify any celebrities or high-profile individuals: \_\_\_\_\_  
\_\_\_\_\_

11: If commercial/stills/industrial; name product or company: \_\_\_\_\_

12: Filming will require: ☐ Street closure ☐ Sidewalk closure ☐ Reserved parking  
☐ Night shooting ☐ Intermittent Traffic Control ☐ None

13: Public Liability Insurance Company, Policy #, and Agent name: \_\_\_\_\_  
\_\_\_\_\_

Amount of coverage: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

14: Do you need police assistance (requires separate fee to hire officer)?: ☐ Yes ☐ No

\*\*\* FOR OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE \*\*\*

**Police  
assistance  
required:**

☐ No

☐ Yes - Reason:

☐ Street closure/traffic control

☐ Celebrity

☐ Stunts/firearms

☐ Other: \_\_\_\_\_

\_\_\_\_\_  
**Signature,  
Chief of Police/representative**  
(Chief signature needed for OEP)

Film Permit is: APPROVED/DENIED Date: \_\_\_\_\_