Filming Temporary Business Licence Application

Parks Canada

The information provided is used to determine whether a licence will be approved and issued. All parts of the application must be completed. Parks Canada reserves the right to deny applications that do not support Parks Canada’s mandate, values and principles as well as incomplete applications and requests that conflict with day-to-day operations.

**A complete application must be submitted a minimum of 15 business days prior to the first proposed day of filming** in order to provide sufficient time for review and approval. Incomplete applications will not be processed.

Parks Canada can coordinate a licence for filming in more than one national park. Please contact the first park where you wish to film (see contact information on the last page). All supporting documents should be sent to the Parks Canada contact who is coordinating the Film Licence.

Section one – Business information

Project Name:

Production Company:

Mailing Address:

Production Manager / Producer:

Email Address:

Phone Numbers – cell:       office:

Company Representative / Location Manager (on-site during filming):

Phone Numbers – cell:       office:

Email:

You are required to provide proof of comprehensive liability insurance policy indicating a minimum of $2,000,000 per incident, naming *Her Majesty the Queen in right of Canada as represented by the Parks Canada Agency* as additional insured, to be carried for the duration of the production in the park. Your application is not complete until your proof of insurance has been received by Parks Canada.

[ ]  Attached

Section two – Project information

|  |  |
| --- | --- |
| Type of business | [ ]  Commercial [ ]  Government [ ]  Student Project[ ]  Non-profit (Please provide your non-profit charitable organization registration number      ) Other (Please specify      ) |
| Primary use of footage | [ ]  Tourism promotion [ ]  Educational / documentary[ ]  Entertainment [ ]  Other |
| Project description | Please describe this project (who, what, where, when and why, maximum 200 words).       |
| Audience and demographics | [ ]  Canadians (Please specify demographics      ) [ ]  International (Please specify demographics      ) |
| Estimated viewers (circulation / reach) |       |
| Final product(s)\*\* A copy of the final product must be submitted as part of the film licence conditions. \*\* | [ ]  Magazine [ ]  Website [ ]  TV show[ ]  Ad[ ]  Social media (YouTube, Facebook, blogs, etc.)[ ]  Documentary[ ]  DVD[ ]  Brochure [ ]  Book[ ]  Music video[ ]  Stock footage[ ]  Other (please specify      ) Publishing deadline /air date:       |
| Storyboard / Script | [ ]  Attached [ ]  Not available |
| Crew size \*\*The crew size includes talent and production crew. \*\* |       |
| Number of vehicles \*\*The licence plate numbers may be requested. \*\* |      Are any vehicles over 4500 kg?[ ]  Yes[ ]  No |
| Props and equipment  | [ ]  Set [ ]  Props [ ]  Craft services (tent, garbage bins, catering company etc.) [ ]  GeneratorPlease provide details about your set, props and craft services, if applicable.       |
| List equipment required for your production (including camera equipment). Be specific as only the equipment listed will be approved on your licence.       |
| Does this production involve construction or alteration of any kind? [ ]  Yes[ ]  NoIf yes, please specify:       |
| Does this production involve livestock or trained animals? [ ]  Yes[ ]  NoIf yes, please specify:       |
| Does this production involve any alcohol, firearms or tobacco? [ ]  Yes[ ]  NoIf yes, please specify how these will be used in your production:       |
| Filming locations (please check all that apply) | [ ]  Bruce Peninsula National Park[ ]  Fathom Five National Marie Park [ ]  Georgian Bay Islands National Park[ ]  Thousand Islands National Park[ ]  Bethune Memorial House National Historic Site [ ]  Bellevue House National Historic Site[ ]  Fort Wellington National Historic Sites[ ]  Laurier National Historic Sites[ ]  Other, please specify       |
| Itinerary |
| Date | Specific location  | Start time | End time |
|       |       |       |       |
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| Please attach a separate itinerary for additional dates and locations. Parks Canada acknowledges that production companies need flexibility and will make every effort to accommodate a schedule / date charge. Changes less than five days prior to filming or after a filming licence has been approved may not be possible. |
| Filming on leasehold properties  | Are you filming on property of businesses in the national park(s)? [ ]  Yes[ ]  NoIf yes, please specify the name of the businesses and provide written permission:      [ ] Attached |
| Filming segments with tour operators  | Are you filming segments with tour operators?[ ]  Yes[ ]  NoIf yes, please specify the name of the businesses and provide written permission:      [ ] Attached |
| Are you considering submitting a request for an interview with a Parks Canada representative?  | [ ]  Yes[ ]  NoIf yes, please provide details:       |

Section three – Aerial filming

Activities involving aircraft, including Unmanned Aerial Vehicles (UAVs, or “drones”), are restricted under the Canada National Parks Act and National Parks of Canada Aircraft Access Regulations (<http://laws-lois.justice.gc.ca/>). Aircraft access may be approved by the national park Superintendent for park management and emergency purposes only. Landing, take-off and low level flying in a national park requires a Restricted Activity Permit in addition to an approved Film Licence. Additional time may be required to process applications involving aerial filming.

Do you propose to land a helicopter or film by air in a national park?

[ ]  Yes

[ ]  No

If yes, please indicate the type of aircraft:

[ ]  Unmanned Aerial Vehicle

[ ]  Helicopter

[ ]  Other, please specify:

Section four – Fees

Parks Canada reserves the right to charge the non-refundable application fee upon receiving an application for a film licence. Fees must be received prior to filming/photography activities. The Goods and Service Tax (GST) is included in all fees.

Depending on the scope, location and crew size associated with the project, monitoring fees (including overtime) may be charged to the production company.

Section five – Responsibility

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| I hereby state that the above information given is complete and correct, and that no false or misleading information or false statements have been given. I have the full authority to represent the application / production company and the project described above.  |
| Signature:  |  | Date:  |  |
| Print name:  |  |
| Person on location responsible for complying with film permit conditions:  |
| Signature: |  | Date: |  |
| Print name: |  |

Section six – Contact us

Email: Film.EstCent-EastCent.Ont@pc.gc.ca