NOTIFICATION OF FILMING
distribution date: [date/month/year]

Dear Residents and Businesses in the vicinity of [FILMING ADDRESS]

[PRODUCTION COMPANY], producers of [PROJECT TITLE] have applied to The City of Mississauga to be granted a Filming Permit using public property. [INCLUDE **BRIEF** DESCRIPTION OF PRODUCTION].

Will be filming [INTERIOR and/or EXTERIOR] scenes on location as follows:

 **[FULL ADDRESS/NAME OF LOCATION]**

**PREP:** [FULL DATE(s), TIME(s)]

**FILM:** [FULL DATE(s), TIME(s)]

**WRAP:** [FULL DATE(s), TIME(s)]

As per above listed [*choose only applicable:* FILMING, PREP AND/OR WRAP] day(s), Production has applied for use of the following to park Production vehicles:

* One side of [ROADWAY], from [START OF ROADWAY] to [END OF ROADWAY]
* One side of [ROADWAY], from [START OF ROADWAY] to [END OF ROADWAY]

[ETC…]

Reservation of permitted roadway(s) will be marked by pylons starting [FULL DATE(s), TIME(s)].

**(**If applicable: **Please list any signature requests, additional information, etc – HERE, formatted appropriately. See detail page below for examples and PREFERRED phrasing)**

If you have any questions or concerns during filming, please contact a member of our Locations staff to discuss: [LOCATION MANAGER, at CONTACT INFO], [ASST.LOCATION MANAGER, at CONTACT INFO]

Thank you in advance for your support of the Ontario film industry.

Sincerely,

[LOCATION MANAGER, PRODUCTION CO]

\*\*DO NOT PRINT/INCLUDE THE FOLLOWING PAGES

FOR REFERENCE ONLY\*\*

**PREFFERED PHRASING EXAMPLES –** please **copy+paste and format as required** into letter body above if/where applicable:

* Production has been permitted for Intermittent Traffic Control (maximum 3-minute traffic stoppages, not between the hours of 7:00am to 9:00am and 4:00pm to 6:00pm, under the supervision of Peel Regional Police) for [LIST ROADWAY USAGE] during the filming date(s) listed above.
* Production has been permitted to use [FACILITY/PARK] for additional parking for the duration of [FILMING, PREP AND/OR WRAP] as per above dates
* As per City of Mississauga filming policy, we will be sending a representative door-to-door in the coming days to gather support of the affected area by way of signature for (insert as applicable):
 - Filming occurring on a Sunday or statutory Holiday
- Afterhours filming (before 7am, or after 11pm)
- Afterhours vehicle movement (before 7am, or after 11pm)
- Overnight parking
- Filming has exceeded two (2) occurrences within the year on a residential street block
- Lighting and/or generators to be oriented toward neighbouring residences
[ETC…]
* Please be aware that production will be conducting Special Effects (SPFX) including [LIST TYPE OF SPFX] during filming hours

**SEE BELOW FOR COMPLETED NOTIFICATION LETTER EXAMPLE**

NOTIFICATION OF FILMING
distribution date: [10/09/2019]

Dear Residents and Businesses in the vicinity of 123 Alphabet Road

Example Productions Inc, producers of “Awesome TV Show” have applied to The City of Mississauga to be granted a Filming Permit using public property. The TV series follows the story of people doing awesome stuff.

Will be filming interior and exterior scenes on location as follows:

**123 Alphabet Road**

**PREP:** Sept 13, 9:00am-9:00pm

**FILM:** Sept 14, 7:00am-11:00pm

**WRAP:** Sept 15, 9:00am-9:00pm

As per above listed prep and filming days, Production has applied for use of the following to park Production vehicles:

* One side of Alphabet Road from Aardvark Rd to Zebra Way
* One side of Numeric Circle, from Multiplication St to Division Court
* Private Property

Reservation of permitted roadways will be marked by pylons starting Sept 12th, approx. 5:00pm.

Production has been permitted for Intermittent Traffic Control (maximum 3-minute traffic stoppages, not between the hours of 7:00am to 9:00am and 4:00pm to 6:00pm, under the supervision of Peel Regional Police) for Alphabet Rd during the **film** dates listed above.

Please be aware that production will be conducting Special Effects (SPFX) including water based smoke during filming hours.

If you have any questions or concerns during filming, please contact a member of our Locations staff to discuss: Jane Doe, at 647-555-5555 or John Doe at 416-555-5555.

Thank you in advance for your support of the Ontario film industry.

Sincerely,

Jane Doe, Example Productions Inc