***Guidelines for Signature Sheets***

*Signatures are required when a* ***Production is requesting a variance to the filming policy****. Residents must be given a minimum of 24 hours between the notification letter delivery and being signatured. Blank sheets are to be* ***submitted to the Film Office prior to signaturing for approval****. The* ***Film Office will provide Production with a map*** *outlining the addresses to be signatured. Production requires a minimum of 80% hard signatures of the area determined by the Film Office to be deemed in compliance. Sheets should read similar to the following:*

*On production letterhead*

**Filming Location: [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, [PRODUCTION COMPANY], producers of [PROJECT TITLE] has applied to the City of Mississauga for a Film Permit using public property and is gathering support of the affected area by way of signature for:

*(Any of the following may be applicable to your shoot. Please only use those that are applicable. The Film Office may also request that other details of the shoot be added (ie. Special Effects).*

* 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…]

80% approval of affected residents is required to obtain a permit. You have the right to object to this project in your neighbourhood.

**By signing this approval sheet, I am acknowledging that I consent to this activity. Unless indicated to the contrary, approval by one adult resident at an address will be assumed to represent the views of all persons at the address.**

**DATE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Name**  **(please clearly print full**  **first and last name)** | **Street Address** | **Signature** |
|  |  |  |

This document will be submitted to the City of Mississauga Film Office for verification. A permit will only be issued when Production achieves 80% neighbourhood compliance.