

Production Name/Show Title

123 Any Street, Hamilton ON L8P 2G8 Tel: 905-555-5555

Pursuant to the City of Hamilton’s Filming Guidelines, we are required to obtain your signature in support to the proposed filming at [ENTER ADDRESS]. This process allows residents/businesses to voice concerns, ask questions, or request accommodations directly with production staff. Feedback provided will help the Hamilton Film Office determine if a permit will be issued as requested, issued with modifications/conditions, or declined. We will be making another attempt to obtain your signature on [DATE] and [DATE]. If we are unable to get your signature in person, please be so kind as to sign below, leave this in your mailbox and we will retrieve it at a later time.

To the Residents and Businesses in the vicinity of:

We will be filming INTERIOR and/or EXTERIOR scenes at

**123 Any Street, Hamilton**

**Prep: Dates - Times (if applicable)**

**Filming: Dates - Times**

**Wrap: Dates - Times (if applicable)**

Our production vehicles and various pieces of film equipment will be located on:

* North/East/west/south side street between street and street
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We will begin reserving the above areas with cones on DATE at TIME, with vehicles arriving DATE at TIME, and departing DATE by TIME.

Pursuant to the policies of the Hamilton Film Office, **we are requesting approval on the following**:

* Filming/lighting/truck movement between 11PM-7AM. (Delete if not applicable)
* Filming in a residential area more than three times in a calendar year. (Delete if not applicable)
* Other (specify). (Delete if not applicable)

Filming activities include:(Brief description of proposed filming including use of any special effects, gun fire, lighting lift/crane and/or other possible neighbourhood disruptions)

On behalf of the production, we thank you for supporting Hamilton's vibrant film industry. Questions? Please contact our production office at (insert production phone number), or the Hamilton Film Office at [film@hamilton.ca](mailto:film@hamilton.ca%20) or 905-546-4233.

**First Name, Last Name First Name, Last Name**

**Location Manager Assistant Location Manager**

**Insert Phone Number Insert Phone Number**