



## Village of Liverpool

310 Sycamore Street, Liverpool, NY 13088

Phone: (315) 457-3441, Fax: (315) 457-5119

Email: codes@villageofliverpool.org

### Filming Permit Application

All applicable sections of this application must be completed or the application will be returned.

#### OFFICE USE ONLY

Permit Number:

Date Received:

Approved By:

Date Approved:

Date Notified:

Permit Fee: \$

Denied By:

Date Denied:

Reason Denied:

#### PROJECT INFORMATION

PROJECT TITLE

PRODUCER NAME

DIRECTOR NAME

PROJECT CONTACT NAME

CONTACT PHONE

CONTACT EMAIL

#### REASON FOR PERMIT

A filming permit is required when filming activity involves any of the following (check all that apply to your shoot):

- ☐ Use of public property: Village parks, streets, buildings, and other village facilities;
- ☐ Closing any portion of a street or temporarily stopping one lane of traffic or impeding vehicular traffic in any way;
- ☐ On-street parking of commercial vehicles or trailers;
- ☐ Placement of equipment on public property or any street;
- ☐ Reserved parking on any street or publicly owned parking lot;
- ☐ Closing a sidewalk or impeding the flow of pedestrian traffic;
- ☐ Utilization of unmanned aircraft systems, prop weapons, prop vehicles, stunts or actors in police uniform;
- ☐ Filming activities in any residential neighborhood or any residential property;
- ☐ Interior shoots, other than at the Academy at Syracuse Studios, which involves over 49 persons, including crew.

#### PRODUCTION COMPANY

COMPANY NAME

ADDRESS

PHONE

CITY

STATE

ZIP

EMAIL

INSURANCE CARRIER NAME

INSURANCE CARRIER PHONE

#### FILMING ACTIVITY DETAILS

PROJECT TYPE

☐ Feature Film ☐ Short Film ☐ Student Film ☐ TV Production ☐ Commercial ☐ Music Video ☐ Other: \_\_\_\_\_

PRODUCTION LENGTH

Estimated Number of Days in Production: \_\_\_\_\_ Estimated Number of Prep Days: \_\_\_\_\_ Estimated Wrap Days: \_\_\_\_\_

WILL ANY OF THE FOLLOWING BE USED?

IF YES, PROVIDE DETAILS IN SEPARATE NARRATIVE.

Open Flames ☐ Yes ☐ No

Prop Weapons ☐ Yes ☐ No

Pyrotechnics ☐ Yes ☐ No

Special Effects ☐ Yes ☐ No

Stunts ☐ Yes ☐ No

Use of Aircraft ☐ Yes ☐ No

Use of Animals ☐ Yes ☐ No

Use of Drones ☐ Yes ☐ No

IS ANY OF THE FOLLOWING EQUIPMENT

BEING UTILIZED?

Aerial Lift ☐ Yes ☐ No

Dolly Track ☐ Yes ☐ No

Generator ☐ Yes ☐ No

Jib Arm ☐ Yes ☐ No

Tents ☐ Yes ☐ No

ESTIMATED NO. OF VEHICLES

Personal Cars: \_\_\_\_\_

Equipment Trucks: \_\_\_\_\_

Passenger Vans: \_\_\_\_\_

WILL ANY OF THE FOLLOWING BE REQUIRED?

IF YES, PROVIDE DETAILS IN SEPARATE NARRATIVE.

Street Closures ☐ Yes ☐ No Number of days: \_\_\_\_\_

Sidewalk Closures ☐ Yes ☐ No Number of days: \_\_\_\_\_

Traffic Control ☐ Yes ☐ No Number of days: \_\_\_\_\_

Pedestrian Control ☐ Yes ☐ No Number of days: \_\_\_\_\_

Camera Cars: \_\_\_\_\_ Buses: \_\_\_\_\_

Prop Vehicles: \_\_\_\_\_ Dressing Rooms: \_\_\_\_\_

Motor Homes: \_\_\_\_\_ Other: \_\_\_\_\_

BASE CAMP LOCATION(S)

Continued on Next Page

## SHOOTING SCHEDULE BY LOCATION

[illegible]

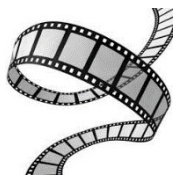
## NOTIFICATIONS

Is notification to the Police Department required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is notification to the Fire Department required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is notification to any area airfield required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is notification to residential neighbors required? <input type="checkbox"/> Yes <input type="checkbox"/> No
If the shoot is on a residential property, all adjacent residential properties must agree to the proposed film shoot and sign off. A copy of each agreement must be supplied to the Code Official before a filming permit can be approved. <input type="checkbox"/> Agreed <input type="checkbox"/> NA	
If shoot is in a residential area, all neighborhood properties that may be affected by street closures, parking, etc. must be properly notified at least two days in advance. <input type="checkbox"/> Agreed <input type="checkbox"/> NA	
If activities are to proposed occur after 9:00 P.M. Sunday – Thursday, after 11:00 P.M. on Fridays or Saturdays, or before 7:00 A.M. on any day of the week, all neighbors within 200 feet must be notified at least two days in advance. Any objections to the proposed activity that cannot be resolved may negate the issuance of a Permit. <input type="checkbox"/> Agreed <input type="checkbox"/> NA	

## APPLICANT CERTIFICATION

I hereby certify that this application is true and correct to the best of my knowledge. By signing this application I agree to abide by the regulations contained in Village of Liverpool Code Section 195 and all conditions stated on the Permit. I also understand that no sprinkler system, fire alarm system, smoke detection system, or any other life-safety system, or any part thereof, can be disabled without approval of the Code Official or Fire Inspector and the establishment of a Fire Watch.

<b>SIGN HERE</b>	<b>DATE</b>
<b>PRINT NAME</b>	<b>TITLE</b>



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codes@villageofliverpool.org

### Filming Permit Application Procedure

**Welcome to Liverpool**, New York and thank you for choosing us to be a part of your film project. The following activities within the Village require a filming permit that MUST be approved before filming can begin:

- Use of public property - village parks, streets, buildings, and other village facilities,
- Closing any portion of a street or temporarily stopping one lane of traffic or impeding vehicular traffic in any way;
- On-street parking of commercial vehicles or trailers;
- Placement of *equipment* on public property or any street;
- Reserved parking on any street or publicly owned parking lot;
- Closing a sidewalk or impeding the flow of pedestrian traffic;
- Utilization of Unmanned Aircraft Systems, prop weapons, prop vehicles, stunts or actors in police uniform;
- *Filming activities* in any residential neighborhood or any residential property;
- Interior shoots, other than at the Academy at Syracuse Studios, which involves over 49 persons, including crew.

#### Insurance

The application must include a certificate of liability insurance naming the Village of Liverpool as an additional insured. Use of an automobile as part of a filming activity on public property shall also require automobile liability coverage. Both policies of insurance must have a limit of not less than one million dollars (\$1,000,000) and shall be issued on a primary, non-contributory basis by an insurance company possessing a rating of "A" or higher. Film school students shall provide a letter from the student's school confirming insurance coverage, and the student's current enrollment.

#### Processing of Permits.

All permit applications will be processed on a "first come, first served" basis. Upon request by an applicant for a permit, the Code Official will place a pre-permit reserve on the location(s) identified in the filming permit application. An applicant can request such pre-permit reserve no more than three weeks in advance of the activity, but upon a need demonstrated in writing by the applicant, the Code Official may grant a greater period of time. If two or more permit applicants request the same date and the same location, the filming permit application request that was received first shall be first eligible for approval.

#### Notification of Impacted Residents & Businesses

The Production Company shall notify area property owners in accordance with the following:

- a. Where the filming activity will not involve the closing of a street, all property owners within the same block as the filming activity shall be notified by regular mail at least 5 days in advance.
- b. Where the filming activity will involve the closing of a street, all property owners within the blocks affected by the closure shall be notified by regular mail at least 5 days in advance..

#### Street Closures and Intermittent Traffic Control

All road closures, detours and traffic requests must be coordinated through the Village of Liverpool Police Department who will then coordinate with local agencies to ensure a safe and effective experience for you and your crew while causing the least disruption for residents, commuters and pedestrians.

See Village of Liverpool Code Chapter 195 for complete regulations pertaining to Filming Permits.

**To submit application** please email to: codes@villageofliverpool.org

Or mail to: Village of Liverpool, 310 Sycamore Street, Liverpool, NY 13088