

Will any of the following occur? If so, explain.

Special Effects Yes No Pyrotechnics Yes No Open Flames Yes No
Stunts Yes No Use of Drones Yes No Use of Aircraft Yes No
Prop Weapons Yes No Child Actors Yes No Use of Animals Yes No

Will any of the following equipment be utilized?

Generator Yes No Jib Arm Yes No Tents Yes No Dolly Track Yes No
 Other: _____

Will any of the following be required?

Street Closures Yes No Sidewalk Closures Yes No
Traffic Control Yes No Pedestrian Control Yes No

Estimated Number of Cast and Crew: _____

Estimated Number of Vehicles: _____

Personal Cars _____ Equipment Trucks _____ Passenger Vans _____ Camera Cars _____ Prop Vehicles _____
Motor Homes _____ Dressing Rooms _____ Other (explain) _____

Base Camp Location: _____

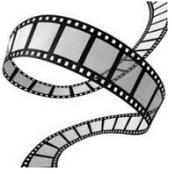
Will local crew or cast be utilized? Yes No

Additional Information: _____

Submitted By:

Name: _____ Title: _____ Date: _____

Internal Use Only	
<input type="checkbox"/> Approved	Permit Number: _____ Fee: _____
<input type="checkbox"/> Denied, Reason: _____	
By: _____	Date: _____



VILLAGE OF LIVERPOOL

310 Sycamore Street, Liverpool, NY 13088
(315) 457-3441, Ext. 4 / Fax: (315) 457-5119
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 shooting that involves over 49 persons in one space, 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