



# FILMING PERMIT APPLICATION

Municipality of Jasper Bylaw Enforcement Service  
PO BOX 520, Jasper Alberta T0E1E0  
P.780-852-5514  
E. bylaw@town.jasper.ab.ca

Date of Application:

Date of Application Accepted:

Business License Number:

## Application Minimum Requirements Check list:

- ☐ Submit application a minimum of sixty (60) days prior to the start date for review
- ☐ Municipality of Jasper Business License (if applicable)
- ☐ Submit Proof of Insurance

### Applicant

Company/Organization name:

Address:

Main Contact Name:

On Site Contact Name:

Email:

Email:

Phone #:

Phone #:

### PRODUCTION/EVENT INFORMATION

Locations:

Crew Size:

Start Time

Equipment to be used:

Project Description:

**Filming Locations****Location #1****Filming Date:****Setup Date & Time****Filming Start & End Time:****Strike Date & Time****Location #2****Filming Date:****Setup Date & Time****Filming Start & End Time:****Strike Date & Time****Location #3****Filming Date:****Setup Date & Time****Filming Start & End Time:****Strike Date & Time****Location #4****Filming Date:****Setup Date & Time****Filming Start & End Time:****Strike Date & Time****Location #5****Filming Date:****Setup Date & Time****Filming Start & End Time:****Strike Date & Time****Location #6****Filming Date:****Setup Date & Time****Filming Start & End Time:****Strike Date & Time**

Event Components and Requirements		
Activities	Applicable? (Yes/No)	Additional Documents Required if "Yes"
Insurance(required for all events)	YES	Proof of Insurance naming the Municipality of Jasper as additional insured(minimum \$2,000,000)
Municipality of Jasper Business Licence	Yes	Copy of Valid Municipality of Jasper Business Licence
Business/Resident Notification Protocols		Outline of communication plan to be used when notify businesses, storefronts, residents and homeowners in proximity of filming locations  Plans should include a letter to those directly impacted by the filming, inclusive of those being subjected to lights/noise from filming  Notice to businesses and/or residents must be made five (5) business days prior to the start of filming
Road Closure or Interruptions		Street & Public Space Use Permit required Traffic Accommodation Plan required Detailed Site Map required Parking Plan (if needed) Public Notice and Relevant Neighbor Letter to be submitted
Amplified Sound		Review the Municipality of Jasper Noise Bylaw
Erecting Tents or Other Temporary Structures		Jasper National Park's Permits may be required
Road Closure or Interruption		Traffic Accommodation Plan Parking Plan Public Notice Relevant Neighbour Letter

#### Event Permit Definitions and Terms & Conditions

1. A filming permit application must be submitted no less than sixty (60) days in advance of any scheduled Filming activity.
2. **Insurance:**
  - 2.1. Commercial general liability insurance insuring against claims arising out of the issuance of a filming permit certificate, providing coverage in an amount of not less than two million (\$2,000,000) dollars per occurrence, including, but not limited to, broad form contractual liability and severability of interest provisions, and naming the Municipality of Jasper as additional insured.
  - 2.2. If applicable, Automobile Third-Party Liability Insurance in an amount of not less than One Million (\$1,000,000) Dollars covering all owned/leased vehicles used in connection with the issuance of a Filming Permit.
  - 2.3. If applicable, any other form of insurance (i.e. Aircraft Liability, Pyrotechnics Liability, Fire Legal Liability, etc.)
  - 2.4. All insurance must be provided by an insurer registered to do business in the Province of Alberta.
  - 2.5. Proof of coverage, in the form of an original Certificate of Insurance must be submitted the Municipality of Jasper before a filming permit certificate can be issued.
3. **Amplified Sound** – The use of Amplified Sound must comply with the Municipality of Jasper Noise Bylaw #108
4. **Business License:** All businesses and subcontractors operating in the Municipality of Jasper are required to obtain a business license.
5. **Change of Scheduled Filming Dates:** Once a filming permit has been issued, the applicant agrees to notify the Municipality of Jasper of all schedule changes imposed due to weather impediments, wildlife, etc. A revised filming permit will be required for the rescheduled date(s) and/or time(s).
6. **Road Closures:** To temporarily close all or a portion of a street, lane / alley or sidewalk for activity associated with the Filming, Applicants must:

- 6.1. provide a traffic accommodation plan/diagram of proposed interruption or closure of trail, road, sidewalk, parking lots
7. **Notification Protocols:** If there is to be any disruptions to the Municipality's daily routines e.g. road closures, sound pollution, the following notification protocols must be followed at a minimum:
- 7.1. Public Notice – Required for any Filming with a road closure or interruption. This is an advertisement in the Jasper Fitzhugh Newspaper for 2 consecutive weeks prior to the Filming, notifying the public of the Filming, date(s), road closure/interruption and detour options, along with the Production Company's contact information.
  - 7.2. Neighbourhood/Business Notice – a letter that must be printed and distributed 3 weeks prior to Filming to places of residents or businesses affected by the road closure or interruption. Notifying them of:
    - Title of the production
    - Contact information for the production office
    - Brief details on the project
    - The dates and times crews will be working in the area
    - The name and phone number of the Location Manager and/or primary contact for the scheduled film session
    - Description of what the crew will be doing, including any planned special effects, road and/or lane closures, sidewalk obstructions, or street parking restrictions.
  - 7.3. A copy of the communications must be submitted to the Municipality of Jasper for review prior to distribution.
  - 7.4. Protocols must also include communication methods that will be implemented on-location to inform the public near any filming. The public must be given the option to avoid background placement in any filming (still or motion) taking place.
8. **Dispute Resolution Plans (if required):** It is hoped that any dispute arising from location Filming activities in the Municipality of Jasper can be resolved in an expeditious and mutually agreeable fashion.
- 8.1. As a part of an Applicants detailed communication plan, the Filming Permit Application should include an outline of what steps will be taken to mitigate any concerns or issues raised by business, storefront, residents or homeowners who may be impacted by any filming.
  - 8.2. In situations where Filming activity impedes access to a business or businesses, it is the responsibility of the applicant to approach affected owners in order to identify means of limiting disruption and/or to determine appropriate levels of compensation for lost business.
- The Municipality of Jasper reserves the right to revoke or amend a Filming Permit if a dispute cannot be resolved.
9. **Emergency Response Plan(if required):** Applicants are responsible for ensuring the safety and wellbeing of scheduled Filming participants, as well as the community in the vicinity of the Filming. A Filming Permit application may require an Emergency Response Plan. The Municipality of Jasper will advise if this is required to support the application package.
10. **Traffic and Traffic Stoppages:** The Municipality of Jasper is prepared to consider closing streets, alleys, lanes and sidewalks for filming activity. Requests for closure of Public Areas will be reviewed by the Municipality of Jasper Bylaw Enforcement Service. The applicant is responsible to adhere to the following:
- 10.1. Production vehicles must comply with appropriate traffic regulations unless specific permission has been noted on the Filming permit.
  - 10.2. Except when a road has been closed for Filming, all moving vehicles must adhere to posted speed limits and other lawful conditions unless directed otherwise by Law Enforcement Officer.
  - 10.3. Intermittent traffic stoppages shall be limited to a maximum of five (5) minutes, unless otherwise stated and shall be under the supervision of individuals possessing approved traffic control certification.
  - 10.4. Copies of traffic control certification are to be included with the permit application.
  - 10.5. In situations where Filming presents a significant traffic flow and/or public safety concern, supervision by Peace Officer or equivalent authorized Municipal of Jasper Employee may be required.
  - 10.6. It is the Applicant's responsibility to arrange for all required traffic control personnel and to make arrangements with the Municipality of Jasper to cover, alter, remove and/or reinstall traffic or street signs as may be necessary. All costs associated with these arrangements are the responsibility of the applicant.
11. **Development and Building Permits:** Development and/or building permit applications may be required pursuant to Jasper National

Parks Regulations. It is the responsibility of the Applicant to ensure that all relevant permits are in place before Filming commences.

12. **Special Effects and the Use of Firearms:** Use of firearms, explosives, flash powder, detonators, flammable liquids and the filming of dangerous stunts must be clearly stated within a fireworks & pyrotechnics discharge permit application form as a part of the Filming Permit application package.

- 12.1. All required Jasper National Parks permits regulating the use of Special Effects and the Use of Firearms must be obtained before seeking the approval of the Municipality of Jasper
- 12.2. The signed approval of the Municipality of Jasper Fire Chief and EMS Supervisor is required to issue fireworks & pyrotechnics discharge permits.
- 12.3. The attendance of Fire/EMS personnel may be required for the use of fire, fireworks or pyrotechnic effects.
- 12.4. All costs associated with these requirements and their related clean-up are the responsibility of the applicant.
- 12.5. All dangerous/hazardous materials, (including, but not limited to fuels, paints, pyrotechnics, pressurized gasses, solvents, etc.) must be stored and used in accordance with all applicable Federal and Provincial laws, regulations and guidelines.
- 12.6. All film armourers and/or gun wranglers must be familiar with Canadian laws pertaining to the storage and transportation regulations of firearms. All restricted and/or prohibited weapons must comply with current Federal firearms regulations.

**13. Billing and Damage Deposit Requirements:**

- 13.1. The Applicant is responsible for all administrative fees and out of pocket expenses related to the permitting process, the use of Municipality of Jasper roads, properties, parks, equipment or personnel. A quote for these costs will be provided prior to the issuance of the filming permit.
  - 13.2. A deposit may be required in advance of film work. A determination will be made upon receipt of notification of a filming project. If a deposit is required, monies shall not be returned until all conditions, including cleanup of filming location(s), have been fulfilled.
  - 13.3. Any damage resulting from filming activities, whether caused directly by the applicant, a production company or an associated party is the responsibility of the applicant. If remediation is required, the applicant will make full payment of expenses incurred by The Municipality of Jasper in the completion of repair work.
  - 13.4. Clean Up -The Applicant is required to organize clean-up of the area during and after Filming. In the event that clean-up is not completed, an hourly fee will be charged for Municipality of Jasper staff time spent completing clean-up tasks. Failure to carry out clean-up may result in future applications being denied.
14. The Applicant assumes all liability and responsibility for the Event in its entirety, including but not limited to any and all financial or legal liability or obligation that may arise as a result of said Filming, and such liability or obligation is not limited solely to physical damage for either public or private property and may include punitive damages requested by an affected third party. The Applicant shall be responsible for the orderly behavior of all persons participating in the Event.
15. The Applicant agrees that neither the Municipality of Jasper nor any employee, representative, or agent of the Municipality of Jasper shall be held liable for the accuracy of data or information relating to the Filming or for participation in any portion of the Filming, and the Applicant shall assume all liability and responsibility for the Filming and shall be held solely responsible in any legal action that may arise as a result of the Filming.
16. The Applicant must ensure that Filming must be conducted in accordance with governing Occupational Health and Safety Regulations, and any and all applicable Municipal, Provincial and Federal bylaws, guidelines, acts, regulations and/or laws.
17. The Applicant understands that the Municipality of Jasper or its authorized agent or employee may at any time and without prior notice or compensation, order that Filming be stopped and/or delayed or revoke this permit and any person who fails to immediately comply with this discontinuance order may be charged for failing to comply and/or charged under any other applicable Municipal, Provincial or Federal legislation.
18. Permits will be revoked without payment of any compensation in the event of a breach of the Terms & Conditions herein. Non-compliance may also result in fines, penalties, and additional charges.

By signing this application for an Event Permit, the Applicant submits that they have read and agree to all of the terms and conditions related to an Event Permit and will abide by them.

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Applicant Signature

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Date

Submit completed application to:

Neil Jones  
Licensing & Enforcement Manager  
Municipality of Jasper Bylaw Enforcement Service  
#2 Compound Rd., Box 520  
Jasper Alberta T0E1E0  
njones@town.jasper.ab.ca

Useful Web Links:

Municipality of Jasper: [www.jasper-alberta.ca](http://www.jasper-alberta.ca)  
Alberta Emergency Management Guide: <https://open.alberta.ca/dataset/b49f1b6a-b5fb-4bf7-a728-e4c7f54aef4d/resource/ba9bb19a-6702-40ca-bdf7-56971f42adda/download/mass-gathering-guidebook-2013.pdf>