



Film Permitting - Business Registry
 902-7th Avenue
 Canmore, AB T1W 3K1
films@canmore.ca

Town of Canmore Film Permit Application

Company Information	
Company:	
Company Mailing Address:	
Applicant Name:	
Phone Number:	Email:
Onsite Coordinator: <i>If different from applicant.</i>	
Phone Number:	Email:
Production Information	
Production Title or Event Name:	
Nature of Project:	Use of RPAS (ex. drone)?
Wedding or Event Venue: <i>If applicable</i>	
Location of Staging Area for Ops/Crew: <i>If applicable</i>	
Crew Size:	Party/Cast Size:
Equipment to be Used (ex. handheld camera):	
Additional Project Description:	
RPAS Film Projects	
Pilot Name:	Phone Number:
RPAS Model:	Serial Number:

FILM LOCATIONS AND PRODUCTION DETAILS

If additional locations are needed, submit a separate list providing all requested information.

Location #1:			
Filming Date:		Setup Date & Time: <i>If applicable</i>	
Filming Start & End Time:		Strike Date & Time:	
Film Type:	Ground Photo	Ground Video	RPAS Flight/Operation
Location #2:			
Filming Date:		Setup Date & Time: <i>If applicable</i>	
Filming Start & End Time:		Strike Date & Time:	
Film Type:	Ground Photo	Ground Video	RPAS Flight/Operation
Location #3:			
Filming Date:		Setup Date & Time: <i>If applicable</i>	
Filming Start & End Time:		Strike Date & Time:	
Film Type:	Ground Photo	Ground Video	RPAS Flight/Operation



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Location #4:			
Filming Date:		Setup Date & Time: <i>If applicable</i>	
Filming Start & End Time:		Strike Date & Time:	
Film Type:	Ground Photo	Ground Video	RPAS Flight/Operation
Location #5:			
Filming Date:		Setup Date & Time: <i>If applicable</i>	
Filming Start & End Time:		Strike Date & Time:	
Film Type:	Ground Photo	Ground Video	RPAS Flight/Operation
Additional Production Information – Complete All Applicable			
Road, sidewalk, or trail closure(s)?			
Reserved parking stalls?	Quantity:	Location(s):	
Closure of park, or other public location for filming or staging?			Location(s):
Staging area requirements?	Power	Water	Restrooms

SUPPORTING DOCUMENTATION

All Film Projects	Applicable?	Details
Insurance	Yes	- Proof of valid commercial general liability Insurance (2 million dollars) naming Town of Canmore as an additional insured party. Address, if requested: 902-7 th Avenue, Canmore, AB T1W 3K1
Town of Canmore Business License	Yes	- Copy of a valid business license , or an application if not an existing license holder.
Emergency Response Plan		- Required for activities with an increased risk for injury (ex. trail running, cycling, water-based activity). - Detail reporting protocols for accident, injury, and claims for liability or loss. A detailed sample is available for use.
RPAS Film Projects	Applicable?	Details
RPAS Insurance	Yes	- Proof of valid insurance (min. \$2 million dollars in coverage per occurrence) naming Town of Canmore as an additional insured party. - Required for each RPAS
RPAS Specs and Limitations	Yes	- System manual would suffice



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Site Map, Flight Plan and Paths	Yes	<ul style="list-style-type: none"> - Indicate staging, launch and landing area and flight path(s); geographical boundary of flight area.
Pilot's Certificate Issued by Transport Canada	Yes	<ul style="list-style-type: none"> - Advanced Operations certificate required if flying within 1.9km of a heliport. - Basic Operations certificate required if flying greater than 1.9km from a heliport
RPAS Registration Certificate		<ul style="list-style-type: none"> - Subject to RPAS weight as per Transport Canada
Permission From Private Property Owners		<ul style="list-style-type: none"> - Required if operating from and flying above private property
RPAS, Major Film and Complex Projects <i>Complex: requiring Town resources</i>	Applicable?	Details
Wildlife Risk Assessment Plan	Yes	<ul style="list-style-type: none"> - Protocols to follow in the event of wildlife encounters or observations upon arrival or during filming or at operations site.
Site Map	Yes	<ul style="list-style-type: none"> - Indicate staging, film area and other components. - Indicate public notice signboards and any other elements that support the production
Permission from Rocky Mountain Heritage Foundation		<ul style="list-style-type: none"> - Required if filming at Quarry Lake Park - Requested through Town of Canmore
Amplified Sound and Hours of Operation		<ul style="list-style-type: none"> - Review the Community Standards Bylaw
Facility Rental Agreement		<ul style="list-style-type: none"> - Required if closing access to the public access from a Canmore facility (park, building, etc). - May be required if filming for an several hours.
Public Notice		<ul style="list-style-type: none"> - Required if closing a space off to the public or interrupting public access. - Copy of signage to notify the public of filming. - Copy of letter to be distributed businesses or residents within the immediate vicinity
Tents and Temporary Structures		<ul style="list-style-type: none"> - Building Permit is required for a tent or group of tents measuring a min. area of 60 square meters. - Site plan required to indicate location(s) of structures and/or tents, including size and specifications for each.
Waste Management Plan		<ul style="list-style-type: none"> - Required if a staging area is in place, food and beverage, or other waste-producing activities
Parking Plan		<ul style="list-style-type: none"> - Required if multiple production vehicles required at staging and/or filming location.
Cross Reserve Permit		<ul style="list-style-type: none"> - Required if requesting vehicular access to locations that are not intended for public vehicle use, ex. gated access, green space or other.
Special Event Road Use Permit		<ul style="list-style-type: none"> - Required if requesting reserved parking stalls, road or sidewalk interruptions or closures



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ACKNOWLEDGEMENTS AND SIGNATURE

The applicant must initial beside each statement to acknowledge the following:

_____ The Town of Canmore reserves the right to revoke issuance of a Film Permit to a production company or individual that does not comply and/or satisfy the criteria outlined in the permit guidelines.

_____ Once a Film Permit has been issued, the applicant agrees to notify the Town of Canmore of all scheduled changes imposed due to weather impediments, wildlife, etc.

_____ Any damage resulting from filming activities, whether caused directly or indirectly by the production company, or an associated party, is the responsibility of the production company.

_____ The applicant shall indemnify and save harmless the Town of Canmore from and against all claims, actions, damages, injuries, costs, expenses or losses whatsoever, which may arise or be brought against the Town of Canmore as a result of, or in connection with the said use of the location(s) by the Applicant, its employees, contractors, agents or representatives; and specifically, the Town of Canmore will not be responsible for any liability arising from these activities with respect to advertising or any copyright or trademark infringements.

By signing this application, it is acknowledged that the applicant has read and understood the terms and conditions within this application.

The applicant consents the use of their digital signature in lieu of an original signature on paper.

Applicant Name	Applicant Signature	Date
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