



Guidelines for Film Permit Holders

A copy of this document must be distributed to every staff member working on the permitted production.
Failure to do so may result in the forfeiture of your film permit.

One Signed copy of this document must accompany your film permit application.

Community Notification:

All permit holders are required to notify the residents/businesses about filming. Impact consists of taking up on-street parking, exterior filming, street closures, excessive noise or ITC. Notices are required to be written on company letterhead and hand delivered to each resident and business owner 1 week before and again at least 72 hours before filming begins. Stapling and taping notices to light poles or trees is not considered adequate notice, all notices must be hand delivered to each individual resident and business. Do not leave notices inside of mailboxes.

The letter must include:

- Name, address, and working phone number of the location manager, assistant location manager, production manager or other crew member with authority to resolve any community concerns that may arise.
- Map: indicating the parking impact zone, listed impacted streets
- Accurate filming dates including preparation and wrap days.
- Address of the displacement parking lot for residents.
- Failing to issue resident letters in a reasonable amount of time before filming takes place may result in the forfeiture of your film permit.

PARKING

- **Letter:** The notification letters are to be distributed to all businesses and residents located inside of the filming impact zone.
- **No Parking Signs:** The production company must retrieve 'No Parking' signs from the Newark Police Department or the Newark Parking Authority (when meters are used). A contact name and phone number must be written on the No Parking signs, and the signs must be posted in advance.
- **Towing:** There is no enforcement of towing cars for the purpose of filming. It is the responsibility of the production company to make every attempt at assisting residents with relocating their vehicles.
- **Held Parking:** Film permit holders are not allowed to hold on-street parking spaces unless authorized by the NOFTV and NPD. When holding parking, film permit holders should ensure that the locations department and parking production assistants are sensitive to the needs of the neighborhood. Minimize the use of on-street parking in residential neighborhoods where possible.
- **On Street Parking:** If a substantial amount of on-street parking is taken in a residential neighborhood it is expected of the production company to reserve a displacement parking lot for residents to use. The address of the parking lot must be mentioned in the resident letters.
- **Base camps:** The usage of basecamps is highly encouraged. This helps to ease the impact of on-street parking utilization by trucks, campers, and etc.
- **Right of way:** Film permit holders are not allowed to impede access (including deliveries and short-term parking) from businesses and residential buildings. Permittees are not allowed to take handicapped parking spaces, reserved police parking spaces, driveways; walkways, etc. while holding parking.
- **Crew Vehicles:** Cast and crew are not allowed to park personal vehicles in the permitted parking footprint.



- **Parking Footprint:** Film permit holders are not allowed to park in front of a fire hydrant, in a bicycle lane; in a bus stop, in front of a loading dock, in or in front of a driveway, except with permission of the applicable party; or a catering truck or honey wagon in front of a restaurant while it is open. Permittee should not park a generator truck or a camper with a running generator in front of residential building or dwelling.
- **Arrival Time:** Production vehicles are not allowed to enter a residential location before 6:00 a.m. Production vehicles are allowed to enter non-residential locations before 6:00 a.m. if authorized by the NOFTV. Film permit holders should turn off all vehicle engines as soon as possible and must not violate applicable idling laws. Unloading on a main street/traffic corridor after 9:30 a.m. is prohibited. All unloading is to be done in an area that does not impeded on the flow of vehicular traffic.
- **Campers:** Permit holders must ensure that all campers are tied-in and powered from one source.

SAFETY

- **Vehicular Traffic:** Film permit holders may not intermittently hold or redirect vehicular traffic unless it is authorized by the NOFTV and supervised by a NPD officer. When using ITC an emergency traffic lane for buses and emergency vehicles to pass through at all times is required.
- **Pedestrians:** Film permit holders must ensure safe pedestrian passage through and around the location at all times. When cameras are not rolling, permittee must allow pedestrians to walk along any city sidewalk or pedestrian path and is not allowed to prevent access to any building. Permittees are not allowed to let crew members to congregate in pedestrian passageways. Pedestrians are not to be stopped from entering their place of residence or business due to filming.
- **Equipment:** Permit holder (a) must cover cables with mats and/or yellow jackets, (b) keep equipment curbside or in curb lanes (If the Film Permit authorizes held parking), (c) may keep equipment in front of only those buildings that are working directly with the Permittee, and (d) must not stage equipment in front of closed storefronts without permission of the store.
- **Private Property:** The film permit holder must not (a) block access to residences or businesses, (b) trespass onto private property, including stoops, or (c) impede deliveries.
- **Generators:** Generators with excessive noise or fumes must be baffled with fireproof/non-flammable material.
- **Pyro:** The use of pyrotechnics, fire effects, and explosions, including simulated smoke and smoke effects (including propane or open flames) is allowed only by obtaining a permit from the Newark Fire Department.
- **Animals:** Film permit holders may not possess a wild or exotic animal on location without permission from the City of Newark and the appropriate city agency. When permitted, handlers must always accompany the animals.

COMMUNITY RELATIONS

- **Neighborhoods:** Permit holders should familiarize itself with the neighborhood where it is filming/photographing and be considerate of schools, senior centers, hospitals, funeral homes, churches, synagogues, mosques, and other houses of worship, and other sensitive facilities. Become acquainted with the local block associations, stakeholders and business owners in the community. Remain aware of community sensitivities and remember you are a guest.



- **Small Businesses:** Film permit holders must notify all businesses of filming and properly make them aware of the expected impact. If a business is forced to close or unable to operate at full capacity due to filming then that business must be fairly compensated by the production company. If multiple businesses are interrupted, each business should be compensated fairly and equally.
- **Permit Viewing:** Film permit holders must allow the public to view their Film Permit upon request.
- **Identification:** All crew members, including parking P.A.s, must wear and display I.D. badges at all times. In addition to I.D. badges, parking P.A.s should wear production identifying safety vests.
- **Courtesy:** Cast and crew, including parking P.A.s, must refrain from the use of aggressive or physically threatening behavior when interacting with the general public. Cast and crew should be polite and respectful and must not impede access to businesses, streets, residences or any public property. When directing pedestrians be mindful of your tone and delivery. You are a guest in their community.
- **Food Services:** Film permit holders are not allowed to offer sit-down, catered meals on public streets or sidewalks. Catered meals must be served and consumed at interior locations. Permittee is not allowed to barbeque on location. Permittee must properly dispose of all trash upon completion of a meal utilizing a hired carting service. Craft service tents are permitted in curb lanes only, not on sidewalks, unless requested and specified on the Film Permit.
- **Noise and Lights:** Film permit holders are expected to keep noise levels at a minimum between the hours of 10:00 p.m. – 8:00 a.m.; you are not allowed to fire an exterior gunshot, loud noise, or pyrotechnic before 10:00 a.m. or after 10:00 p.m. in a residential neighborhood; and you must provide blackout material for residents’ windows for when filming scenes using exterior lighting after sunset.
- **Trees:** Removing, altering, trimming and/or cutting of vegetation or trees without the permission of the owner or proper city department or agency is prohibited. All alterations must be approved and monitored.
- **Street Signs:** No street signs, lights, or any other permanent street structure may be removed or altered without the prior approval of the NOFTV and the City of Newark’s Engineering Department.
- **Clean Up:** Permit holders must clean up promptly after all production activity and make a clean sweep of the location to ensure that nothing is left behind, including equipment, notification letters, No Parking/Towing signs (and tape), directional signs, set dressing materials or any trash. Permit holders must not use Dept. of Sanitation trash cans at the location nor leave trash bags among residential or business owner’s trash. Permit holders are required for a private carting company to remove all garbage. Permit holder must not leave biohazard waste (including personal protective equipment) at the location.

SIGNATURE: _____