



# Terms and Conditions of Filming in the Town of Ajax

## Applicant Terms and Conditions

### The Applicant applying for a Film Location Permit shall:

- Provide a Liability Insurance Certificate for a minimum amount of \$5,000,000.00 in a form approved by the Town of Ajax, naming the Town as an additional insured. Certificate must be supplied to the Economic Development Office with a completed film permit;
- Not close, occupy, obstruct, encumber, injure or foul any highway, or any part thereof by without first applying for and obtaining a Road Occupancy Permit. Upon obtaining a Road Occupancy Permit, the applicant shall follow all terms and conditions outlined with respect to the Road Occupancy Permit;
- Ensure through traffic is maintained at all times;
- Not stop traffic in any direction for longer than three minute intervals;
- Supply, erect and maintain adequate signage to guide the motorist or public around the site;
- Provide all barricades, signs and signals to the satisfaction of the Town;
- Ensure vehicular and pedestrian access to all properties is maintained;
- Provide pay duty police officers on site when traffic is stopped for any length of time, in any direction;
- Not cover, remove or alter any permanent or temporary fixtures, or road signs in any way without express written approval from the Town;

- When refuse collection will be interrupted as a result of the filming activities, be responsible for making alternative arrangements which are satisfactory to the Town and the affected property owners;
- Ensure police escort to and from the film location for all vehicles which are part of the production, which exceed the maximum width as per the Highway Traffic Act;
- Be responsible for the removal of litter and restoration of the filming location and any other site used for the filming activities; a security deposit may be required;
- Notify in writing any resident, organization or business that may or will be affected during the process of the filming; Written notice must be sent to all affected area residents and businesses where the filming will occur at least five (5) business days before filming commences.
- Be advised that the Municipality may be required to enforce the 3 hour parking By-law in certain residential areas;
- At all times comply with the local regulations regarding parking, restricted areas, fire hydrants, etc. unless otherwise specified by the Town;
- If the road is to be partially closed, or traffic restricted in any way, it is

the responsibility of the applicant to contact the following agencies to inform them as to the dates of commencement and completion of filming.

## Important Contacts

- **Road Occupancy Permit, Town of Ajax Operations** – [ROP@ajax.ca](mailto:ROP@ajax.ca)
- **Durham Region Police Services** – 905-721-4224 or [payduty@drps.ca](mailto:payduty@drps.ca)
- **Durham District School Board** – 905-666-6407
- **Durham Catholic District School Board** – 905-576-6150
- **Durham Region Transit – West** – 905-427-3473
- **Ajax Fire Services** – 905-683-8119
- **Durham Region Ambulance** – 905-665-6313
- **Region of Durham (Ajax Depot)** – 905-683-1471 or [Works-AjaxDepot@durham.ca](mailto:Works-AjaxDepot@durham.ca)
- **EMERGENCIES 911**

## Town of Ajax contact

**Meina Lutfi**, Film Liaison,  
Strategic Initiatives Office at [priority@ajax.ca](mailto:priority@ajax.ca)

