



Office of the Township Clerk | Township of Montclair
205 Claremont Avenue | Montclair, New Jersey 07042
Telephone: 973-509-4900 | Fax: 973-509-0874
Email: filming@montclairnjusa.org

APPLICATION FOR FILMING PERMIT

Completed applications shall be returned to the Office of the Township Clerk along with an insurance certificate in compliance with Township Code §140-3, which currently requires one million dollars (\$1,000,000.00) general liability insurance with the Township of Montclair named as an additional insured, five hundred thousand dollars (\$500,000.00) per person bodily injury insurance, and three hundred thousand dollars (\$300,000.00) property damage insurance. **Written notification of the filming shall be sent to all affected residents and/or businesses at least three days prior to the requested filming date and must advise that objections may be filed with the Township Clerk.** Proof of service of said notice shall be submitted to the Township Clerk. Failure to provide proof of service will result in the denial of your application for filming.

This application must be reviewed by the Police Department and the Township Manager prior to the issuance of a filming permit. A police officer is required unless determined otherwise by the Chief of Police or his designee. **A filming questionnaire from the Police Department (Traffic Bureau) must be completed and submitted together with this application. It is the responsibility of the applicant to contact the Police Department at 973-509-4752.** The Police Department will explain the safety requirements for filming and regulations regarding traffic and the location of vehicles and equipment. Upon approval of the Police Department, applications will be forwarded to the Township Manager for review.

The applicant shall permit the Fire Prevention Bureau or other township inspectors to inspect the site and the equipment to be used. The applicant shall comply with all safety instructions issued by the Fire Prevention Bureau or other township inspectors. **It is the responsibility of the applicant to contact the Fire Prevention Bureau at 973-509-4769 when making application for any filming activity which includes (i) open flames, (ii) propane, and (iii) portable generators.**

There will be fees due and payable to the Township of Montclair pursuant to Township Code §140-12 upon issuance of the filming permit by the Township Clerk. Within 21 days of the completion of filming, the Township will return the maintenance bond of five hundred dollars (\$500.00) to the address listed in Section 1 of this application.

§140-12 Fees.

The schedule of fees for the issuance of filming permits are as follows:

- A. \$150 Basic application fee
- B. \$500 Expedited application fee*
- C. \$600 per day filming fee payable in addition to the application fee
- D. Daily filming fee payable for major motion picture: \$1,500 per day
- E. Filming permit for nonprofit applicants filming for educational purposes: \$25

***EXPEDITED APPLICATION FEE OF \$500.00 APPLIES TO ALL APPLICATIONS RECEIVED LESS THAN 6 FULL BUSINESS DAYS PRIOR TO THE FILMING DATE. DAY ONE IS THE FIRST BUSINESS DAY AFTER THE APPLICATION IS RECEIVED. APPLICATIONS ARE CONSIDERED "RECEIVED" DURING REGULAR BUSINESS HOURS AND ARE COMPLETE WITH ALL REQUIRED INFORMATION.**



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SECTION 1. APPLICANT INFORMATION

Company Name: _____ Contact: _____

Address: _____

Phone Number: _____ E-Mail: _____

SECTION 2. PRODUCTION INFORMATION

*No permit shall authorize filming for more than three consecutive days in any one location and in no event shall filming at one location within the Township exceed a total of six days in any one calendar year. **Filming in residential zones shall be permitted Monday to Friday between the hours of 7:00 a.m. and 9:00 p.m. including any required setup and breakdown. List your filming start and end time in "hours" section below.***

Project Name: _____ Product (if applicable): _____

Date: _____ Hours: _____ Location: _____ [] Int. [] Ext.

Date: _____ Hours: _____ Location: _____ [] Int. [] Ext.

Date: _____ Hours: _____ Location: _____ [] Int. [] Ext.

Date: _____ Hours: _____ Location: _____ [] Int. [] Ext.

Date: _____ Hours: _____ Location: _____ [] Int. [] Ext.

Date: _____ Hours: _____ Location: _____ [] Int. [] Ext.

(a). Filming Type and Details

☐ Feature	☐ Commercial	☐ Still Shoot	☐ Non-Profit
<i>Motion pictures, short films, mini-series, television programs or series, and documentaries.</i>	<i>Commercials, music videos, industrial or educational films, and web programs.</i>	<i>Commercial still photographs and all activity attendant to staging or shooting.</i>	<i>Film produced by a 501(c)(3) organization or filming conducted by a student.</i>

Will you be filming on the street, sidewalk, or other public land? [] Yes [] No

Open flame, portable generator, or propane use? [] Yes [] No (If yes, call Fire at 973-509-4769)

SECTION 3. INSURANCE AND NOTICE

Liability Ins. Co.: _____ Policy No.: _____ Exp. Date: _____

Required letter notifying affected residents and/or business attached? [] Yes [] No

SECTION 4. HOLD HARMLESS

I am an authorized agent of the applicant listed in Section 1 of this application. Applicant agrees to indemnify the Township of Montclair and to be solely and absolutely liable upon any and all claims, suits and judgments against the Township occurring as a result of the activities of this application.

Name: _____ Signature: _____ Date: _____

***** FOR OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE *****

Police officer required: ☐ No ☐ Yes If yes, reason: ☐ Street closure/traffic control ☐ Stunts/firearms ☐ Other (see comments below)

	APPROVED	SIGNATURE (please include name if designee)	DATE	COMMENTS
Police Chief or designee	[] Yes [] No			
Township Manager	[] Yes [] No			
Staff member issuing permit (Clerk's Office)	Permit No.	Issue Date	Distribution (copy of permit)	
			[] Police [] Fire [] Parking [] NJ Film Comm.	
				Staff initials

**Montclair Police Department
Traffic Bureau
Filming Questionnaire**

****You must contact the Montclair Police Department, Uniform Division Office,
at (973) 509-4752 before your permit will be approved****

Film site(s): _____

Filming company: _____

Location scout / manager: _____

Filming date(s): _____

Type of film (Check one): ☐ Motion / ☐ Commercial / ☐ Non-profit / ☐ Still

Officer requested: ☐ Yes / ☐ No

PARKING

On street parking?	☐ Yes / ☐ No		
Production parking is limited to one side of the street, ONLY. Parking must be on the side of the production unless specifically marked as "No parking." Illegal parking will not be tolerated and will be enforced!			
No parking signs required?	☐ Yes / ☐ No	If yes, how many?	Number of signs:
Self-parks?	☐ Yes / ☐ No	If yes, how many?	Number of self-parks:
Parking meters?	☐ Yes / ☐ No	If yes, notification to the Parking Utility is required along with proof of payment (973-509-4997).	

CATEGORY A:

Blocking sidewalk / wires across sidewalk?	☐ Yes / ☐ No	Setup in street (Any portion)?	☐ Yes / ☐ No
Motion picture?	☐ Yes / ☐ No	Pyrotechnics?	☐ Yes / ☐ No
Filming across the street or from the street?	☐ Yes / ☐ No	Imitation firearms or knives?	☐ Yes / ☐ No

If any question is answered "Yes" in Category A, a police officer will be required!

CATEGORY B:

Outside normal hours (Before 7am after 9pm)	☐ Yes / ☐ No	Exterior lighting?	☐ Yes / ☐ No
Motorhome on street? If yes, an officer required.	☐ Yes / ☐ No	Generator truck?	☐ Yes / ☐ No
Weekend?	☐ Yes / ☐ No	Passenger vans? Number of vans:	☐ Yes / ☐ No
Cube trucks? Number of trucks:	☐ Yes / ☐ No	Noteworthy talent? If yes, who?	☐ Yes / ☐ No
Total number of cast/crew?			

It is at the discretion of the Uniform Division if a police officer is required if any question is answered "Yes" in Category B.

Notes:	
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Office use only. Do not write below this line!

Officer required:	☐ Yes / ☐ No	Approved by:	Permit #
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All film shoots require the presence of a police officer unless otherwise determined by the Montclair Police Department-Uniform Division Office. For safety purposes, officers shall be scheduled to include 30 minutes before and 30 minutes after the permitted shoot time, as indicated by the times submitted to the Clerk's Office on the permit application.