Production Name/Show Title

123 Any Street, Hamilton ON L8P 2G8 Tel: 905-555-5555

Delivery Date: (day, month, year)

**HAVE YOUR SAY**

The Hamilton Film Office has revised the process for canvassing neighbourhoods in order to limit the physical interactions between film crews and residents. The ‘Have Your Say’ canvassing letter process allows residents/businesses to voice concerns, ask questions, or request accommodations. Feedback provided will help the Hamilton Film Office determine if a permit will be issued as requested, issued with modifications/conditions, or declined. If you choose to object to the requested exemption(s) below, your objection must be registered by: (day, month, year)

To the Residents and Businesses in the vicinity of:

We will be filming INTERIOR and/or EXTERIOR scenes at

**123 Any Street, Hamilton**

**Prep: Dates - Times (if applicable)**

**Filming: Dates - Times**

**Wrap: Dates - Times (if applicable)**

Our production vehicles and various pieces of film equipment will be located on:

* North/East/west/south side street between street and street
* North/East/west/south side street between street and street
* North/East/west/south side street between street and street

We will begin reserving the above areas with cones on DATE at TIME, with vehicles arriving DATE at TIME, and departing DATE by TIME.

Pursuant to the policies of the Hamilton Film Office, **we are requesting approval on the following**:

* Filming/lighting/truck movement between 11PM-7AM. (Delete if not applicable)
* Filming in a residential area more than three times in a calendar year. (Delete if not applicable)
* Other (specify). (Delete if not applicable)

Filming activities include:(Brief description of proposed filming including use of special effects, gun fire)

\*\*ANY INTERMITTENT TRAFFIC STOPPAGES/CONTROL will be conducted under the safe supervision of the Hamilton Police Service.\*\* (Delete if not applicable)

On behalf of the production, we thank you for supporting Hamilton's vibrant film industry. Questions? Please contact our production office at (insert production phone number), or the Hamilton Film Office at film@hamilton.ca or 905-546-4233.

**CONTACTS**

If you have an **objection** to the above exemption(s), please contact: Insert Name at XX@XX.ca, at Insert Phone Number

For **detailed questions and/or accommodations about the proposed filming**, please contact:

Production staff, Insert Name at XX@XX.ca, or Insert Phone Number

Any questions regarding filming in general, please contact the Hamilton Film Office at

905-546-4233 or film@hamilton.ca