

FILMING IN LETHBRIDGE CHECKLIST



REQUIREMENTS

- o Register production on the [City of Lethbridge](#) Website.
- o Fill out Film Request Form for any filming on City property.
- o Provide proof of insurance through registration.

FILM REQUEST FORM RULES

- o Fill out the Film Request form which can be found on the [City of Lethbridge](#) website.
- o Attach set, work trucks, and circus maps to request form with detail.
- o Include hours of setup, filming, and takedown.
- o Include maps of requested parking, road closures, and set location if on City property.
- o Include "[Filming Notice](#)" letter in Film Request Form.
- o If park access is needed, a park access permit is required.

PARKING, ROAD CLOSURE, AND POLICE ASSISTANCE

- o If road closure is required, please provide us with 1 month notice minimum.
- o If production requires a City owned lot, please include that in the Film Request Form.
- o Attach set, work trucks, and circus maps to permit application with detail.
- o Include maps of requested parking, road closures, and set location if on City property.

SPECIAL EFFECTS REQUESTS

- o Emergency Services (Fire and Police) must be notified through the City of Lethbridge at least ten (10) days in advance of any filming requiring use of special effects, fireworks, fake smoke, stunts, loud noises, pyrotechnics and visible weapons (being fired or not).

DRONE INFORMATION

- o Attach flight plan, instructors license production through the [City of Lethbridge](#) website.
- o information, and detailed information about drone use with Film Request Form.

CONSTRUCTION AND SET BUILDING

- o Acquire a building permit from the Planning and Design department (information can be found on [Production Guidelines](#) document).
- o Include any drawings and descriptions with Film Request Form.