

Film, Videography, Photography, and Droning Checklist

Town of Truro | 24 Town Hall Road 02666 | 508-349-7004 ext. 110 & 124

Licensing Department

www.truro-ma.gov/licensing-department



The Truro Film Permit authorizes film crews to film on public property only. The Town does not and cannot authorize anyone to utilize private property for filming or any other purpose. The Applicant is required to identify and notify any private property owners and/or abutters.

No fee is required for the application review. Depending on the scope of the request, a location agreement and subsequent fees may be required.

CHECKLIST: PLEASE SUBMIT WITH YOUR APPLICATION

<input type="checkbox"/>	Application filed with the Town of Truro	<i>This must be submitted to the Town of Truro Licensing Department, a minimum of fourteen (14) days prior to the proposed work-see Town Policy for additional timeline requirements.</i>
<input type="checkbox"/>	Submitted Proof of Insurance Form. The following name and address should appear on the certificate of insurance: Town of Truro 24 Town Hall Rd Truro, MA 02666	<i>All productions are required to submit an original, signed Certificate of Insurance, in an amount of \$1,000,000 minimum per instance of claim, for general liability for the duration of the production, with the "Town of Truro" listed as additional insured. Applications and Certificates can be emailed to: ntudor@truro-ma.gov or nscoullar@truro-ma.gov, or mailed to the Town of Truro, Attention: Administration Office, PO Box 2030, 24 Town Hall Rd, Truro, MA 02666.</i>
	<u>The following are only applicable in certain circumstances.</u> Please check all that apply.	
<input type="checkbox"/>	Use of Town Property Agreement	<i>This may be required if scope of the work includes use of town property, road closures, use of the Community Center, Town Hall, etc. Use of town property is subject to scheduling availability. Fees may apply.</i>
<input type="checkbox"/>	Police Detail	<i>This will be required when a police officer presence is necessary for management of street closures, traffic, security, etc. Call the Truro Police Department at 508-487-8730 to determine if a detail is necessary. Fees may apply.</i>
<input type="checkbox"/>	Health Department Applications	<i>This will be required when providing any food service for production staff and crew. Fees may apply.</i>
<input type="checkbox"/>	Licensing Board Requests	<i>This may be required if proposed work necessitates a waiver of the Town of Truro Noise By-Law.</i>
<input type="checkbox"/>	Public Works Services	<i>This will be required when tapping into water mains, requesting saw horses for road closures, street clean ups, etc. Fees may apply.</i>
<input type="checkbox"/>	Fire Department Services	<i>This will be required when fire and ambulance detail, use of fireworks, etc. are proposed. Fees may apply.</i>
<input type="checkbox"/>	Use of Pamet Harbor	<i>This will be required when using the property under the jurisdiction of the Harbormaster. Fees may apply.</i>
<input type="checkbox"/>	Use of a Drone	<i>The Truro Police Department must be notified when use of a drone is proposed.</i>

Please note: submittal of paperwork does not guarantee approval. Please see the Town Policy for additional timeline requirements. The Town of Truro is not involved in private property use requests.

Town of Truro

Film, Videography, Photography, and Droning Application

Please fill out the following application. For those categories which do not apply, simply write N/A.

Production Company:	
Production Title:	
Applicant Name & Title:	
Company Address:	
Applicant Phone:	
Company Phone:	
Cell Phone:	
E-mail:	
Local Address:	
Local Phone:	
Local Fax:	
Location Manager:	
Telephone:	
Cell Phone:	
E-Mail:	
How many people are in your production crew?	

Will trucks be necessary to bring in Equipment? ☐ **Yes** ☐ **No** *If Yes, please provide the following:*

Size _____ Type _____ Parked Location _____

Production Type: ☐ Feature Film ☐ Television Film ☐ Documentary ☐ Commercial
☐ Industrial ☐ Still Photography ☐ Music Video ☐ Droning

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Locations: *Please provide street addresses, building names, floor numbers, cross streets, etc. Please be as specific as possible. Attach additional pages if necessary.*

Location 1: Date(s) Time(s)

Location 2: Date(s) Time(s)

Location 3: Date(s) Time(s)

Briefly describe scene(s) to be filmed at each location: *(Attach additional sheets if necessary.)*

Will Town streets be used for Filming? ☐ Yes ☐ No If yes, please provide the following:

Date(s): Time(s):

Description:

Will you be requesting a street closure? ☐ Yes ☐ No If yes, please provide the following:

Date(s): Time(s):

Please note: If roadway closures or police details be necessary for the proposed work, the deadline for the application is a minimum of 60 days prior to the date of anticipated filming

Will Intermittent Traffic Control (ITC) be necessary throughout any part of the work you are proposing on site?

☐ Yes ☐ No If yes, please provide the following:

Date(s): _____ Time(s): _____

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Will Town streets be used for Parking?

☐ **Yes**

☐ **No**

If yes, please provide the following:

Date(s):

Time(s):

Description:

A map indicating the streets you plan to utilize should be submitted with your application. Include which side(s) of the street(s), which intersections where parking will be located, the duration, where filming will be located, and any additional pertinent information. **Please review the Town's Traffic and Parking regulations regarding any question about vehicular size restrictions.**

Will parking meters need to be bagged/spaces held?

☐ **Yes**

☐ **No**

If yes, please provide the following:

Date(s):

Time(s):

Will any of these scenes involve the use of explosives, fire, firearms, or aircraft?

☐ **Yes**

☐ **No**

If yes please describe:

Will this require turning off street lights?

☐ **Yes**

☐ **No**

If yes, please provide the following:

Date(s):

Time(s):

Description:

Please attach a copy of your general liability insurance coverage in the amount of one million dollars naming the Town of Truro as an additional insured party.

By signing below, you, the Applicant, agrees to comply with all applicable laws and to maintain the premises in good condition, and to return said premises to the same condition as before use for this film project.

By signing below, you, the Applicant confirms that he/she has the authority to represent the Company for the purposes of this application.

Name (Print):

Company:

Official Title:

Date:

Signature

Application Decision:

☐

Approved

☐

Denied: _____

Town of Truro, Town Manager

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Filming Fees Due at Application Approval (Not Submission)			
Payments Accepted: Credit, Debit, Cash, or Check			
Major Film Studios:	\$500.00	per day	Additional fees may vary depending on scope
TV Filming:	\$250.00	per day	Additional fees may vary depending on scope
Still Photography:	\$50.00	per day	Additional fees may vary depending on scope
Other (Misc.):	\$50.00-\$250.00	per day	Additional fees may vary depending on scope

TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: (508) 349-7004 Fax: (508) 349-5505

APPLICATION FOR PERMIT TO USE TOWN-OWNED PROPERTY

Applicant: _____ **Email:** _____

Group Affiliation (If Any): _____

Mailing Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Cell Phone:** _____

Type of Activity (Please be **specific** as to number of persons, equipment to be used (if any), whether food or beverages will be served, parking arrangements, etc.):

Town Property to be Used: _____

Date(s) and Hours of Use: _____ **Day:** _____

Applicant is responsible for obtaining all necessary permits and inspections (see page 2)

I, as applicant for the above, do hereby acknowledge that the town is exempt from any liability for this activity. I, as applicant for the above, additionally guarantee that the area to be used will be cleaned and left free of any debris at the completion of said activity. A fee of \$50.00 is to be submitted to the Town upon approval of the application by the Town Manager.

Signature of Applicant

Date

Action by the Town Manager:

Date: _____

_____ Approved as submitted

_____ Approved with the following condition(s): _____

_____ Disapproved with the following reason(s): _____

Signature of the Town Manager: _____

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS & INSPECTIONS

Health/Conservation Signature: _____ Comments/Conditions: Permits/Inspections needed:	Building Commissioner Signature: _____ Comments/Conditions: Permits/Inspections needed:
Police Department Signature: _____ Comments/Conditions:	Fire Department Signature: _____ Comments/Conditions:
DPW Signature: _____ Comments/Conditions:	Harbormaster Signature: _____ Comments/Conditions:
Recreation & Beach Signature: _____ Comments/Conditions:	Library Signature: _____ Comments/Conditions: