

Letters of notification

Residents and businesses in the area in which filming activity will take place should receive written notice, minimum of 48 hours in advance of your arrival (including prep days) and describe what the location filming activity entails. Letters of notification must be forwarded to the Toronto Film, Television & Digital Media Office (TFTDMO) for review and approval before the letter is delivered by film company personnel to the neighbourhood(s) where filming is proposed to take place. TFTDMO staff review the letters to ensure that variances to the guidelines are clearly stated.

Please e-mail letters to filmtoronto@toronto.ca (always indicate project title in subject line) with sufficient time to avoid delays.

Letters must be distributed a minimum of 48 hours in advance of filming to allow area residents and businesses the opportunity to respond. Distribution of letters should be to residents/businesses on both sides of the street, within 1 block radius of film location or as otherwise instructed by TFTDMO staff.

The letter should:

- Be written on film company letterhead.
- Identify the film company, type and title of production.
- Provide the name and phone number of the production manager and location manager.
- Include the general contact information for the Toronto Film, Television & Digital Media Office: 416-338-FILM (3456); filmtoronto@toronto.ca. Please DO NOT include contact information for individual staff of the TFTDMO.
- Provide the duration of filming (i.e. 1 day, 2 consecutive days, recurring location for [x] # of days over [x] # of months).
- Include the date(s) and times of day that coning and/or production vehicles will arrive at the location, as well as wrap date and time.
- Detail any street dressing, gunfire or special effects.
- Clearly state the proposed parking locations of production unit, including street name, side of street, parameters etc.,
- Include the specifics regarding proposed alternate parking arrangements for any parking permit holders who may be displaced by the production. It is up to the film company to find alternative parking arrangements suitable to the residents.
- If applicable, the letter should identify that the film company is requesting an exemption to a particular guideline. For example, if a residential city block has been used twice in one calendar year, the letter should state that the film company is requesting an exemption to guideline number six "Limitations" and that the film company will canvass the neighbourhood for signed / verbal permission to obtain a variance.
- Include a copy of the [Code of Conduct for Cast and Crew](#) (either on the back of the letter or as a separate page).

Include the following statement: To obtain further information regarding the guidelines for filming refer to the Toronto Film, Television & Digital Media Office website www.toronto.ca/tfto.