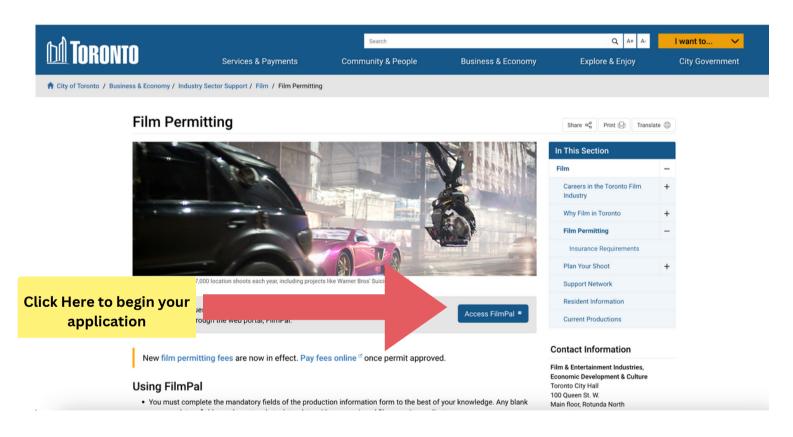
## Humber College FMCA Student Productions Applying for a City of Toronto Film Permit

If you are planning to film on City of Toronto property – you must apply for a STUDENT FILM PERMIT. This PDF will guide you through the permit application web portal.

Please ensure to apply for your permits **AT LEAST ONE WEEK** in advance of your shoot date.

<u>Website: https://www.toronto.ca/business-economy/industry-sector-support/film/film-</u> <u>permitting/</u>

# **1.** Go to the website above to begin your application through the ACCESS FILMPAL Portal

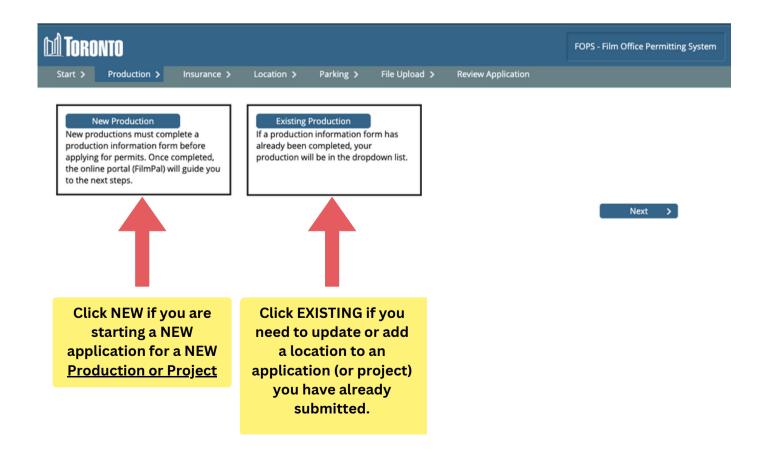


For any additional questions regarding this permit application or document please reach out to Megan Naylor - Media Productions Coordinator at <u>megan.naylor@humber.ca</u>

#### 2. You must agree to Notice of Purpose before beginning your application.

🛍 Toronto								S - Film Office Permitting System
Start >	Production >	Insurance >	Location >	Parking >	File Upload 🗲	Review Application		
[ You are in	a Secure Site ]							
Notice of	Purpose							
Informatio	on collected by the C	ity of Toronto is fo	r internal use and	statistical repo	rting only.			
This syste	m does not confirm,	hold, or issue film	permits. City sta	ff will follow up	with you regarding	your application.		
Any quest	ions or concerns reg	arding this form o	r the collection o	f information m	ay be directed to:			
Toronto C 100 Quee Main floor	tertainment Industrie ity Hall n Street West , Rotunda North N M5H 2N2	es - Film						
Phone: 41	6-338-FILM (3456)							
Email: film	itoronto@toronto.ca							
The pers Action, EX- identifying on the part of the person not by an ex-		form is collected une information is collected une virements and one solution of the solution	ted by FOPS (Film O creates an application this collection can b	ffice Permitting Sy on packet. The Info e directed to Toro	t, 2006, S. 136 (b) & stem) to assist film prmation will be held o nto Film & Television ( y phone at 416-338-Fil	office (TFTO), Toro.		Next >

#### 3. Choose either NEW Production or EXISTING (Pay attention to the difference)

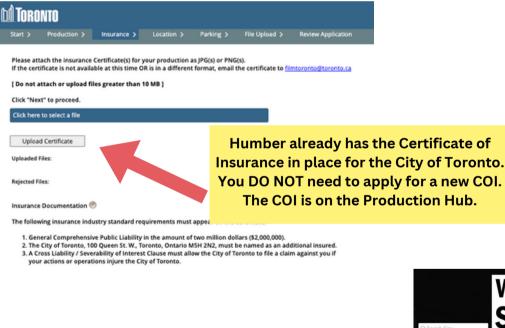


#### Please enter your production information Project Title HUMBER COLLEGE - Name of your Film Here **Always put HUMBER** Production Type **COLLEGE first and then** STUDENT VV Content Provider your student film name. School Name Humber College Institute of Technology and Advanced Learning V **Always select STUDENT** Other School Name as the Production Type **Company Information ALWAYS HUMBER and always** Production Company Name the North Campus address. Humber College Direction Street # Street Name Suffix Type VV 205 2 Humber College Boulevard 🗸 🗸 V Do not make up a Production Suite Company PO Box City This needs to be your HUMBER Etobicoke V EMAIL so they can verify you are a Province / State $\vee \nu$ Ontario Humber Student. ONLY @humber.ca Country emails are allowed. Canada VV Postal / Zip Code M9W 5L7 v Telephone Number Fax Number 416-675-3111 999-999-9999 YOUR @HUMBER.ca EMAIL HERE v Cast and Crew Information Total # of Cast & Crew Principal Cast Names 5 V Management and Contact Information Location Manager First Name Location Manager Last Name EVEN IF YOU ARE NOT THE LM ALWAYS PUTYOUR NAME HERE V Mobile Number 999-999-9999 ext 1234 Location Manager First Name Manage The person filling out the form is by default the Location Manager (LM). Mobile Number Email 999-999-9999 ext 1234 aaa@bbb.com So if you are the Producer applying for the permit you must put you Assistant Location Manager First Name Assistant Location Manager Last Name information in the LM field. Mobile Number Email 999-999-9999 ext 1234 aaa@bbb.com Assistant Location Manager First Name Assistant Location Manager Last Name Mobile Number Email 999-999-9999 ext 1234 aaa@bbb.com

### 4. Fill out the Application Details following the guidelines below:

Production Dates				
Pre-Production Start		Camera Start		Camera Wrap
BEFORE SHOOTS	*	FIRST DAY OF SHOOT		yyyy-mm-dd
Total Number of Shooting Days (including studio)	]*	Shooting Days on Location in Toronto	*	
Shooting Days in Studio in Toronto	]	Studio Name		Even if you are bringing cars to site put 0.
Number of production vehicles				You must find your own parking.
0 STUDENTS DON'T GET VEHICLES	•			The permit does not include production
				vehicles.
Budget Information				
Total Budget		Toronto Spend		Post Production Budget
0.00 CAD V	V	0.00 CAD 🗸	V	
If Toronto, Indicate Post House		Production Country of Origin		Toronto Playing As
			V	
		Other Country of Origin		
		×	-	
			_	
			_	our budget if you are not ything on the production.
	nake up a fake budget			

5. Upload the City of Toronto Certificate of Insurance (COI). *Available for Download on the Production Hub See below:* 



#### **STORYTELLERS** WELCOME FMTV HOME BFMP HOME FMST HOME BRTV HOME RESOURCES **INSURANCE INFO** CERTIFICATES OF INSURANCE (COI) The following form is used to request Certificates of Insurance (COI) through Humber's internal insurance policy. When emailing the completed form to the Production Coordinator please include your PROGRAM When requesting a film permit from a City or Municipality they will require that you provide them with a COI. and NAME in the subject of the email. NOTE: HUMBER DOES NOT COVER EQUIPMENT FROM RENTAL HOUSES, VEH THE OP DROPERTY OWNED BY STUDENTS OR S MEMBERS. The following COIs have been prepared in advance for your use. \*NEW\* CITY OF TORONTO COI ► INSURANCE REQUEST EXAMPLE TORONTO TTC COL INSURANCE REQUEST FORM CITY OF HAMILTON COL

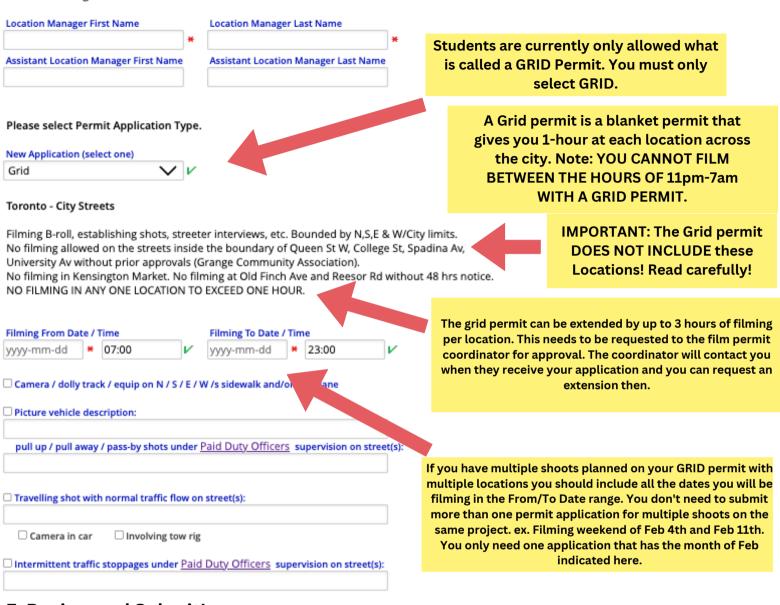
WE ARE

#### <u>\*\*Screen grab from the Production</u> <u>Hub\*\*</u>

Humber College FMCA June 2023

## 6. Ensure you select the correct permit type! Read carefully!

Location Manager Names:



#### 7. Review and Submit!

<b>A</b> Toro	NTO									
Start 🗲	Production )	Insurance >	Location >	Parking 🗲	File Upload 🕻	Review Application				
Project Tit NAME OF		E - NOT THE COURSE O	OR ASSIGNMEN	T NAME						
Location I FIRST NAM	Manager Name ME									
Location M LAST NAM	Manager Last N 1E	lame:								
Filming Lo Grid	ocation Type:									
			Y	ou she	ould he	ear from	someo	ne from	the	
Filming from 2022-05-20	m Date / Time 6 09:00	Filming fo Date / Time 2022-05-27 17:00		film	offico	within F	- bucino	se dave		
					Unice	within 5	Dusine	ss uays	•	
Additiona	I Information:									
Parking Lo	ocations:									
Location		Side	Parking	Parking To						
Uploaded	Files:							d Dark	Cubmit Apolicat	