



CITY OF UNION CITY
OFFICE OF THE CITY CLERK
3715 PALISADE AVENUE
UNION CITY, NJ 07087

FILM PERMIT APPLICATION

Dear Applicant:

ATTACHED IS AN APPLICATION FOR FILMING IN THE CITY OF UNION CITY. PLEASE COMPLETE THE APPLICATION AND ATTACHED SCHEDULE "A" AND RETURN THE COMPLETED APPLICATION TO THE CITY CLERK'S OFFICE ALONG WITH AN INSURANCE CERTIFICATE EVIDENCING LIABILITY AND PROPERTY INSURANCE IN THE COMPLIANCE WITH §166-3B, WHICH CURRENTLY REQUIRES ONE MILLION (\$1,000,000) DOLLARS FOR AUTO LIABILITY, GENERAL LIABILITY AND FIVE HUNDRED THOUSAND (\$ 500,000) DOLLARS FOR PROPERTY DAMAGE. **(PLEASE SEE ATTACHED ORDINANCE FOR REFERENCE).**

PRIOR TO THE ISSUANCE OF A FILM PERMIT, THE APPLICATION MUST BE REVIEWED BY BOTH THE POLICE DEPARTMENT AND THE DIRECTOR OF PUBLIC SAFETY.

THE COMPLETED APPLICATION MUST BE RETURNED TO THE CITY CLERK AT LEAST 5 DAYS (120 HOURS) PRIOR TO THE SCHEDULED FILMING DATES. THE CITY WILL REVIEW IT AND CONTACT THE APPROPRIATE CITY OFFICIALS TO VERIFY SAFETY PROCEDURES.

THIS APPLICATION WILL NOT BE ACCEPTED UNLESS TYPED AND ACCOMPANIED BY THE REQUISITE ONE HUNDRED (\$100) DOLLAR PERMIT FEE FOR FIVE(5) DAYS FILMING, WITH AN ADDITIONAL FEE OF FIFTY (\$50) DOLLARS FOR EACH ADDITIONAL THREE(3) DAYS FILMING BEYOND THE FIRST FIVE DAYS.

Erin M. Knoedler, City Clerk



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Film Permit Application

Applicant Information

Production Company:	Date:
Production Contact	Tel No:
Address	Fax NO:

Location Details

Location(If more than one use Schedule A)	Dates of Filming	Approximate Times

Type of Project

<input type="checkbox"/> Feature Film	<input type="checkbox"/> Telefilm	<input type="checkbox"/> Mini-series
<input type="checkbox"/> TV Series/Special	<input type="checkbox"/> Music Video	<input type="checkbox"/> Industrial
<input type="checkbox"/> Documentary	<input type="checkbox"/> Short Film	<input type="checkbox"/> Commercial
<input type="checkbox"/> Other:		

Filming Details

Scenes to be filmed (describe completely & accurately):	
Animals, Firearms, Special Effects or Unusual Scenes (describe completely & accurately):	
List Production Equipment:	
No of Cast and Crew:	
No of Trucks and Plates	
No of Vehicles and Plates	
Other Vehicles and Plates	

Chapter 166

FILMING

§ 166-1. Definitions.

§ 166-2. Permit required; fee.

§ 166-3. Issuance of permit; insurance and bonds.

§ 166-4. Obstruction of vehicular and pedestrian traffic.

§ 166-5. Hours.

§ 166-6. Violations and penalties.

[HISTORY: Adopted by the Board of Commissioners of the City of Union City by Ord. No. 1999-6 (§ 4-24 of the 1996 Revised General Ordinances). Amendments noted where applicable.]

GENERAL REFERENCES

Fees — See Ch. 155.

§ 166-1. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

FILMING — The taking of still or motion pictures, either on film or videotape or similar recording medium, for commercial or educational purposes intended for viewing on television, in theaters or for institutional uses. The provisions of this definition shall not be deemed to include the filming of news stories with the City.

MOTION PICTURE — Includes, but is not limited to, any film which is financed and/or distributed by a motion-picture studio, independent film maker, cable or network television for the purpose of documentaries, commercial advertising, movies, music videos or television series.

PUBLIC LANDS — Any and every public street, highway, sidewalk, square, public park or playground or any other public place within the City which is within the jurisdiction and control of the City.

§ 166-2. Permit required; fee.

- A. Permit required. No person or organization shall film or permit filming on public property within the City without first having obtained a permit from the office of the City Clerk, which permit shall set forth the approved location of such filming and the approved duration of such filming by specific reference to day or dates, not to exceed five days. Such permit must be readily available for inspection by City officials at all times at the site of filming.
- B. Application for permit; fee. All permits shall be applied for and obtained from the office of the City Clerk during normal business hours. Applications for such permits shall be in

a form approved by the City and be accompanied by a permit fee in the amount set forth in Chapter 155, Fees.

- C. Duration of permit; additional fees. A permit shall be sufficient to authorize outdoor or indoor filming for a period not to exceed five days. Any period beyond five days shall require an additional fee as set forth in Chapter 155 for every three-day period thereafter.
- D. Reissuance of permit. If a permit is issued and, due to inclement weather or other good cause, filming does not in fact take place on the dates specified, the City Clerk, after authorization from the Director of Public Safety or his/her designee, at the request of the applicant, may issue a new permit for filming on other dates subject to full compliance with all other applicable provisions of this chapter.
- E. Development of application and rules. The Chairperson of the Union City Film Advisory Commission shall develop an application and accompanying rules pursuant to and consistent with this chapter which shall be submitted to the Corporation Counsel and the Police Chief and then to the Director of Public Safety for final approval prior to their issuance.

§ 166-3. Issuance of permit; insurance and bonds.

- A. Time needed for issuance. No permit will be issued by the City Clerk unless applied for at least five days in advance of the day of shooting and approved by the Director of Public Safety or his/her designee, who shall include the individual designated as the person overseeing filming in the City. The five-day period may be waived the Director of Public Safety or his/her designee if it is determined that sufficient cause is warranted and there will not be any undue interference with any property owners or tenants, be they residential, commercial or otherwise.
- B. Proof of insurance. Each permit application shall include proof of insurance which shall provide coverage for auto liability, general liability in the amount of \$1,000,000 and for property damage in the amount of \$500,000.
- C. Indemnification. The application shall also include an agreement that the applicant agrees to indemnify and hold harmless the City from any and all liability, expense, claims or damages resulting from the use of public land.
- D. Cash and maintenance bonds. In order to better insure that the public property is left in at least the same condition as it was found, the applicant shall post a cash bond of \$500 or a maintenance bond of \$1,000 in favor of the City, thereby protecting and insuring that the location utilized will be left after filming in a satisfactory condition, free of debris, rubbish and equipment or materials, and that due observance of all City ordinances, rules and regulations will be followed. Within seven days of the completion of the filming, the City will return the bond if there has been no damage to public property or public expense caused by the filming. If the cost of rectifying the condition of the public property exceeds the bond, the applicant/permit holder shall be responsible for all additional amount, and this shall be agreed to by the applicant as part of the application.

§ 166-4. Obstruction of vehicular and pedestrian traffic.

- A. The Chief of Police shall be responsible for reviewing and providing a recommendation for each application, including making a determination that there will be a requirement to have a police presence at the filming because of its impact on vehicular and pedestrian traffic and movement. In this regard it shall be the responsibility of the applicant to hire an off-duty Union City police officer to ensure that the City does not bear the expense of additional personnel costs.
- B. The applicant, once the permit is issued, shall take all reasonable steps to minimize interference with the free passage of pedestrians and traffic over public lands and shall comply with all lawful directives issued by the Union City Police Department.

§ 166-5. Hours.

Filming shall not commence before 7:00 a.m. or continue after 10:00 p.m. without the expressed approval of the Director of Public Safety after receiving assurances from the Chief of Police that there will be no adverse impact to any resident or business as a result of this filming.

§ 166-6. Violations and penalties.

Any person violating this chapter, or these rules and regulations, upon conviction thereof, shall be punished by a fine not to exceed \$1,000 per day or by imprisonment in the county jail for a term not exceeding 90 days, or both. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

Acknowledgement

Producer	
Director	
Location Manager	
Production Manager	

FILM MAKER'S CODE OF PROFESSIONAL RESPONSIBILITY

A SIGNED COPY OF THIS FORM MUST ACCOMPANY APPLICATION

1. Production vehicles arriving on location in or near residential neighborhoods will not enter the area before the time stipulated in the permit, will park along the curb, one by one, and will turn off engines as soon as possible. Cast and crew will observe designated parking areas.
2. Every member of the Crew will wear a production pass(Badge).
3. Moving or towing of the public's vehicles is prohibited. Moving or towing of the public's vehicles will be left at the sole discretion and enforcement of the Chief of The Union City Police Department.
4. Do not park production vehicles in driveways, loading zones, handicapped parking spaces, or other prohibited areas or block same without the express permission of the City of Union City. As a courtesy to residents in the area, written pre-notification that residents may experience some inconvenience during filming times must be made to said residents by the film makers no later than forty eight (48) hours prior to start of filming.
5. Cast and Crew meals will be confined to the area designated in the location agreement or permit. Individual will eat within their designated meal areas, during scheduled times. All trash must be disposed of properly upon completion of meals.
6. Removing, trimming, and/ or cutting of vegetation or trees is prohibited unless approved by the City of Union City or property owner if property is privately owned. Written permission of property owner is required.
7. All signs erected or removed for filming purposes will be re-moved or replaced upon completion of the use of the location unless other wised stipulated by the location agreement or permit. All signs posted directing the company to the location should be removed as should **"NO PARKING" signs.**
8. Filming shall not commence before 7:00 a.m. or continue after 10:00 p.m. without the expressed approval of the Director of Public Safety after receiving assurances from the Chief of Police that there will be no adverse impact to any residents or business as a result of this filming.
9. Appropriate clothing should be worn at all times.
10. Crew members will not display signs, posters, or pictures on vehicles that do not reflect common sense or good taste or that are in any way offensive to the general public.
11. Do not trespass on other property. Remain within the boundaries of the property that has been permitted for filming.

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11. Do not trespass on other property. Remain within the boundaries of the property that has been permitted for filming.
12. Sidewalk should not be used for equipment storage and/ or constructive activities, except when permission is granted on the permit. Consideration should be given to pedestrian safety and traffic cones should delineate an alternate path when sidewalks are blocked.
13. All catering, crafts services, construction, strike material, and personal trash must be removed from the location. Production companies may not use Union City Public Works trash cans for production trash.
14. Observe designated smoking areas and extinguished cigarettes and other smokers' products in butt cans.
15. Local residents and business people must be permitted access to and from their residences or businesses. As a courtesy to residents in the area, written pre-notification that residents may experience some inconvenience during filming times must be made to said residents by the film makers. If filming is in process, please remind production personnel to courteously advise the person(s) affected that their progress will only be momentarily interrupted and that their cooperation would be appreciated. Whenever possible, do not stop pedestrians from moving through the location. Confrontation is your least effective means of persuasion. Keeping the promises you make to the community, and responding in a non-defensive manner. When situations become difficult, will go a long way toward insuring a smooth shoot.

