

**TO THE PUBLIC**

If you find this production company is not adhering to this Code of Conduct, please call the Brampton Film & TV Office at 905-874-3361, Monday to Friday between 8:30am and 4:30pm or email [film@brampton.ca](mailto:film@brampton.ca)

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**Location Manager**

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**Title of Production**

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**Phone Number**

1. The filming notice shall include:
  - name of production company, title of production
  - impact including duration and description of activity (i.e. times, dates and number of days, including prep and strike)
  - company contact including Location Manager and Location Assistant (on-set contact)

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**Location Manager (LM)**

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**Assistant Location Manager (ALM)**

2. Every filming notification letter which is distributed in the neighbourhood or business district must include this one-page Code of Conduct photocopied on the back.
3. Production vehicles arriving on location in or near a residential neighborhood shall not enter the area before the time stipulated on the Brampton Special Event Permit or the Road Occupancy & Access (ROA) Permit. Production vehicles shall park one by one, turning off engines as soon as possible. Personal cast & crew vehicles are not covered by the ROA Permit and those shall observe designated parking areas identified by location managers and approved by the Brampton Film & TV Office.
4. Productions are not permitted to occupy any accessible parking spaces or adjacent access aisle at any time.
5. Moving or towing of any vehicle is prohibited without the permission of the owner of the vehicle or the respective City department.
6. Production vehicles shall not block, or park in, driveways without the express permission of the driveway owner.
7. It is up to the production company to make alternate parking arrangements for residents in possession of a valid street parking permit for that area whose vehicles are displaced by the filming activity.
8. Pedestrian traffic shall not be obstructed at any time. All cables and similar items must be channeled and covered safely.
9. Cast and crew shall not trespass on residents' or merchants' property. They must remain within the boundaries of the property that has been permitted for filming.
10. No alcoholic beverages are permitted at any time on any set or location.
11. Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within their designated meal area, during scheduled crew meals. All trash must be disposed of properly upon completion of the meal. All beverage containers, napkins, plates, and cups used in the course of the workday shall be disposed of in the proper receptacles. All locations must be returned to their original condition, meaning all catering, Craft services, construction, production, strike and personal waste must be removed from the location.
12. Cast and crew shall observe designated smoking areas and always extinguish cigarettes in appropriate containers.
13. Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the relevant municipal authority and/or property owner.
14. Production crew shall not remove City street signs. This must be performed or approved by City Public Works and Transportation staff.
15. Every member of the cast and crew shall keep noise levels as low as possible at all times. Cast and crew will refrain from the use of lewd or improper language.
16. Production company employees shall wear appropriate clothing while on location (i.e., t-shirts with offensive slogans or logos are not acceptable).
17. Crew members shall not display signs, posters, or pictures on vehicles that members of the public may find offensive or objectionable (i.e. material containing vulgar language or sexual content).
18. The production cast and crew shall not bring guests or pets to the location.
19. It is the responsibility of the production company to ensure that there is a minimum of disruption to residents, occupants, businesses and City employees where filming occurs. This includes ensuring resident, owner and customer access to their respective premises and ensuring pedestrian and vehicular access to adjoining properties.
20. All Ministry of Labour, Training and Skills Development Ontario Section 21 Health and Safety Guidelines for the Film and Television Industry must be observed at all times - more information can be found at [www.filmsafety.ca](http://www.filmsafety.ca)