



**APPLICATION FOR FILM PERMIT**

**CITY OF LAWNDALE – FINANCE DEPARTMENT**

14717 BURIN AVENUE, LAWNDALE, CA 90260 (310) 973-3246

**PLEASE PRINT CLEARLY**

NAME OF PRODUCTION COMPANY: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_  
(NO P.O. BOX) STREET CITY STATE ZIP

MAILING ADDRESS: \_\_\_\_\_  
(IF, APPLICABLE)

TELEPHONE: (\_\_\_\_) \_\_\_\_\_ MOBIL: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

**PRODUCTION INFORMATION**

PRODUCTION TITLE: \_\_\_\_\_

TYPE OF PRODUCTION: MOVIE ( ) TV ( ) OTHER ( )

IF OTHER, DESCRIBE: \_\_\_\_\_

PRODUCER: \_\_\_\_\_

LOCATION MANAGER: \_\_\_\_\_

LOCATION: CITY PROPERTY ( ) PRIVATE PROPERTY ( )

LOCATION SITE: RESIDENTIAL ( ) COMMERCIAL ( ) SCHOOL ( ) OTHER ( )

**FILMING INFORMATION**

	DATE(S)	HOURS
CONSTRUCT	_____	_____
FILM	_____	_____
STRIKE	_____	_____

**THE FILMING ACTIVITY SCHEDULED TO BE CONDUCTED IS DESCRIBED AS FOLLOWS:**

\_\_\_\_\_  
\_\_\_\_\_

TOTAL NUMBER OF INDIVIDUAL IN CAST: \_\_\_\_\_ CREW: \_\_\_\_\_

TYPES AND NUMBER OF VEHICLES: ( ) AUTOMOBILES \_\_\_\_\_ ( ) MOTORHOMES \_\_\_\_\_  
( ) TRUCKS \_\_\_\_\_ ( ) CATERING TRUCKS \_\_\_\_\_  
( ) VANS \_\_\_\_\_ ( ) TRAILERS \_\_\_\_\_

TYPES AND NUMBER OF ADDITIONAL CRAFT(S): \_\_\_\_\_  
\_\_\_\_\_

**APPLICANT REQUESTS SPECIAL ASSISTANCE AT THE LOCATION:**

( ) STREET CLOSURE                      ( ) EMERGENCY SERVICES                      ( ) TRAFFIC CONTROL

OTHER (EXPLAIN) \_\_\_\_\_

**APPLICANT INTENDS TO USE (CHECK RESPONSE):**

*IF YES TO ANY OF THE RESPONSES, ATTACH A DETAILED DESCRIPTION.*

-ANIMALS	<input type="checkbox"/> YES	<input type="checkbox"/> NO	-CHEMICALS	<input type="checkbox"/> YES	<input type="checkbox"/> NO
-FIRE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	-EXPLOSIVES	<input type="checkbox"/> YES	<input type="checkbox"/> NO
-SPECIAL EFFECTS	<input type="checkbox"/> YES	<input type="checkbox"/> NO	-GENERATOR	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**LIST ANY SPECIAL CONDITIONS AND/OR REQUESTS:**

\_\_\_\_\_  
\_\_\_\_\_

**STATEMENT OF LICENSEE:**

I, \_\_\_\_\_, have read the City of Lawndale policy statement relating to rules and procedures companies must follow while filming in the City. I understand the rules and procedures and hereby acknowledge my responsibility to ensure the compliance of the production company's cast, crew and subcontractors.

I, \_\_\_\_\_, agree to notify the City of Lawndale prior to any changes to the location of filming or the character of the scenes described in this application at 24 hours in advance. I acknowledge that failure to advise the City of changes may result in the revocation of the permit.

DATE	SIGNATURE	TITLE
IDENTIFICATION – DRIVER'S LICENSE NO. _____	_____	STATE _____
FEDERAL EMPLOYER'S ID #: _____	_____	

**INSURANCE REQUIREMENT PROVISIONS**

A Business License will not be issued until such time as the City of Lawndale, its officers, employees, elected and appointed officials, members of the City boards, commissions and volunteers are named as ADDITIONAL INSUREDs of an insurance policy and **MUST** have a minimum coverage at all times of \$1 million General Liability and \$1 million for Property Damage. Said insurance shall apply as primary insurance and no other insurance maintained by the Additional Insured will be called upon to contribute with insurance provided by this policy. The policy must state "will give the City of Lawndale thirty (30) days advance written notice of any change in coverage or cancellation." Any exceptions to the above must be approved in writing by the City of Lawndale City Manger's Office (**PLEASE ATTACH CERTIFICATE OF INSURANCE**).

**INDEPENDENT CONTRACTORS**

Any independent contractor such as catering service, sanitation facilities and auxiliary power providers and vehicle rental services must also obtain a Business License from the city. The film company will be solely responsible for the license fee plus penalties if the service providers fail to obtain a Business License.

**List below the name, addresses, and telephone numbers of all such Independent contractors.**

\_\_\_\_\_  
\_\_\_\_\_

**DEPARTMENT APPROVALS**

**FEES**

FINANCE DEPARTMENT \_\_\_\_\_ \$ \_\_\_\_\_  
SIGNATURE DATE

COMM. DEV. DEPT. \_\_\_\_\_ \$ \_\_\_\_\_  
SIGNATURE DATE

COMM SERVICE DEPT. \_\_\_\_\_ \$ \_\_\_\_\_  
SIGNATURE DATE

PUBLIC WORKS DEPT. \_\_\_\_\_ \$ \_\_\_\_\_  
SIGNATURE DATE

**TOTAL AMOUNT DUE** \$ \_\_\_\_\_

**CONDITIONS & RESTRICTIONS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FINAL APPROVAL BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
*CITY MANAGER*

# NOTICE OF INTENT TO FILM

## LMC SECTION 5.11.020 - Neighborhood consent required

*"Prior to being issued a filming permit for motion filming, the business requiring the permit shall solicit the written consent of neighbors within three hundred feet of the perimeter of the property on which the filming is to take place. In no case, however, shall the solicitation for consent include fewer than the two most immediate neighbors from each side property line and the three most immediate neighbors from the front and rear property line, regardless of distance."*

**Dear neighbor we are making a film on the street where you live.**

Date: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

At \_\_\_\_\_

We have obtained all necessary legal permits from the City of Lawndale. The City has requested that we notify you of our intent to film. All liability insurance required by the City as part of the permit has been obtained. We have promised to abide by all the rules and regulations applicable to your neighborhood. A copy of the permit is on file at the City Hall and will also be available for you to see at the filming location, if necessary.

We appreciate your hospitality and cooperation while we are filming on your street.

If you have any questions before or during the filming, ask for the location manager or Assistant Director on the set, or call the Production Manager at the Production Office:

\_\_\_\_\_  
Production Manager's Phone Number

\_\_\_\_\_  
Production Company

**OR YOU MAY CONTACT:** City of Lawndale, Finance Depart. – 14717 Burin Avenue, Lawndale (310) 973-3246

- |  |
|--|
| <input type="checkbox"/> <b>I HAVE NO CONCERNS</b> regarding the proposed activities.                |
| <input type="checkbox"/> <b>MY CONCERNS</b> with the proposed filming activities are: _____<br>_____ |
| <input type="checkbox"/> <b>I HAVE NO CONCERNS</b> but prefer not to sign my name.                   |

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
*(Optional – for verification purposes only)*

In multiple unit buildings, managers may sign on behalf of tenants as follows:

Total no. of units in building \_\_\_\_\_

Addresses signed for \_\_\_\_\_

I, as manager of the above building, have notified all of the tenants and know of no substantial objection to the proposed filming activity. I am signing on the tenant's behalf.

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Address

# FILMING POLICIES IN THE CITY OF LAWNSDALE

**Do I Need a Film Permit?** A valid Film Permit issued by the City of Lawndale Finance Department is required for all shoots on public and private property. Even if the location is a private residence or business, a Film Permit is required.

**Procedures:** First, contact the City of Lawndale, Finance Department at (310) 973-3246 for an application. Film Permit applications should be submitted at least ten (10) days prior to the start of filming. Applications are also available for download on the City's webpage at [www.lawndalecity.org](http://www.lawndalecity.org). The City's Film Liaison will discuss the particulars of your production, and let you know what special conditions will apply, whether or not a Sheriff's Deputy is required, and any other information needed to secure the permit.

**Insurance:** \$1 million liability insurance with clause to additionally insure the City of Lawndale, its officials and representatives. Student productions must provide insurance from the school they attend. Insurance information and requirements are also available at [www.lawndalecity.org](http://www.lawndalecity.org).

**Law Enforcement:** Law Enforcement personnel are sometimes required for filming activity. In Lawndale, Los Angeles County Sheriff's Deputies MUST be used. Sheriff's Deputies are retained by the Los Angeles County Sheriff's Dept. at (310) 219-2750. Fees for deputies are invoiced separately by the Sheriff's Department.

**Fire Officials:** Each request for filming will be reviewed by the Los Angeles County Fire Department. Fire Safety Officers or Advisors may be required. Fees for fire officials are paid separately as invoiced by the County Fire Department. For specific information, call the Fire Dept at (310) 676-4606.

**Posting/Parking:** All vehicles and equipment associated with filming activities must park in posted spaces only. "No Parking/Tow Away" signs must be posted 24 hours prior to the start of production in residential and commercial areas to be enforceable. Crew cars must be parked on private property; posted spaces are for production equipment and vehicles only. **All requests for posting should include a parking map, if applicable.**

**Filming Hours:** Normal hours for filming are **7am to 10pm** and **8am to 10pm** in residential areas on weekends. Extended hours filming are prohibited in residential neighborhoods. Extended hours filming in commercial areas may be allowed, depending on impact and proximity to residential areas.

**Notification:** Notification of residents and/or businesses within a 500-foot (or more) radius of the filming location is required. Only letters composed with Lawndale guidelines and requirements will be accepted. See "Film Survey" for complete instructions. **Permits will not be issued without submission of an approved film survey.**

<p><b>Contact:</b> Chandra Phipps, Film Liaison Telephone (310) 973-3246 Office Hours: M-Thur.-7am to 5:30pm (CLOSED Fridays)</p>
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City of Lawndale – Finance Department – 14717 Burin Avenue, Lawndale CA 90260