



Township of Livingston

Application for Motion Picture/Television Filming Application Required for Each Filming Location (Ordinance 05-2022)

FEES: Application Fee:	\$100	Public Land Filming Fee:	\$250
Expedited Applic. Fee:	\$150	Nonprofit Applic. Fee:	\$50
(submitted within 5 business days of first day of filming)		Per Diem Filming Fee:	\$250

COMPANY INFORMATION		
Company Name and Contact:		
Company Address:		
Primary Phone:	Secondary Phone:	Email:

FILMING INFORMATION	
Location of Filming:	Has Consent of Owner Been Obtained? <input type="checkbox"/> Yes (if yes, please attach to application) <input type="checkbox"/> No
Date(s) of Filming (mm/dd/yyyy) from: _____ to _____	Time(s) of Filming from: _____ to _____
<input type="checkbox"/> Feature Film – Title: _____ <input type="checkbox"/> TV/Movie – Title: _____ <input type="checkbox"/> TV Special – Title: _____ <input type="checkbox"/> Commercial – Please indicate Name of Product: _____ <input type="checkbox"/> Other If Other, please explain: _____	
Name of Production Manager: _____ Phone Number: _____ Email Address: _____ Name of Location Manager: _____ Phone Number: _____ Email Address: _____	
Approximate Number in Cast and Crew: ____ Number of Vehicles to be at Filming Location: ____ (Complete Detail on Vehicle Information Sheet)	

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Will the filming production use any animals, firearms, special effects, or unusual scenes:

Yes – If yes, please explain: _____

No

Will the filming production use any over-sized equipment or machinery?

Yes – If yes, please explain: _____

No

APPLICANT'S CERTIFICATION

By signing below, I do hereby certify and affirm that all statements contained in this application are true and that I have read the Filming Ordinance of the Township of Livingston (**Ordinance 05-2022**).

Signature

Date

By signing below, I further certify and affirm that the applicant agrees to comply with the Filming Ordinance of the Township of Livingston.

Signature

Date

By signing below, I further certify and affirm that neighboring properties have been advised in writing of the filming production described in this application. (Attach copy of Notification Letter sent to neighboring properties to this application).

Signature

Date

APPLICANT CHECKLIST

Items Submitted with this Application (check all that apply):

- Application All Required Fees \$500 Bond Vehicle Information Sheet
- Consent of Owner Letter Proof of Insurance Notification to Neighboring Properties

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OFFICE USE ONLY

- Application Complete
- Approved by Fire Chief
- Approved by Police Chief
- Approved by Town Manager
- APPROVED & PERMIT ISSUED Conditions of Approval, if any:

Township Manager

DENIED Reason(s) for denial: _____

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Date of Filming: _____

Filming Location(s) _____

Need for Special Township Services	Describe Scene in Detail	Waiver Decision
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:		<input type="checkbox"/> Yes <input type="checkbox"/> No _____ Township Manager's Signature
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:		<input type="checkbox"/> Yes <input type="checkbox"/> No _____ Township Manager's Signature
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:		<input type="checkbox"/> Yes <input type="checkbox"/> No _____ Township Manager's Signature
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:		<input type="checkbox"/> Yes <input type="checkbox"/> No _____ Township Manager's Signature
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:		<input type="checkbox"/> Yes <input type="checkbox"/> No _____ Township Manager's Signature

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SAMPLE LETTER TO BE SENT BY FILMING COMPANY TO NEIGHBORING PROPERTIES

[on Company Letterhead]

To The Resident of [name of street(s)], Livingston, NJ:

[Name of Filming Company] will be filming [description of project to be filmed] at [location of filming] on [date of filming] from [time(s) of filming]. We are working in cooperation with the Township of Livingston and are in the process of securing the appropriate permits and clearances. We are a fully insured production company.

During our filming in your neighborhood, every effort will be made to keep disruptions and inconvenience to a minimum. All filming will take place strictly inside a building, structure, or dwelling and there will be no exterior scenes or special effects. All dialogue will be in conversational tones. [Further explanation of filming production, if needed.]

If you have any questions or concerns, or need further information regarding this filming production, please contact the Township of Livingston Clerk's Office at 973-535-7940.

We look forward to working in your lovely neighborhood.

Sincerely,

Filming Production Location Manager

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SAMPLE LETTER OF CONSENT TO BE SENT BY PROPERTY OWNER(S)

Date: _____

I/We, _____, property owner(s)
of _____, Livingston, NJ, do hereby grant
permission to _____ company of film in and
around my property on the date(s) specified in application completed and filed by
_____ company, a copy of which I was provided
and read.

Property Owner

Property Owner

Completed letter(s) to be attached and made a part of the Application.