

Example of Neighborhood Notification Letter

Letter must be on letterhead.

Date the letter.

Identify address of location, dates, and company information.

Forewarn of impacts:

- Scenes are indoors or outdoors or both;
- Lighting;
- Traffic control;
- Noise;
- Gunfire;
- Stunts;
- Special effects.

Outline all parking arrangements (including off-street parking) and restrictions clearly.

Contact information:

- Location manager;
- On-set locations rep.;
- Township of Langley Film Office;
- BC Film Commission;
- Fort Langley Film Liaison (if filming in Fort Langley).

Identify where on the Township's website residents and businesses can find a copy of the Filming Guidelines.

The location manager should sign letter, even if someone else has prepared the draft.

Production Company Letterhead

Date

Dear Neighbors of *(location address)*,

Please take a moment to read this notice about the filming of the TV movie *(film's title)*, at *(location address)*, on *(day/dates of filming)*. *(Production company name)* would like to provide some information that will help you prepare for our arrival and anticipate how our presence may affect your daily routine.

Filming is to start at *(time)* each day and finish by *(time)* each evening. Most of our scenes will take place inside *(location address)*, however after dark, we will film some scenes that will take place in the front yard and on *(street name)*. In this scene, a character pulls her car up to the curb in front of the house, walks across the lawn, and enters the house.

There will be a very bright light positioned on a mechanical lift raised to approximately 80' high at the northwest corner of *(street name)* and *(street name)*. This will make the neighborhood much brighter than usual, but will not be directed into any houses. Traffic delays of up to 3 minutes can be anticipated during the filming of this exterior scene.

There will be no special effects, gunfire or loud noises during filming.

In order to minimize the disruption to your neighbourhood, we will park the majority of our vehicles in the parking lot located at *(parking lot address)*. However, in order to accommodate our essential vehicles and to ensure continuity of picture, the Township of Langley has allowed us to post temporary no stopping signs for the following areas and times:

(Start date and time) to (end date and time):

- West side of *(street name)* from *(street name or block)* to *(street name or block)*
- East side of *(street name)* from *(street name or block)* to *(street name or block)*

We emphasize that changes in parking are temporary and appreciate your cooperation in using alternative parking during this time. We will ensure any residents with special needs are accommodated promptly. Should you require parking or access within the restricted area, please contact me at the number below.

If you have any questions or concerns, please do not hesitate to contact me at our production office at *(phone number)*. While we are in your neighborhood please feel free to speak to *(assistant or location manager name)* at *(phone number)*, who will be on set. Information regarding filming in Langley is available through the Township of Langley Film Office at 604-533-6151. Information regarding filming in the Lower Mainland is available from the Manager of Community Affairs at the British Columbia Film Commission, at 604-660-2732.

A copy of the Guidelines for Filming in the Township of Langley can be found on the Township's website at www.tol.ca. Within the Doing Business section, follow the Film Production link..

Thank you for your patience and cooperation.

Sincerely,

(Location manager name)
(Production company name)