



# **TOWN OF IPSWICH**

## **FILM PERMIT APPLICATION**

### **SECTION 1: APPLICATION PROCESS AND FEE**

**FEE:**       **\$50** Standard Processing Fee, **or**  
**\$150** Special Processing Fee (may apply to projects that involve extensive planning or review by town departments and/or significant impact or complexity of the project.)

**Checks should be made out to: Town of Ipswich**

**Note:** Application fees do not cover any additional costs that may be incurred or required by the Town of Ipswich MA. (e.g. overtime costs, special permit fees, license fees, etc.)

**APPLICATION:** Only complete applications will be accepted. Applications must be submitted one month prior to start date for filming.

Applications should be submitted to:   **Town Manager's Office**  
  **Attn: Film Permit Application**  
  **25 Green Street**  
  **Ipswich, MA 01938**

**Or via email:**                               **leahn@ipswichma.gov**

***APPLICANTS MUST BE SUBMITTED AT LEAST ONE MONTH PRIOR TO  
FILMING START DATE.***

**INSURANCE COVERAGE CERTIFICATE AND NAMING THE TOWN OF  
IPSWICH AS ADDITIONAL INSURED WILL BE REQUIRED IF  
APPLICATION IS APPROVED BEFORE PERMIT WILL BE ISSUED.**



# TOWN OF IPSWICH FILM PERMIT APPLICATION

## SECTION 2: APPLICANT INFORMATION

Name of Organization or Production Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Project Contact Person(s) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Film Title or Project Name \_\_\_\_\_

Location(s)/Address of Filming. List here specific addresses of parking location requests and attach map/diagram.

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

Dates & Times of Filming \_\_\_\_\_

\_\_\_\_\_  
Type of Film \_\_\_\_\_ # of Crew Members/Actors \_\_\_\_\_ # of Vehicles \_\_\_\_\_

List Equipment Being Used (# of cameras, booms, generators, trailers, etc.)

1. Will street closings or any traffic control be required?  Yes  No  
List streets \_\_\_\_\_
2. Will any town or school property be used?  Yes  No  
List properties \_\_\_\_\_
3. Will public sidewalks be required to be blocked or closed?  Yes  No  
List sidewalk locations \_\_\_\_\_
4. Will any construction of sets or temporary structures be required?  Yes  No
5. Will parking arrangements be required for vehicles or equipment?  Yes  No
6. Will the filming generate excessive noise or light? (i.e. generators, screeching tires, etc.)  Yes  No
7. Will any explosives or incendiary devices or open flames be used in the filming?  Yes  No
8. Will food making or catering be required on location(s) for the project?  Yes  No
9. Will the filming require use of power?  Yes  No
10. Will the filming require use of water?  Yes  No

Applicant Name \_\_\_\_\_ Title \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_



# TOWN OF IPSWICH

## FILM PERMIT APPLICATION

### SECTION 3: APPROVALS/CONDITIONS/REQUIREMENTS *(For Town of Ipswich Use Only)*

Department	Notified	Services / Conditions /Meeting Requirements	
Sewer & Water		Services or Conditions Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Meeting with Film Company Requested? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Electric		Services or Conditions Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Meeting with Film Company Requested? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Health Dept.		Services or Conditions Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Meeting with Film Company Requested? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Highway Dept.		Services or Conditions Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Meeting with Film Company Requested? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Park and Recreation		Services or Conditions Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Meeting with Film Company Requested? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Building Dept.		Services or Conditions Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Meeting with Film Company Requested? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Police		Services or Conditions Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Meeting with Film Company Requested? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Fire		Services or Conditions Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Meeting with Film Company Requested? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Town Manager		Services or Conditions Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Meeting with Film Company Requested? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Special Approvals/Requirements (Determined by the Town Manager)</b>			
Select Board	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ <b>Approved</b>	_____ <b>Denied</b>
Conservation Commission	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ <b>Approved</b>	_____ <b>Denied</b>
Cemeteries & Parks	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ <b>Approved</b>	_____ <b>Denied</b>
School District	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ <b>Approved</b>	_____ <b>Denied</b>
Public Notification/Hearing	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date Held:</b>	
Other Special Conditions: (Insurance/Hold Harmless/Additional Insured, etc.):			

**Final Approval:** \_\_\_\_\_ **No, Permit Denied** \_\_\_\_\_ **Yes, Permit Approved and Issued by:**

**Town Manager** \_\_\_\_\_ **Date** \_\_\_\_\_