



TOWNSHIP OF FRANKLIN, SOMERSET COUNTY
FILMING PERMIT APPLICATION
(Permit Requirements – Municipal Code Chapter 185, Filming)

MESSAGE: The following is in connection with the Township of Franklin’s Filming Ordinance (Municipal Code Chapter 185) and the forms necessary to apply for a filming permit. The components to be completed and returned are as follows:

- 1) Application [§185-2]
- 2) Certificate of Insurance [§185-3B(1)]
- 3) Notarized “Hold-Harmless” Agreement [§185-3B(2)]
- 4) Three (3) Checks made payable to the “Township of Franklin” [§185-3B(3) & 185-11]:
 - a) \$75.00 Basic Filming Fee, or \$125.00 if applying less than five (5) days prior to filming (Non-refundable) [§185-11A]
 - b) \$50.00 per day filming for non-major motion picture applicants; \$500.00 per filming for major motion picture applicants or \$25.00 flat fee for filming permit for non-profit applications for educational purposes (Returned if not applicable) [§185-11B-C-D]
 - c) \$500.00 Bond Check (Refunded to applicant 30 days after completion of filming) [§185-3B(3)]
- 5) Copy of a “Letter of Intent” to neighborhoods and a List of Addressed where it will be or has been delivered. See sample “Letter of Intent”. [§185-4]

TRASH REMOVAL IS THE RESPONSIBILITY OF THE APPLICANT

SIGNS MAY NOT BE POSTED ON TREES OR POLES WITHIN THE TOWNSHIP. TO DO SO MAY RESULT IN VIOLATION OF TOWNSHIP ORDINANCES AND FINES.

If you have any questions or concerns, please do not hesitate to contact the Township Clerk’s Office at 732-873-2500 ext. 6208.

Township of Franklin, Somerset County
Township Clerk’s Office
475 DeMott Lane, Somerset, NJ 08873
(732) 873-2500 ext. 6208 – Fax (732) 873-1059
Email: annmarie.mccarthy@franklinnj.gov *or* msiba.holliman@franklinnj.gov



APPLICATION FOR FILMING

Office of the Township Clerk
Township of Franklin, Somerset County, NJ

License Number: _____

Company Name: _____

Business Address: _____

Local Address: _____

Contact Person: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Location(s) of Filming: _____

Date(s) of Filming: _____ Hours of Filming: _____

\$500.00 Bond: Check # _____ Bonding Agent: _____

Type of Film: Commercial: _____ Motion Picture: _____ Still Shoot: _____ TV/Made for TV Movie: _____

Name: Product/Show: _____ Interior: _____ Exterior: _____

- ❖ Will residents or business be affected by filming? Yes _____ No _____
(Resident letters must be sent to affected individual(s) and a list of the addresses must accompany this application.)
- ❖ Are existing power lines to be utilized? Yes _____ No _____
- ❖ Will pedestrian or vehicular traffic be affected as a result of filming? Yes _____ No _____
(If "Yes", an off-duty police officer is required.)
- ❖ Have you ever been convicted of a crime? Yes _____ No _____

NOTE: It is the responsibility of the applicant to contact the Police Department (732-873-5533) to inquire whether an officer will be necessary and/or to cancel a film shoot. It is also the responsibility of the applicant to provide the Clerk's Office with a list of addresses (including the address numbers) of the homes that were notified of an upcoming filming. **Failure to provide (48 hours prior to filming) a copy of the Letter of Intent along with a list of addresses of residents that might be affected by this shoot will result in denial/rejection of your filming permit.**

I HEREBY APPLY FOR A PERMIT AND TENDER THE APPLICATION FEE OF \$ _____ AND FILMING FEE OF \$ _____
_____ AND AGREE TO BE BOUND BY ALL PROVISIONS OF FRANKLIN TOWNSHIP FILMING CODE CHAPTER 185.

Signature of Applicant

Date

Officer in Charge of the Police Department/Date

Township Manager/Date

Mail to: Ann Marie McCarthy, Township Clerk, 475 DeMott Lane, Somerset, NJ 08873
Phone: (732) 873-2500 ext. 6208 | Fax: (732) 873-1059

**TOWNSHIP OF FRANKLIN
OFFICE OF THE TOWNSHIP CLERK**

**REQUIRED INSURANCE PRIOR TO USE OF
TOWNSHIP FACILITIES AND LOCATIONS**

No permit shall be issued for filming at Township facilities and locations unless the applicant shall provide the Township with satisfactory proof of the following:

- (a) For bodily injury to any one person in the amount of \$500,000 and any occurrence in the aggregate amount of \$1,000,000.

- (b) For property damage for each occurrence in the aggregate amount of \$300,000.

FAILURE TO DELIVER PROOF OF REQUIRED INSURANCE COVERAGE WILL RESULT IN CANCELLATION OF TENTATIVE RESERVATION.

HOLD HARMLESS AGREEMENT

The following statement must be signed and notarized and is made an integral part of the attached application:

I, _____, applicant, agrees to indemnify and save harmless the Township of Franklin, Somerset County, New Jersey, its members and agents from any and all liability for damages, for injury to the person or property of its owner or another and against and from all suits and actions and all costs and damages (including, without limitation, attorney's fees and loss of business claims) to which the Township of Franklin may be put resulting from use of Township facilities and/or locations.

Signed: _____

Title: _____

Date: _____

Sworn to and subscribed to me this _____ day
of _____, 2_____.

Notary Public

(Seal)

SAMPLE LETTER OF INTENT

COMPANY LETTER HEAD

TO: Neighbors of _____ (Location Address) _____

FROM: Name of Contract Person and/or Company _____

DATE: _____

RE: Filming Commercial for _____ at _____
_____ on _____ during _____

I or our company has/have applied to film a _____ in Franklin Township on the following date(s) at the above location.

There will be _____ trucks, _____ vans, _____ generators, _____ catering trucks, _____ crew cars (or special equipments, i.e. condors, mobile homes, etc.) at the site. They will be parked _____ on the property; _____ on the street; _____ in a municipal parking lot; _____ on private property; or _____ any combination of the aforesaid. In compliance with the Township filming ordinance, no vehicles will arrive before 7 a.m. and all activity and vehicles connected with the filming will be gone by 9 p.m. **(If any vehicles arrive before 7 a.m. or leave after 9 p.m., you may call the Franklin Police Department at 732-873-5533 to file a complaint.)** For the public's safety, there will be a police officer on duty during the shoot.

If you have any questions or concerns, I may be reached at _____; or you may call Ann Marie McCarthy at the Franklin Township Clerk's Office at 732-873-2500 ext. 6208.

Thank you.