



# GUIDELINES FOR CONDUCTING FILMING SURVEYS

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Radford Studio Center, Bungalow 20  
4024 Radford Avenue, Studio City, CA 91604

Office Hours: Mon-Fri 8 AM - 6 PM

Prior to a film permit being issued, certain types of production activity may require a Community Filming Survey, designed to demonstrate that affected residents/businesses have been individually contacted, informed of the requested production activity, and given an opportunity to share their concerns (if any) with FilmLA and production representatives.

Surveys must be conducted using FilmLA approved forms, although FilmLA is not able to assist filmmakers in collecting survey responses. A blank form template is provided for this purpose.

The top portion of the attached Filming Survey form should be thoroughly completed (starting with "Production Company" info and ending with "Production Representative Contact" info) and submitted to FilmLA for review and approval prior to use in the community. Along with approval of your form, FilmLA will specify the survey radius to use in your survey canvass.

## THE SURVEY CANVASS

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Once the survey form is approved by FilmLA, enough physical copies should be made to provide all residents/business representatives with two of the surveys: one for comment & submission to FilmLA and one for the resident/business representative to keep for future reference. Two copies should also be left at residences or businesses, in the event that no one is available to be surveyed in-person. A brief note, planning for retrieval of the survey form, should be left with the surveys.

Generally, survey responses will need to be obtained from all residences or businesses within 300 feet of filming activities and/or within 200 feet of equipment parking or street closures. In areas where Special Conditions exist, survey requirements will be based on the terms outlined there. Exceptional filming activity (i.e., gunfire, bullet hits, fire effects, explosions, car crashes, helicopter scenes, high impact lighting, etc.) may require surveys from an extended area. The extent of the area to be surveyed will be determined by FilmLA based on the anticipated impact of your proposed filming activities.

While going door-to-door as part of the survey canvass, survey-takers are obligated to respect private property and the privacy and personal safety needs of others. Knowing that survey takers are the first production representatives neighbors will meet before the film shoot, we ask everyone to:

1. Carry identification showing affiliation with the upcoming production.
2. Conduct the survey canvass during daylight hours, if possible.
3. Honor "no soliciting" and "no trespassing" signs.
4. Do not seek to enter private homes.
5. Leave the premises immediately if asked.
6. Maintain a respectful distance when conversing with residents and business representatives.

Affected residents and business representatives should be directed to complete the boxed section and provide their contact information at the bottom of the form. Individuals who are hesitant to include their phone number should be told that it is not mandatory; this is used only for survey verification by FilmLA.

Apartment managers may sign on behalf of their tenants in the designated area at the bottom right corner of the form.

## SHARING SURVEY RESULTS

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When you are ready to submit your completed survey forms, you must also supply for review a detailed map (hand drawn is OK), depicting the streets and residences/businesses included in the survey canvass.

Each address on the map should include a note indicating whether the resident, building manager or business representative had concerns, had no concerns, was unavailable, etc. Other notations to explain lack of response (such as vacation, vacant, refused contact, etc.) are especially helpful in the evaluation process.

**! Completed surveys and the required map must be submitted to FilmLA BY 12 PM ON THE LAST BUSINESS DAY PRIOR TO FILMING ACTIVITY. Failure to meet this requirement may result in adjustment to the scope of the permitted activity or non-issuance of the permit.**

FilmLA will evaluate the surveys and map to gauge concerns and support with respect to the proposed activities. Additional consideration is given to residents or businesses near the filming activities and mitigating their concerns will be crucial for finalization of the permit.

# FILMING SURVEY

FILMLA., INC®

This survey is distributed at the request of FilmLA — the office that coordinates on-location filming in your municipality. **Please note** — this survey is **not a request for permission to film**. It is purely an information gathering tool, which FilmLA will use to gauge concerns.

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DISTRIBUTED ON: \_\_\_\_/\_\_\_\_/\_\_\_\_ :\_\_\_\_ AM  
PM

PERMIT APPLICATION # \_\_\_\_\_

DEAR RESIDENT / BUSINESS REPRESENTATIVE,

\_\_\_\_\_ is planning to film scenes of \_\_\_\_\_  
(production company) (project title)

at the following address: \_\_\_\_\_

PROPOSED DATE(S): \_\_\_\_\_ PROPOSED HOURS: \_\_\_\_\_

PARKING DETAILS: \_\_\_\_\_

On-location filming is generally permissible in residential areas between the hours of **7:00 AM and 10:00 PM, Monday - Friday**. Weekend hours vary by zoning. Filming often involves temporary street parking restrictions adjacent to the film location.

## PRODUCTION ATTRIBUTES:

PARKING: \_\_\_\_\_ OTHER: \_\_\_\_\_

STREET CLOSURES: \_\_\_\_\_

SPECIAL EFFECTS / SIMULATED GUNS: \_\_\_\_\_

**QUESTIONS?** You may contact the production company at the information provided (below):

PRODUCTION REPRESENTATIVE: \_\_\_\_\_  
Name Phone # E-Mail

### PLEASE INITIAL THE STATEMENT THAT MOST CLOSELY DESCRIBES YOUR VIEW OF THE PROPOSED FILMING:

I HAVE NO CONCERNS REGARDING THE PROPOSED FILMING.

I HAVE CONCERNS WITH THE PROPOSED ACTIVITIES AND THEY ARE (PLEASE SPECIFY): \_\_\_\_\_

## CONTACT INFORMATION

Your contact information helps FilmLA ensure the accuracy of survey responses.

FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I PREFER NOT TO PROVIDE MY CONTACT INFORMATION.

VERBAL FEEDBACK OBTAINED ON: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

SIGNATURE: \_\_\_\_\_

DECLINED TO SIGN

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

TOTAL NUMBER OF UNITS IN BUILDING: \_\_\_\_\_

ADDRESSES SIGNED FOR: \_\_\_\_\_

I, as property manager of the above building, take responsibility for communicating tenant concerns to FilmLA.

MANAGER ADDRESS: \_\_\_\_\_

MANAGER SIGNATURE: \_\_\_\_\_

DECLINED TO SIGN

▶ **ONCE THIS FORM IS COMPLETED, PLEASE LEAVE TO BE COLLECTED OR EMAIL / FAX A COPY TO \_\_\_\_\_ BEFORE : \_\_\_\_/\_\_\_\_/\_\_\_\_**