



## NEWTON COUNTY FILM AND TELEVISION PRODUCTION PERMIT APPLICATION

This information is necessary to process a request for a film and television production permit from Newton County, Georgia. A permit is required for any filming activity taking place within unincorporated Newton County, whether on public or private property. For filming entirely contained on private property this is merely a formality, however, notification using the County's permit application form is nonetheless required.

Please fill in all of the blanks, using "none" or "not applicable" where necessary. Return a completed copy of this application and all other required documentation to LaTonja Hamp, 1124 Clark St., Covington, GA 30014 or lhamp@co.newton.ga.us at least 10 working days in advance before the filming activity takes place. Earlier application is recommended, as all permits are issued on a first-come-first served basis, and time may be needed to work out any difficulties or county services associated with the planned activities. Exceptions may be granted due to weather constraints or other emergencies.

### Contact Information

Production Company	Project Title	Type of Production <small>(e.g. Feature Film, TV Series, Commercial, etc.)</small>
Permanent Company Address		Business Telephone
Name and Title of Location Contact Person	Email	Cell Phone Number
Local Company Address		Alternate Phone Number

### Project Information

Newton County Filming Locations (Name and Full Address)			
Film Date(s)	Time(s)	Inclement Weather Alternative Date	
Number in Crew	Number in Cast	Number of Extras	

### Vehicles and Parking

Describe proposed parking staging area including base camp, crew parking and equipment placement. Include all public parking areas to be occupied by production vehicles.

For any questions regarding filming in Newton County, contact LaTonja Hamp, Newton County BOC  
[lhamp@co.newton.ga.us](mailto:lhamp@co.newton.ga.us) or 678.625.1225 (office)

**Insurance**

General Liability Insurance Carrier Name	Telephone Number
Automotive Liability Insurance Carrier Name	Telephone Number
Worker's Comp and Employer's Liability Insurance Carrier Name	Telephone Number

All productions are required to maintain public liability insurance policies for filming on locations within unincorporated Newton County. All applications must include certificates of insurance for at least the following amounts: general liability - \$1,000,000 per occurrence, \$2,000,000 aggregate limit; automotive liability - \$1,000,000, and worker's comp and employer's liability - \$500,000 per incident.

**Amplified Sound**

Do you plan to use amplified sound? Yes <input type="checkbox"/> No <input type="checkbox"/>	Type of Sound Equipment to be Used
Types of Sounds to be Amplified	
Start Time of Sound	End Time of Sound

**Noise Ordinance Requirements**

**Special Effects (The following activities may require a special permit)**

Check all that apply <input type="checkbox"/> Aerial <input type="checkbox"/> Construction <input type="checkbox"/> Open Campfire <input type="checkbox"/> Tent	<input type="checkbox"/> Animals <input type="checkbox"/> Explosions <input type="checkbox"/> Propane <input type="checkbox"/> Pyrotechnics	<input type="checkbox"/> Candles <input type="checkbox"/> Fire Effects <input type="checkbox"/> Sparks <input type="checkbox"/> Cooking on Site	<input type="checkbox"/> Gunfire <input type="checkbox"/> Stunt <input type="checkbox"/> Other (Explain)
Location(s) of Special Effects	Pyro technician Name and License Number		
Lighting Yes ( <input type="checkbox"/> ) No ( <input type="checkbox"/> ) If yes, describe			

**Water Activity**

Describe proposed water use and water activities.
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## Traffic Engineering

Check All That Apply <input type="checkbox"/> Lane Closure <input type="checkbox"/> Full Street Closure <input type="checkbox"/> Sidewalk Closure		
Location(s) of Closure		
Date(s) of Closure	Start Time(s) of Closure	End Time(s) of Closure

Draw a simple diagram labeling streets, cross streets and/or alleys to be used. Indicate all streets/walks subject to closure or traffic/pedestrian control.

For full street closures, all affected residents must be contacted in writing, notifying them of your filming activities. Newton County Sherriff's Office must be on site, at the production company's expense, during all road closure activities. Emergency vehicle access must be maintained at all times. Upon completion of work, all Newton County right-of-way must be left in pre-permit condition.

## Security Plan

Description of Shoot (be as detailed as possible)		
Location(s) / Route (if there are any moving components)		
Security Plan Summary (Attach Plan of Action or briefly describe security plan to include, but not limited to crowd control, internal security and venue safety)		
Number of Deputies Hired (POST-Certified off-duty law enforcement personnel only)		
Agencies Represented by Off-duty Officers		
Lead Officer's Name		Telephone Number
Traffic	Crowd Control	
Fixed _____ Mobile _____	Fixed _____ Mobile _____	
Number of Barricades Required (provided by Applicant)		
Additional Private Security?	Company Contact Name	Telephone Number

Based upon the circumstances of the shoot, the applicant may be required to hire off-duty POST-certified police officers as determined and directed by the Newton County Sheriff's Office based upon public safety and security considerations. These officers must have the jurisdictional authority to enforce County ordinances and State law.

## Park and Recreation Resources

<b>Filming on Park Department property?</b> Yes ( <input type="checkbox"/> ) No ( <input type="checkbox"/> )	<b>Specific Location(s)</b>	
<b>Date(s) of Filming</b>	<b>Start Time</b>	<b>End Time</b>

## Film and Television Production Permit Guidelines

The following items must be submitted with your application for a Newton County Film and Television Production Permit:

1. Certificate of insurance coverage for general liability, automotive liability and worker's comp and employer's liability.
2. A security plan, if not thoroughly detailed above.
3. A check made payable to Newton County Board of Commissioners in the amount of \$50.00 for the general Film and Television Production Permit.
4. A check made payable to Newton County Board of Commissioners for any additional fees, if applicable.

Return the completed application and additional required information to the Newton County Board of Commissioners attention LaTonja Hamp, email [lhamp@co.newton.ga.us](mailto:lhamp@co.newton.ga.us) or by mail to 1124 Clark Street, Covington, GA 30014. This application must be received by the County no later than 10 days before filming.

## Terms and Conditions

The applicant must agree to all of the terms and conditions set forth in the permit, including without limitation compliance with the following rules:

1. The undersigned hereby acknowledges responsibility for adherence to all of the terms and conditions hereof as well as all Federal and State laws and Newton County ordinances.
2. The undersigned assumes liability for any and all damages occurring as the result or in connection with the undersigned's use of any Newton County property.
3. The undersigned acknowledges that Newton County assumes no liability for any damages, injuries, or expenses incurred as a result of or in connection with the above described event.
4. The undersigned certifies that the information contained herein and in the application form is true and correct.
5. All applicants must submit a security plan that is approved by the Newton County Sheriff's Office and/or Newton County Fire Services or his/her designee. Based upon the circumstances of the shoot, the applicant may be required to hire off-duty POST-certified police officers as determined and directed by the Newton County Sheriff's Office based solely upon public safety considerations. These officers must have the jurisdictional authority to enforce County ordinances and State law.
6. Any and all change requests must be received at least one business day prior to the shoot.
7. The applicant must obtain insurance coverage for the shoot.
8. If permission is granted by the County, a written permit will be issued including time, date and location of filming and acceptable activities within the scope of the permit.

Company Name:

\_\_\_\_\_

By: \_\_\_\_\_  
 (Name and Title) (Authorized Company Signature)