

<insert logo or production title>

**CITY OF ABBOTSFORD & ADBA**  
**FILM NOTIFICATION LETTER (Detailed Film Information)**

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<date>

Dear Neighbours of {ADDRESS OR NAME OF FILMING LOCATION},

Due to a largely positive poll, the City of Abbotsford has granted permission to <production company>. at <insert location,address/name> from <start date to end date> between the hours of < times >.

We have been granted an **extension** to the noise curfew in order to have enough hours of darkness to complete our scenes on <date> until <time> on <date>.

The following is an outline of our proposed filming dates, times, locations, and significant action: our filming activity will include <briefly describe filming activity>When filming at night, lights illuminating our set will make the area appear brighter than usual.

**PREP : <date>**

**7:00am – 7:00pm** –A reduced crew will prepare the location for filming by laying out cables and a moving truck will remove some household items.

**5:00pm – 10:00pm** – Equipment trucks arrive and park on the west side of Fourth Street.

**FILMING:<date>**

**7:00am – 7:30am** – Equipment trucks and crew will arrive and park on the west side of Fourth Street

**8:00am – 11:00am** – Filming dialogue scenes in the front yard and on the sidewalk adjacent to [LOCATION ADDRESS].

**11:00am – 5:00pm** – Filming dialogue scenes inside the house and at the front door.

**5:00pm – 9:00pm** – Filming a night dialogue scene in the front yard of the house. A lighting lift will make the area brighter than usual.

**9:00pm – 11:00pm** – Crew loads equipment into trucks. Crew and trucks will leave the area. Security will be present overnight.

**WRAP: <date>**

**3:00PM to 7:00PM** – The remaining film crew will quietly back up and leave location. A small crew will arrive at property to restore the interiors and exteriors back to their original state.

**PARKING:**

As noted above, equipment trucks will be parked on Fourth Street. Crew cars, dressing room trailers and catering facilities will be parked outside the area. We will be placing Temporary No Parking signs for the following areas and times: (SEE ATTACHED MAP)

**[DATE RANGE] 7:00am - 7:00pm: PREP VEHICLES**

- South side of [STREET NAME] from the east property line of [ADDRESS]

**[DATE RANGE] 7:00am - 10:00pm: CONTINUITY**

- South side of [STREET NAME] from the east property line of [ADDRESS]

**[DATE] 3:00pm to [DATE] 11:00pm: FILMING EQUIPMENT TRUCKS**

- West side of [STREET NAME] from [STREET NAME TO STREET NAME]

If you have any questions or concerns about how this filming may affect you, please contact <location manager name> at <LM cell> or contact the City of Abbotsford Film Office at 604-864-5670 or [filming@abbotsford.ca](mailto:filming@abbotsford.ca) ; or the Downtown Film Liaison, Angus Film at 778-998-4354 or [info@angusfilm.ca](mailto:info@angusfilm.ca) as soon as possible so that we can address your questions as quickly and efficiently as possible. Please be sure to clearly state your name and address and leave a phone number. If you have any questions or concerns about BC's film and television industry, you may contact Creative BC at 604-736-7997.

Thank you for your time, consideration, and for your continued support of the BC Film industry. Stay safe and healthy.

Location Manager  
<location manager name>