

# INSTRUCTIONS FOR COMPLETING THE NOTICE OF PROPOSED FILMING FORM

**FILMING LOCATION:** Identify the address of filming. Separate locations require a separate Notice of Proposed Filming for each location.

**Example:** 300 W C Street

**DATE(S) AND TIMES:** Include the day(s), date(s), and times of filming at the location.

**Example:** Tuesday, March 8, 8:00 a.m. – 3:00 p.m.  
Wednesday, March 9, 8:00 a.m. – 12:00 p.m.

**PARKING:** Include the number of vehicles needed for the filming and explain where they will be parked (off-site, in the street), etc. If temporary “No Parking” signs or street closures are proposed, include that information.

**Example:** Ten cars will be parked in the parking structure at 328 S. B Street. Temporary “No Parking” signs will be posted in three street parking spaces on the street in front of 300 W. C Street and in five parking spaces in the parking lot behind the building. No street closures are proposed.

**OUTDOOR LIGHTING:** Identify any outdoor lighting that may affect neighboring properties. If no outdoor lighting is proposed, state that. Do not leave this field blank.

**Example:** No outdoor lighting is proposed.

**EXTERIOR NOISE:** Identify any exterior sources of noise that may affect neighboring properties. If no exterior sources of noise are proposed, state that. Do not leave this field blank.

**Example:** A generator will be running intermittently during filming, but it will be turned off no later than 3:00 p.m. Exterior dialogue will be recorded but will not affect adjacent properties.



# NOTICE OF PROPOSED FILMING

The City of Oxnard requires filmmakers to notify surrounding residents and businesses of any proposed filming activities that may affect neighboring properties. A description of the activities proposed in your neighborhood is shown below.

Filming Location: \_\_\_\_\_

Date(s) and Times: \_\_\_\_\_

\_\_\_\_\_

Parking: \_\_\_\_\_

\_\_\_\_\_

Outdoor Lighting: \_\_\_\_\_

Exterior Noise: \_\_\_\_\_

If you have any questions or concerns about the filming activities, please contact the filming company:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**If you need to report any noise or parking violations** due to filming activities, please contact the Oxnard Police Department, 24 hours a day, at (805) 385-7740.

If you have any questions or concerns regarding the City's Location Film Permit process, please contact Samantha Shapiro at the City of Oxnard at (805) 385-7447.

