



Office of the Township Clerk  
2300 Route 33, 2<sup>nd</sup> Floor  
Robbinsville, NJ 08691  
609-259-3600  
clerk@robbinsville.net

## APPLICATION FOR MOTION PICTURE/TELEVISION FILMING

This application, if approved, will result in issuance of a permit to the applicant to film or televise on the streets and/or property only in accordance with the times, locations, and specified activities designated below. The permit must be in the possession of the applicant at all times while on location.

Date: \_\_\_\_\_

1: Company: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

2: Production Manager Name: \_\_\_\_\_

Tel No: \_\_\_\_\_ Email: \_\_\_\_\_

Production Location Manager Name: \_\_\_\_\_

Tel No: \_\_\_\_\_ Email: \_\_\_\_\_

3: Dates of Filming: \_\_\_\_\_ Time(s) of Filming: From \_\_\_\_\_ to \_\_\_\_\_

4. Type of Filming:  Still photography  Motion  Commercial use  Personal use  
 Student  Other: \_\_\_\_\_

5. Location of Filming: \_\_\_\_\_

Has Consent of Owner Been Obtained? **If yes, please attach to application.**  Yes  No

6: Scene to be filmed must be described accurately: \_\_\_\_\_

\_\_\_\_\_

7. Will the filming production use any animals, firearms, special effects or unusual scenes: If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

8. Will the filming production use any over-sized equipment or machinery: (cranes, drones, etc.):  
\_\_\_\_\_

9. No. of Cast and Crew: \_\_\_\_\_  
No. of trucks and plate(s) #'s: \_\_\_\_\_  
No. of autos and plate(s) #'s: \_\_\_\_\_  
Other Vehicles and plate(s) #'s: \_\_\_\_\_

10: Title of Feature Film/TV show/Short Film: \_\_\_\_\_

Identify of any celebrities or high-profile individuals: \_\_\_\_\_  
\_\_\_\_\_

11: If commercial/stills/industrial; name product or company: \_\_\_\_\_

12: Filming will require:  Street closure  Sidewalk closure  Reserved parking

Night shooting  Intermittent Traffic Control  None

13: Public Liability Insurance – **Attach to application**

Company, Policy #, and Agent name: \_\_\_\_\_

Amount of coverage: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

14: Do you need police assistance (requires separate fee to hire officer)?:  Yes  No

### APPLICANT'S CERTIFICATION

By signing below, I do hereby certify and affirm that all statements contained in this application are true and that I have read the Filming Ordinance of the Township of Robbinsville (**Ordinance 2026-01**).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

By signing below, I further certify and affirm that neighboring properties have been advised in writing at least one week prior to the start of filming production described in this application. **(Attach copy of Notification Letter sent to neighboring properties to this application with proof of service)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPLICANT CHECKLIST**

Items Submitted with this Application (check all that apply)

- Application
- All required Fees
- \$1,000 Bond
- Notarized Hold Harmless Agreement
- Vehicle Information Sheet
- Proof of Insurance
- Consent of Owner Letter
- Signed Code of Conduct
- Notification of Neighboring Properties with Proof of Service

\_\_\_\_\_  
**\*\*\* FOR OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE \*\*\***

Application Complete Date: \_\_\_\_\_

Approved by Fire Chief Date: \_\_\_\_\_

Approved by Police Chief Date: \_\_\_\_\_

Approved by Business Administrator Date: \_\_\_\_\_

Approved/Denied Date: \_\_\_\_\_ PERMIT NO. \_\_\_\_\_

Conditions of Approval, if any: \_\_\_\_\_

\_\_\_\_\_  
Business Administrator Signature

If applicable, Reason(s) for Denial: \_\_\_\_\_



Township of Robbinsville

**Application for Motion Picture/Television Filming**

**SAMPLE LETTER TO BE SENT BY FILMING COMPANY TO NEIGHBORING PROPERTIES  
(AT LEAST ONE WEEK PRIOR TO START OF FILMING)**

[on Company Letterhead]

To the Resident of [Name of Street(s)], Robbinsville, NJ

From: **[COMPANY CONTACT PERSON]**

Date: \_\_\_\_\_

Re: Filming for **[Name of Project]**

Our company has applied to film a **[TYPE OF FILMING]** in **[MUNICIPALITY]** on **[DATES]** from **[START TIME - END TIME]** at the above location. The Township requires that we send this letter in accordance with the adopted ordinances pertaining to filming.

**EDIT THE PORTION BELOW TO SPECIFICALLY REFLECT THE NATURE OF YOUR VEHICLES, WHERE THEY WILL BE PARKED, AND WHETHER YOU'LL HAVE AN OFFICER PRESENT:** There will be **[INSERT NUMBERS AND TYPES OF VEHICLES HERE, INCLUDING SPECIAL EQUIPMENT, MOBILE HOMES, ETC.]** at the site with a total crew size of **[SIZE]**.

They will be parked: **[LIST WHERE VEHICLES WILL BE PARKED]**

It may be necessary to temporarily control or divert street and pedestrian traffic in the vicinity of the filming location. This will be done in a way that minimizes any inconvenience and should this be required you will be notified.

For the public's safety, there will be a police officer on duty during the shoot. **[OMIT THIS LINE IF YOU WILL NOT HAVE AN OFFICER ON SITE]**

**[INSERT A FEW SENTENCES EXPLAINING THAT YOU WILL BE FOLLOWING ALL STATE AND LOCAL COVID-RELATED REGULATIONS AND ABOUT HOW YOU PLAN TO KEEP EVERYONE SAFE.]**

If you have questions, concerns, or objections I may be reached at **[INSERT NUMBER HERE]**; or you may call the Robbinsville Township Director of Community Development, Chris English, at 609-259-3600 ext. 1149 to voice same.

Sincerely,

Filming Production Location Manager

Township of Robbinsville

**Application for Motion Picture/Television Filming**

**SAMPLE LETTER OF CONSENT TO BE SENT BY PROPERTY OWNER(S)**

Date: \_\_\_\_\_

I/We, \_\_\_\_\_, property owner(s) of  
\_\_\_\_\_, Robbinsville Township, NJ,  
do hereby grant permission to \_\_\_\_\_ company to film  
in and around my property on the date(s) specified in the application completed and filed by  
\_\_\_\_\_ company, a copy of which I was provided  
and read.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Property Owner

Completed letter(s) to be attached and made part of the Application submitted to Robbinsville Township Clerk's Office.



## FILMMAKER'S CODE OF PROFESSIONAL RESPONSIBILITY

These are the expectations of Robbinsville Township

**A SIGNED COPY OF THIS FORM MUST ACCOMPANY LETTER OF INTENT**

The production company agrees to familiarize themselves with all existing municipal ordinances that will relate to film production (sound ordinances, parking, etc).

1. Production vehicles arriving on location in or near residential neighborhood shall not enter the area before the time stipulated in the permit, and park along the curb, one by one, turning off engines as soon as possible. Cast and crew shall observe designated parking areas.
2. Every member of the crew shall wear a production pass (badge) when issued.
3. Moving or towing of the public's vehicles is prohibited without the express permission of the municipality.
4. Do not park production vehicles in or on driveways or block same without the express permission of the municipality and driveway owner.
5. Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within their designated meal area, during scheduled crew meals. All trash must be disposed of properly upon completion of the meal.
6. Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the municipality or property owner, if property is privately owned.
7. All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of the location unless otherwise stipulated by the location agreement or permit. All signs posted directing the company to the location should also be removed as well as "no parking" signs.
8. In residential areas, before 7:00 a.m. and after 10:00 p.m., all noise levels should be kept as low as possible.
9. Clothing that lacks common sense and good taste should not be worn. Shoes and shirts must be worn at all times, unless otherwise directed.

10. Crew members shall not display signs, posters or pictures on vehicles that do not reflect common sense or good taste.
11. Do not trespass onto other neighbors' property. Remain with the boundaries of the property that has been permitted for filming.
12. Sidewalks should not be used for equipment storage and/or construction activities, except when permission is given on the permit. Consideration should be given to pedestrian safety and traffic cones should delineate an alternate path when sidewalks are blocked.
13. All catering, crafts service, construction, strike and personal trash must be removed from the location. Production companies may not use Department of Sanitation trash cans for production trash.
14. Observe designated smoking areas and extinguish cigarettes in butt cans. Cigarettes should not be put out on the streets and left there.
15. Local residents and business people must be permitted access to and from their residence or business. If filming is in process, please remind production personnel to courteously advise the person (s) affected that their progress will only be momentarily interrupted and that their cooperation would be appreciated. Whenever possible, do not stop pedestrians from moving through the location. Confrontation is your least effective means of persuasion. Keeping the promises you make to the community, and responding in a non- defensive manner when situations become difficult, will go a long way towards insuring a smooth shoot.

***Production companies are required to adhere to the aforementioned tenets while working on location in New Jersey. Producers of feature films and television programs are also requested to acknowledge the assistance of the New Jersey Motion Picture and Television Commission in the closing credits of their respective works.***

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Producer's Signature

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Date

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

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

1. For bodily injury to any one person in the amount of \$500,000 and any occurrence in the aggregate amount of \$1,000,000
2. For property damage for each occurrence in the aggregate amount of \$300,000 per occurrence
3. Certificate of insurance naming the Township of Robbinsville as an additional insured and containing a provision giving the Township five days' notice before cancellation

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

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**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 hold harmless the Township of Robbinsville, Mercer County, New Jersey, its members and agents from any and all liability, expense, claim or damages for injury to the person or property of its owner or another and against 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 Robbinsville may be put resulting from use of Township facilities and/or locations.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Sworn to and subscribed to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
(Seal)

Checklist to Determine if other Permits or services are required:

	YES	NO	Explanation
Will there be any food trucks?			If yes, how many?
Will there be restroom facilities available?			
Will there be any open burning? i.e. BBQ Grills, fire pits, appliances used for cooking, etc.			
Will you provide for ample garbage receptacles and provide for proper disposal of all trash/recycling?			
Do you have liability insurance coverage?			
Will alcoholic beverages be consumed, served or sold on public property?			
Will there be music with amplification or other loud noise?			
Will there be fireworks?			
Will any public roads be closed or affected?			
Will emergency personnel be required (Police/Fire/EMS)?			
Will you be utilizing tents?			If yes, what size?
Will you be utilizing electricity or generators?			
Will you be having any signs, banners, or advertising?			
Have you provided notification to residents and businesses being affected?			
Are you the property owner? If not, has the property owner consented to the use of the property? (attach consent)			

Submit all forms to:

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