

Welcome to the Public Access Portal for Economic Development Division Film Permit

This guide provides the steps to submit an application for a Film Permit.

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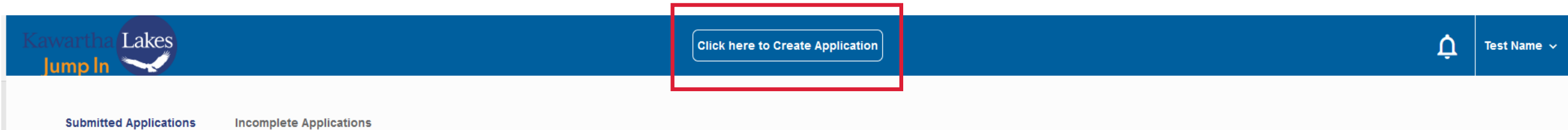
[Support Contacts](#)

Click any of the links to
go directly to that
specific topic within this
help guide.

Step 1 - Log into the Public Access Portal

Start an application:

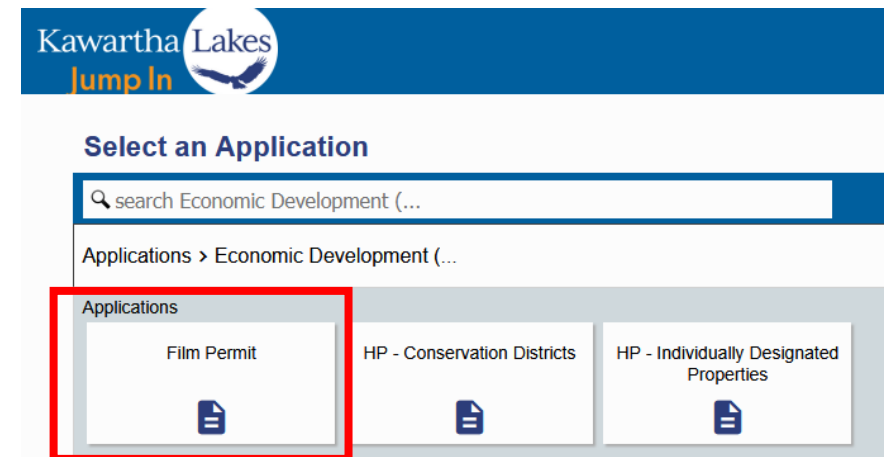
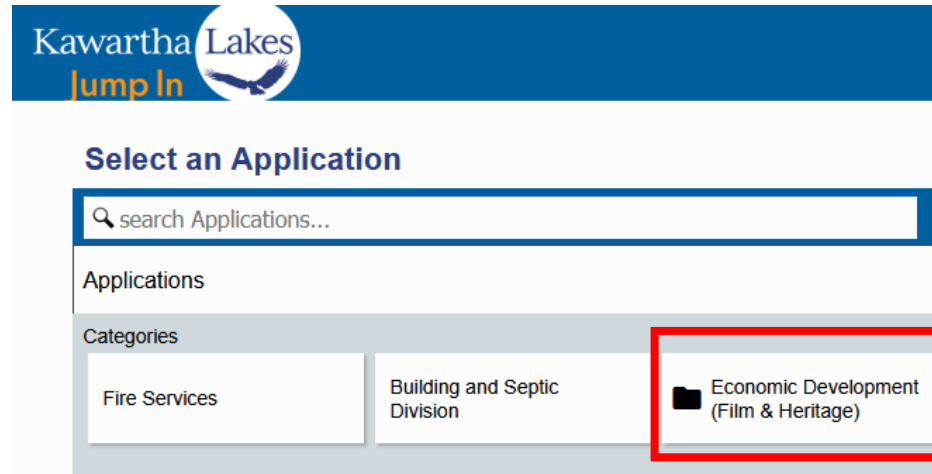
- Log into the Public Access Portal by entering your email and password.
- When you're logged in, the Home Page is displayed.
- Select the 'Click here to Create Application' button (red rectangle in screenshot below)
- The application categories that you can choose from will be displayed.



Step 2 – Select Application Category

Application Categories:

- Select 'Economic Development' to access the applications.
- Select 'Film Permit' to start the application.



Step 3 - Start an Application

Start an Application

- After selecting the permit you're applying for, the Application Help screen is displayed for your review.

Application Help:

- A help screen containing information about the type of application you selected will appear.
- Click 'OK' to continue or the red 'X' to cancel the application.
- Click 'Begin Application' to start the application process.

Application Help

On the Address Line of the application, please enter the production company's address.

On the location address line of the application, please enter the green # or street address of the film location.

You will find references to the departments and necessary approvals and associated fees in the Film Production Guidelines on the Film In Kawartha Lakes webpage. Where able, link to the required forms as provided. The guidelines will assist you with what to include when filing your electronic submission.

Please review our Film Production Guidelines for your specific project. If you do not find your specific project, please contact us by calling 705-324-9411 Ext. 1498 or emailing film@kawarthalakes.ca.

There is no fee to issue the permit but there may be fees for activities required to film in the city. These will be provided by the appropriate department. Proof of Payment needs to be submitted to the film office for inclusion in the film permit documentation.

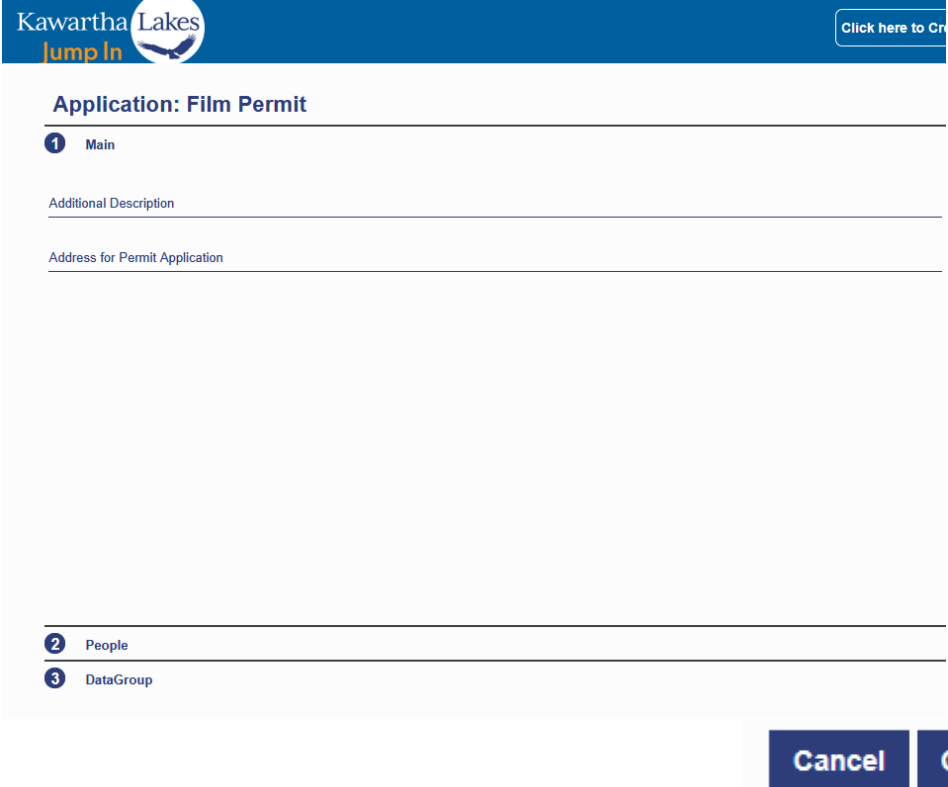
Personal information contained on this form is collected pursuant to the Municipal Act, 2001 and will be used for the purpose of responding to your request. Questions about the collection of this information should be directed to the City Clerk at clerks@kawarthalakes.ca

OK

Step 4 – Application Overview

Filling in the application form

- There are several sections on the permit application:



Kawartha Lakes
Jump In [Click here to Create Account](#)

Application: Film Permit

- 1** Main
 - Additional Description
 - Address for Permit Application
- 2** People
- 3** DataGroup

[Cancel](#) [Clear](#) [Next](#)

Step 5 – Application Section 1: Main

Filling in the application form – Section 1

Section 1: Main

- Additional Description: here you'll enter a description for your application which can be used later to search for previously submitted applications; adding the description is optional.
- Address Line: Enter the Civic Address for the property.
- A drop down address suggestion list may appear if a partial address has been entered. Select the address from the list.
- Click the 'Clear' button to remove entries in the Application Description and Address field.
- Click the 'Cancel' button to return to the Home Page.
- Click the 'Next' button to continue.



The screenshot shows the 'Application: Film Permit' form. At the top is the Kawartha Lakes Jump In logo. Below the title, there is a section labeled '1 Main'. Under this section, there are two input fields: 'Additional Description' and 'Address for Permit Application', each with a horizontal line for text entry.

Step 6 – Application Section 2: People

Filling in the application form – Section 2

Section 2: People

- Application Information:
 - Enter the Film Applicant information for the permit.
 - Enter the Director, Producer, Production Manager, Location Manager applicant information for the permit (if applicable).
- If your contact information is the same as your login information, click on the 'Use My Information' button to copy.
- **Red font** indicates mandatory entry fields.
- Click the 'Clear' button to remove entries in the Applicant fields.
- Click the 'Cancel' button to return to the Home Page.
- Click the 'Next' button to continue the application process.

See next page for a screen shot of the People section form.

Step 6 – Application Section 2: People continued

Filling in the application form – Section 2

Section 2: People

- Click 'more....' (red rectangle) to show the additional contact information fields.
- Click 'Next' to continue.

Application: Film Permit

1 Main

2 People

Film Applicant more.... Use My Information	Director more.... Use My Information
Name	Name
Address Line1	Address Line1
City Name Province Postal Code	City Name Province Postal Code
Phone (Primary) Phone (Alternate)	Phone (Primary) Phone (Alternate)
Email	Email
Comment	Comment

Step 7 – Application Section 3: Data Group

Filling in the application form – Section 3

Section 3: Data Group – ‘Production Information’, Primary Filming Location and Dates, Secondary Filming Location (if needed).

Mandatory fields; **red** indicates mandatory entry fields.

- Enter ‘Production Title’.
- Enter ‘Production Company’.
- Enter ‘Production Type’.
- Continue entering applicable information into the data group fields. There are several mandatory entry fields indicated in red.
- Click the ‘Clear’ button to remove entries.
- Click the ‘Cancel’ button to return to the Home Page.
- Click the ‘Next’ button to continue the application process.

Application: Film Permit

1 Main

2 People

3 DataGroup

Production Information

! Production Title

Text

! Production Company

Text

! Production Type

Select a value

Step 8 – Terms and Conditions

Submitting the application

Once you've submitted the application, the Terms and Conditions page will be displayed for your review:

- Click 'Accept' to agree with the Terms and Conditions.
- Once you've accepted the terms and conditions, you will be directed to the application submission.
- Click 'Decline' to return to the previous section.

Terms and Conditions

No work is to commence until a Permit has been issued.

You may need to apply for one or more approvals when you plan to film on public property in the City of Kawartha Lakes. Please visit the Film Production Guidelines posted on the Film in Kawartha Lakes webpage for more information and to access staff, applications and application portals.

Responsibilities of the Permit Holder

The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.

If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Acceptance of the terms and conditions constitutes your signature and that you agree you have read and agree to the terms and conditions.

Once a Permit has been issued, there shall be no change in the plans, specifications, documents or other information on the basis of which the permit was issued unless, written authorization has been obtained from the Film Liaison.

Submitted Application

After submitting your application, the application details will be displayed

A thank you email with the application number will be forwarded by email.

- Application status is Open.
- Application will be reviewed.
- Click on the 'Kawartha Lakes' logo to return to the Home Page.
- After your application has been reviewed, an email will be sent indicating if it is complete.

Application

Film Permit
FLM2025-0018

26 Francis St, Lindsay, Ontario, K9V 6H7
No Application Name

Open

Actions...

People

Title	Name	Address
Film Applicant	Test User	26 Francis Street, Lindsay, ON, K9V5R8

Data

Production Information
Production Title
test
Production Company
Test User

Print the Permit

You will receive an email notification when the permit is ready to print.

Printing the Application Permit:

- To print your permit, in the 'Action' field, click the drop down and select 'Get PDF Report/Permit/Invoice' (red rectangle).
- From the 'Report' list that pops up, select your desired report and click the 'Get PDF' button.
- Clicking the 'Cancel' button will return you to the Application Details page.
- Clicking the 'Kawartha Lakes' logo will return you to the Public Access Portal Home Page.

Actions...

Check Case Status

Pay Fees

Get PDF Report/Permit/Invoice

Create New Case From Current

Get Report PDF

Report
FilmPermit - Public

Cancel

Get PDF

Online Portal Options and Logging Out

- To return to the Public Access Portal Home Page, click on the 'Kawartha Lakes' logo.
- To create another permit application, click the 'Click here to Create Application' button,
- To log out, click the drop down arrow on the right side of your user name and select 'Log Out'.

Thank you for using our online Public Access Portal



If you have any questions, please contact Economic Development by using the contact information below:

Arts Culture Heritage Development Officer

705-324-9411

extension 1498

dgoodwin@kawarthalakes.ca