

# Filming Permit



Department of Planning and Community Development  
121 Thompson Street  
Ashland, VA, 23005

phone: (804) 798-1073  
fax: (804) 798-4892  
npreisner@ashlandva.gov

The Town of Ashland welcomes those seeking to film on location in the “Center of the Universe.” To ensure that town services are available and that staff are properly prepared to provide any necessary assistance, we require that this film application be completed a **minimum of 21 days prior to any permitted activity. While applications will be accepted within 21 days of activity, we cannot guarantee any staff availabilities or requested street closures.** The Town’s permit process is designed to manage all location filming on public property, as well as filming activity on private land, which may have an impact on public property, or the use of public amenities. This includes (but is not limited to) activities that:

- Interrupt or impede traffic on town streets
- Interrupt or impede pedestrians on sidewalks
- Require wires or cables running across or over sidewalks or town streets
- Require the use of generators, tripods, dollies, booms or other equipment on sidewalks or streets
- Impact on public use of, or access to public parking areas, community facilities and parks

We recommend that those interested in filming in Ashland schedule a pre-meeting prior to making an application. To set up a pre-meeting, or for more information about this process, please contact Nicole Preisner at (804) 798-1073 or [npreisner@ashlandva.gov](mailto:npreisner@ashlandva.gov).

**PRIMARY CONTACT INFORMATION – This person will be the main point of contact for the Town**

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

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

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

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**OTHERS AUTHORIZED AS A CONTACT FOR THE TOWN**

**Alternate #1**

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

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

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

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

**Alternate #2**

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

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

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

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

**ECONOMIC IMPACT FOR THE TOWN OF ASHLAND**

Will you have any hotel overnight stays for this project in Ashland?: Yes No

Estimated value of meals/catering purchased in Ashland: \$ \_\_\_\_\_

Estimated value of services purchased in Ashland (can include talent, production support, etc.):  
\$ \_\_\_\_\_

Estimated value of venue rental in Ashland: \$ \_\_\_\_\_

Other expenses (please explain):

Total value of all local Ashland expenses listed above: \$ \_\_\_\_\_

Have you contacted the Virginia Film Office? Yes No

Have you received support from the Virginia Film Office? Yes No

## PRODUCTION DETAILS

Date(s): \_\_\_\_\_

Rain date(s): \_\_\_\_\_

Start Time(s): \_\_\_\_\_

End Time(s): \_\_\_\_\_

Location(s) of Shoot – Please provide exact street locations:

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Story Content (story line, description of shoot):

Equipment (camera booms, lighting, any mobile equipment):

Will any outdoor lighting, loud noises, or extended hours be required? Please list below.

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Will any parking areas (streetside or lots) be needed for your production team? If so, please list below.

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## PRODUCTION DETAILS (CONTINUED)

Total Number of Cast and Crew: \_\_\_\_\_

Social Media handles/Facebook: \_\_\_\_\_

Website: \_\_\_\_\_

### STREET CLOSINGS

Any street closings will require Town of Ashland police officers for traffic control, which will incur fees. Please list the purpose for why you need the street closed (such as for a shot, for parking, staging, etc), and for how long they will be needed. Any officers hired must be paid the day of activities.

Location(s):

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### SIDEWALK CLOSINGS

Any sidewalk closures will require the use of Public Works staff, which may incur a fee for the service. Please list the purpose for the sidewalk closures, and how long they will be necessary.

Location:

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Have all adjacent property owners been notified?

Yes

No

### ADDITIONAL REQUESTS

FIELDS BELOW FOR USE ONLY BY TOWN OF ASHLAND STAFF

**ASHLAND POLICE DEPARTMENT**

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DATE OF RECEIPT \_\_\_\_\_

POLICE DEPARTMENT, ESTIMATE OF POLICE STAFF-HOUR NEEDS \_\_\_\_\_

POLICE DEPARTMENT, ESTIMATE OF COST FOR CONTROL PURPOSES \_\_\_\_\_

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS \_\_\_\_\_

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**DEPARTMENT OF PUBLIC WORKS**

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DATE OF RECEIPT \_\_\_\_\_

PUBLIC WORKS, ESTIMATE OF STAFF STAFF-HOUR NEEDS \_\_\_\_\_

PUBLIC WORKS, ESTIMATE OF COST FOR NECESSARY SERVICES \_\_\_\_\_

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS \_\_\_\_\_

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**TOWN ADMINISTRATION**

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DATE OF RECEIPT \_\_\_\_\_

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS \_\_\_\_\_

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