



TOWN OF NANTUCKET

LICENSING AND PERMITTING OFFICE

CODE OF CONDUCT

Permittee must distribute this Code of Conduct to all cast and crew working on location on public property at the Town of Nantucket. Permittee, including cast and crew, must comply with all conditions and terms of the Film Permit, and all laws, including police, fire, safety and sanitary laws, bylaws and regulations of the Town of Nantucket, federal, state law or regulation relating to the Applicant's permitted activity. Violations may result in suspension or revocation of a Film Permit or denial of a Film Permit application.

A. NOTIFICATION

1. **Community Notification:** Affected residents and businesses as determined by the Select Board and/or Town Staff must be notified in advance of filming at least 48 hours before the earliest date and time on the Film permit. A copy of all notification letters to residents and businesses must be submitted to Licensing & Permitting Office for reference. Notification letters must include the following:
 - The name and contact information of Permittee (including the name & phone number of the production company and the name and cell number of the location manager, production manager, or other crew member with authority to resolve community inquiries); and
 - The date, start and end times of filming activity (including prep and wrap), location of the filming, any planned interference with pedestrian or vehicular traffic, or any activities as the use of explosions, noise from prop firearms, after hour filming, and obstruction of public access.
2. **No Parking Signs:** If the Film Permit authorizes "no parking" on the street, Permittee must post "No Parking" signs, using [the Film template](#), at least 48 hours before the date and time on the Film Permit. Permittee must remove all signs upon completion of the Film Permit.

B. PARKING, VEHICLES, TRAFFIC:

1. Requests for parking privileges in legal parking spots must be reviewed and approved by NPD and Town Administration office. The Film permit does not provide permission for parking of vehicles in prohibited areas or in contravention of any regulation of MGLs or Nantucket's Bylaws unless specifically approved. If filming activities assert exclusive use of Town Property such as one or more lanes of a street, walkway, or sidewalk, permit for blocking of street/ sidewalk must be obtained.
2. Permittee should ensure that locations and production crews are sensitive to neighborhood needs for parking and minimize the use of on-street parking to the extent possible. Permittee must not impede access (including deliveries and short-term parking) to businesses and residential buildings while holding parking.
3. Cast and crew must not park personal vehicles within the permitted footprint.
4. **Police Details** may be required for the purpose of traffic control or public safety. The film company is responsible for retaining the officers and for payment of all associated costs. If towing of vehicles is required, the process should be coordinated with Police Detail assigned to the filming location. The film company is responsible for payment of all costs associated with the towing of vehicles.

C. SAFETY

1. **Vehicular Traffic:** Permittee may not intermittently hold or redirect vehicular traffic unless it is authorized by the Film Permit and administrated by Police Details. Emergency Vehicle Access to be maintained at all times.
2. **Pedestrians:** Permittee must ensure safe pedestrian passage through and around the location at all times. When cameras are not rolling, Permittee must allow pedestrians to walk along any town sidewalk or pedestrian path and must not prevent access to any building. Permittee must not allow crew members to congregate in pedestrian passageways.

3. **Private Property:** Permittee must not (a) block access to residences or businesses, (b) trespass onto private property, and (c) impede deliveries.
4. **For filming on private properties:** The production company should obtain written permission from the property owners (location agreements) and copy the same permission to the Licensing and Permitting Office.
5. **Generators** must be inspected by Fire Department and must be placed so that noise emissions and exhaust fumes do not disturb or cause a nuisance to residents and visitors. Depending on the type of generator, a fuel storage/mobile fueling permit might be required (TBD by NFD).
6. An open flame permit for the use of any candles/lanterns/torches is required by NFD. The permit application should detail how and where the open flames will be used, as well as the location of fire extinguishers on site.

D. COMMUNITY RELATIONS

1. **Disruption to Residents / Occupants / Businesses:** It's the production company's responsibility to ensure that there is a minimum of disruption to residents, occupants, businesses, and Town Employees where filming occurs. This includes ensuring residents, owners and customers' access to their respective premises and ensuring pedestrian and vehicular access to adjoining properties.
2. **Neighborhoods:** Permittee should familiarize itself with the neighborhood where it is filming/photographing and be considerate of schools, senior centers, hospitals, churches, and other sensitive facilities.
3. **Permit Viewing:** Permittee must allow the public to view the Film Permit upon request at the location.
4. **Food Services:** Permittee must have no sit-down, catered meals on public streets or sidewalks. Catered meals must be served and consumed at interior locations. Food service must be provided by licensed food service provider.
5. **Noise:** Night shooting between the hours 10:00pm and 7:00am is restricted without the prior approval from the Select Board. If the affected residents / occupants / businesses have been advised in advance of the nature of the noise and do not object, the likelihood of complaint will be reduced.
6. **Lighting** for filming should be oriented away from neighboring residences unless residents have been contacted and do not express any objection and should not interfere with the safe movement of traffic.
7. **Street Signs:** No street signs, lights, or any other permanent street structure may be removed or altered without the prior approval of the town departments charged with maintaining such structures and must be requested with the appropriate permissions on the Film Permit.
8. **Clean Up:** Permittee must clean up promptly after the production activity and make a clean sweep of the location to ensure that nothing is left behind, including equipment, notification letters, and No Parking signs that Permittee posted. Permit from the Town is required for placement of dumpsters or any roll-on/roll-off containers on Public Ways. Dumpsters / Containers are not permitted in the Old Historic District from June 1 to September 30.
9. **Filming Revisions to Original permit:** Licensing and Permitting Office must be notified of any changes or modifications to the original film permit at least 48 hours in advance to the shoot date. Depending on the scope of the changes, there may be an additional fee.