

# Your Company Logo, Letterhead anywhere here

<Insert Date>

Dear Resident,

**Re: Notification of filming activity <insert location>  
Brisbane City Council project reference number <insert PR number from  
Acknowledgment Letter>**

This letter is to advise <insert Production Company> will be filming a <insert TVC or Film title> in your area. We will be filming in the above location on <insert filming date/s>.

*<In this paragraph state: the time filming activities will begin and finish, the specifics about where you will be shooting, etc. Eg. From 9:00am filming will take place on the park strip along one side of Little Cavendish Rd. In the evening, we will film on the left-hand side approach of CAMLET ST to the lights at CAVENDISH RD until approximately 8:00pm. >*

*<In this paragraph state: any special effects or activities occurring that might generate calls, inquiries or complaints by the resident. Eg. We will be using recycled water to wet down a road for a scene during this time. >*

*<In this paragraph state: the number of cast and crew, the number of vehicles and type. Eg. We anticipate having a cast and crew of approximately 30 people, with 2 trucks and several cars parking as close as possible to the location. All crew cars will be parked legally and safely, and we will not block any driveways. >*

We have contacted the < list relevant authorities eg. Brisbane City Council, Qld Police> to ensure all permits are obtained prior to filming. (If appropriate) We have enlisted traffic controllers to help manage traffic and pedestrians around this location at these times. We will make every effort to help you arrive and depart from your house, as quickly and as safely as possible.

Cast and crew will make every endeavour to ensure minimal impact to all residents of the area during our shoot.

If you would like to discuss any of these details further or if you have any queries, please do not hesitate to contact <insert your name & contact number>

Thank you in advance for your co-operation and assistance with our shoot.

Kind Regards,

<Company representative>