

# 4.5 Fax Cover Sheet for SPFX / Pyrotechnics / Firearms & Gunfire / Squibs

DATE: \_\_\_\_\_

FROM: Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Project Title: \_\_\_\_\_ Fax: \_\_\_\_\_

Location of SPFX: \_\_\_\_\_ Cell: \_\_\_\_\_

PYROTECHNICS: FAX TO TFTO, FIRE **AND** ETF  
SQUIBS **ONLY**, FIREARMS & GUNFIRE **ONLY**: FAX TO TFTO, ETF **ONLY**

Date of SPFX: \_\_\_\_\_ Time of SPFX: \_\_\_\_\_ am pm

TO:

TORONTO FIRE SERVICES FAX: 416-338-9527

- Captain Tim Dobney  
tdobney@toronto.ca  
416-338-9513  Approved \_\_\_\_\_

Conditions: \_\_\_\_\_  
\_\_\_\_\_

- ETF – Emergency Task Force FAX: 416-808-3802  
Attn: EDU office TEL: 416-808-3800  
 Approved By:  P.C. /  Sgt. \_\_\_\_\_ Badge # \_\_\_\_\_

Conditions: \_\_\_\_\_  
\_\_\_\_\_

Has central paid duty office been notified and requested?  Yes  No

Tel: 416-808-7880 Fax: 416-808-5042

- TORONTO FILM OFFICE FAX: 416-392-0675  
(Please select the Film Officer working on project)

- Margaret Boland [mboland@toronto.ca](mailto:mboland@toronto.ca) 416-392-0612
- Roselind Chyrski [rchyrsk@toronto.ca](mailto:rchyrsk@toronto.ca) 416-392-1314
- Sandra Graham [sgraham1@toronto.ca](mailto:sgraham1@toronto.ca) 416-392-1331
- Diane Harper [dharper@toronto.ca](mailto:dharper@toronto.ca) 416 392-0419
- Sandi Koitsis [skoitsi@toronto.ca](mailto:skoitsi@toronto.ca) 416 392-1312

The personal information on this form is collected under the authority of the City of Toronto Act, 2006, and Municipal Act 2001. The information is used to obtain consent for filming to process location film permit applications and aggregate statistical reporting. Questions about this collection can be directed to: Manager, Toronto Film and Television Office, Rotunda North, Toronto City Hall, Toronto, ON M5H 2N2, Telephone #416 338-FILM(3456).

## 4.8 SPFX Pyrotechnics / Letter of Intent Form

This form must be filled out by the Pyrotechnician when using SPFX explosives / pyrotechnics on film sets in the City of Toronto.

Please fax this form, your site plan and MSDS sheet(s) to:

☛Toronto Film & Television Office  
Fax:  
416-392-0675

☛Toronto Fire Service Fax:  
416-338-9527

☛ ETF Fax:  
416-808-3802

If any large format pyro work is requested, application should be submitted 72 hours before filming is to begin.

Sufficient lead time is essential.

Applications submitted without sufficient lead time may be denied without recourse.

Date of application: _____	
Production Information	
Project title: _____	Production office phone no: _____
Production company: _____	
FX location rep: _____	On site contact phone no: _____
FX supervisor: _____ Phone: _____	
Pyrotechnician certificate number: _____	
Class: _____	Det Cord inclusions: Yes <input type="checkbox"/> No <input type="checkbox"/>
Pyrotechnics	
Film location: _____	
Date(s) of filming: _____	
Projected pyro set-up date: _____	
Projected pyro initiation times: _____	
Planned number of resets: _____	
Materials used, including quantities:  	
<p>Your site plan must be submitted with your application on 8 x 11 bond paper detailing the description of the effect including safe distances between all personnel, objects and the effect. Symbols must be used to identify street furniture, trees, buildings etc.</p> <p>Using an HB pencil and pressing firmly rather than using a pen when creating your drawing may ensure that the fax copy is legible and will expedite your request. If your drawing is illegible it will be returned without approvals for resubmission.</p>	

The personal information on this form is collected under the authority of the City of Toronto Act, 2006, and Municipal Act 2001. The information is used to obtain consent for filming to process location film permit applications and aggregate statistical reporting. Questions about this collection can be directed to: Manager, Toronto Film and Television Office, Rotunda North, Toronto City Hall, Toronto, ON M5H 2N2, Telephone #416 338-FILM(3456) .

Blast pressure  
analysis or  
demonstration of  
the effect for  
SPFX/  
pyrotechnics or  
gunfire may be  
required prior to a  
permit being  
issued

All Paid Duty  
requests must be  
processed  
through the  
Central  
Paid Duty Office  
at,  
416-808-7880

Place and method of pyrotechnic storage on site:
Do you intend to have the fire protection equipment disconnected for this effect? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>* Must be approved by Toronto Fire Service</b> Safety measures to be taken: Number of extinguishers: _____ type(s): _____ Size: _____ Number of trained staff trained to use extinguishers on set: _____ Have you hired a private fire safety service? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state company name and telephone number _____
Pyro effects plan or letter of intent attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Squibs: If squibs are to be used please use the Squibs Only form and fax to the TFTO &amp; ETF only.</b> Will squibs be used with anything else (e.g. Black Powder)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, this pyrotechnic form must be submitted to Fire, ETF & the TFTO. Please state product squibs will be used with and method of use: _____ _____
Form completed by _____ Pyrotechnician on behalf of _____ Production Company

The personal information on this form is collected under the authority of the City of Toronto Act, 2006, and Municipal Act 2001. The information is used to obtain consent for filming to process location film permit applications and aggregate statistical reporting. Questions about this collection can be directed to: Manager, Toronto Film and Television Office, Rotunda North, Toronto City Hall, Toronto, ON M5H 2N2, Telephone #416 338-FILM(3456).