



**TOWNSHIP OF WINFIELD -ORD. #471
COUNTY OF UNION, STATE OF NEW JERSEY
AN ORDINANCE ESTABLISHING FILMING**

WHEREAS, the Township of Winfield has established guidelines setting forth the procedures for obtaining a permit to film within the Township; and

WHEREAS, the Township wishes to establish filming permit procedure in order to be more consistent with filming standards Statewide,

NOW, THEREFORE, BE IT ORDAINED, by the Township Committee of the Township of Winfield, County of Union, State of New Jersey, as follows:

Definitions.

Filming- The taking of still or motion pictures either on film or videotape or similar recording medium, for commercial or educational purposes, including setup and breakdown, intended for viewing on television, in theaters, major linear broadcast network or streaming platforms, or for institutional uses. Filming shall include the use of the public right-of-way for equipment used in connection with the taking of still or motion pictures (lights, cables, trucks, trailers, etc.) The provisions shall not be deemed to include the filming of news stories within the Township of Winfield.

Public Land- Any and every public street, highway, sidewalk, square, public park or playground or any other public place within the municipality which is within the jurisdiction and control of the municipality.

A. Permit Required

1. No person or organization shall film or permit filming on public property or on private property where such filming involves the use of public property for the operation, placement or temporary storage of vehicles or equipment utilized in such filming, within the Township of Winfield without first having obtained a permit from the office of the Township Clerk, which permit shall set forth the approved location(s) of such filming and the approved duration of such filming by specific reference to day or dates, including setup, filming and breakdown. Said permit must be readily available for inspection by township officials at all times at the site of the filming. Municipal filming permits shall not be required when filming occurs entirely on county, state or federally-owned properties (i.e.; county parks, courthouses, etc.) when no municipal services are being used (i.e.; parking on public streets, etc.) or public rights-of-way are being obstructed (i.e.; blocked sidewalks or public access) and when the required permit is obtained from the applicable county, state, or federal authority.
2. All permits shall be applied for and obtained from the Township Clerk. Applications for such shall be in a form approved by the Township Clerk and be accompanied by a permit fee in the amount established herein.
3. All permits shall be sufficient to authorize outdoor or indoor filming for a period as specified in the permit.
4. Any change to the approved dates and times once a permit has been issued must be submitted to the Township Clerk. No additional fee shall be paid for this permit. However, the project will be responsible for Township resources needed for additional days, such as the use of police officers or facilities.

B. Issuance of Permits

1. No permits will be issued by the Township Clerk unless applied for at least seven days prior to the setup date; provided, however, that the Township Mayor and/or Township Clerk may waive the seven-day period if, in their judgment, the applicant has obtained all related approvals and affected property owners, and/or business owners.
2. No permit shall be issued for filming upon public lands unless the applicant shall provide the township with satisfactory proof of the following:
3. Proof of insurance coverage for bodily injury to any one person in the amount of \$500,000 and any occurrence in the aggregate amount of \$1,000,000 and property damage in the amount of \$300,000 per occurrence, together with a certificate of insurance naming the Township of Winfield as an additional insured and containing a provision giving the Township five days' notice before cancellation.
4. An agreement, in writing, whereby the applicant agrees to indemnify and save harmless the Township of Winfield from any and all liability, expenses, claims or damages resulting from the applicant's negligence, and/or the applicant's use of public lands, and the applicant further agrees to reimburse

the Township for out-of-pocket expenses, including but not limited to police, fire, according to agree upon public safety plan.

5. The posting of a cash bond in the amount of \$5,000, running in favor of the Township and protecting and ensuring that the location utilized will be left after filming in a satisfactory condition, free of debris, rubbish and equipment and that due observance of all Township ordinances, laws and regulations will be followed and any costs incurred by the Township are paid. Within 10 days of the completion of the filming, the Township will return the bond if there has been no damage to public property or public expense caused by the filming.

6. The hiring of off-duty Winfield police officer(s), if required by the Chief of Police, according to the agreed upon public safety plan, for the times indicated on the permit at the municipality's standard hourly rates for police.

7. The holder of the permit shall take all reasonable steps to minimize the interference with the free passage of pedestrians and traffic over public lands and shall comply with all lawful directives issued by the Winfield Police and Fire Departments with respect thereto.

8. Before filming, the Township may ask the project's contact person to attend a meeting with the Township Mayor, Township Clerk, Police Department, Fire Prevention, and other departments involved with public safety, either virtually or in person, whichever is most feasible, to create a public safety plan.

9. The holder of a permit shall conduct filming in such a manner as to minimize the inconvenience or discomfort to neighboring property owners attributable to such filming and shall, to the extent practicable, abate noise and park vehicles associated with such filming off the public streets. The holder shall avoid any interference with previously scheduled activities upon public lands and limit, to the extent possible, any interference with normal public activity on such public lands. Where in the opinion of the Township Mayor and/or Township Clerk, the applicant's production activity, by reason of location or otherwise, will directly involve and/or affect any businesses, merchants or residents, these parties, immediately adjacent residents, businesses and merchants potentially impacted by additional light and/or noise in or where foot and/or vehicular traffic may be impaired, shall be given written notice by the applicant of the filming at least three days' prior to the requested setup date and be informed that questions or concerns may be filed directed to the Township Clerk. Proof of service of notification to affected parties shall not be required by certified mail. Proof of service of notification to adjacent residents and businesses must be submitted to the Township Clerk's office within two days of the requested shooting date. Notice shall include:

- Company letterhead.
- Address where filming will take place.
- Company contact person.
- Contact person's phone number.
- Date letter sent.
- Dates of filming, with start and end time.
- The contact information of the film permit representative.
- Information reflecting the nature and number of your vehicles, where they will be parked, and whether you'll have an officer present.
- Information explaining how you will be following all state and local COVID-related regulations and about how you plan to keep everyone safe.

10. Filming shall be permitted between the hours of 7:00 a.m. and 9:00 p.m. Camera wrap is expected at 9:00 p.m. and crew wrap at 10:00 p.m. Monday through Sunday. Night filming restrictions shall only apply to a project with exterior filming, provided that all requests for night scenes shall be approved in the permit or by a waiver to be granted in accordance with Subsection B-9.

11. The Township Clerk may refuse to issue a permit whenever she determines, on the basis of objective facts and after a review of the application and a report thereon by the Police Department, Fire Department and by other Township agencies involved with the proposed filming site, that filming at the location and/or the time set forth in the application would violate any law or ordinance or would unreasonably interfere with the use and enjoyment of neighboring properties, unreasonably impede the free flow of vehicular or pedestrian traffic or otherwise adversely affect the public's health, safety or welfare. Further, the Township reserves the right to require one or more on-site police officers in situations where the proposed production may impede the proper flow of traffic, the cost of said police officers to be borne by the applicant as a cost of production. Where existing electrical power lines are to

be utilized by the production, an on-site licensed electrician may be similarly required if the production company does not have a licensed electrician on staff.

12. Any person aggrieved by a decision of the Township Clerk denying or revoking a permit or a person requesting relief pursuant to, may appeal to the Township Committee. A written notice of appeal setting forth the reasons for the appeal shall be filed with the Township Clerk. An appeal from the decision of the Township Clerk shall be filed within 10 days of the Township Clerk's decision. The Township Committee shall set the matter down for a hearing within 30 days of the day on which the notice of appeal was filed. The decision of the Township Committee shall be in the form of a resolution supporting the decision of the Township Committee at the first regularly scheduled public meeting of the Township Committee after the hearing on the appeal, unless the appellant agrees in writing to a later date for the decision. If such a resolution is not adopted within the time required, the decision of the Township Clerk shall be deemed to be reversed and a permit shall be issued in conformity with the application or the relief shall be deemed denied.

13. The Township Clerk may authorize a waiver of any of the requirements or limitations of this chapter, and may authorize filming other than during the hours herein or may waive any other limitation or requirement of this chapter whenever he determines that such a permit may be issued without endangering the public health, safety and welfare. In determining whether to issue a waiver under this section, the Township Clerk shall consider the following factors:

- Traffic congestion at the location caused by vehicles to be parked on the public street;
- Applicant's ability to remove film-related vehicles off the public streets;
- When the applicant is requesting restrictions on the use of public streets or public parking during the course of the filming;
- Nature of the film shoot itself, e.g., indoors or outdoors; day or night;
- Prior experience of the film company/applicant with the Township, if any; and
- Consultation with the Township Committee.

14. Copies of the approved permit will be sent to the Police and Fire Departments before filming takes place and to the New Jersey Motion Picture and Television Commission at njfilm@njeda.gov. The applicant shall permit the Fire Prevention Bureau or other Township inspectors to inspect the site and the equipment to be used. The applicant shall comply with all safety instructions issued by the Fire Prevent Bureau or other Township inspectors.

15. In addition to any other fees or costs mentioned in this chapter, the applicant shall reimburse the Township for any lost revenue, repairs to public property, out-of-pocket expenses, overtime paid, or other Township costs, or revenues that the Township was prevented from earning because of filming.

16. The use of ancillary township facilities (parking of vehicles, serving of meals, etc.) shall be at the direction of the Township Clerk and/or Police Department. The applicant shall reimburse the Township the reasonable cost for use of all such ancillary facilities.

C. Fees – The schedule of fee for the issuance of permits is as follows:

1. Basic filming permit: \$100. Where an applicant requests a waiver of the provision of requiring expedited processing of the permit application, the basic filming permit fee shall be \$125.

2. Filming fees will be waived for projects that certify they will not create revenue from public exhibition, such as student projects and nonprofit corporations. However, if the project is expected to make revenue from public exhibition, the fee shall be \$25. If this condition is later violated, the Township reserves the right to impose the applicable daily filming fee as outlined in the Fee Schedule and/or require police personnel on-site at the production's expense.

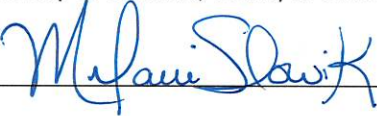
3. No daily filming fee for filming on private property and does not disrupt the public's use or enjoyment of public property or right-of-way. An application is still required, and the production company must certify in the application that filming will occur exclusively on private property. If this condition is later violated, the Township reserves the right to impose the applicable daily filming fee as outlined in the Fee Schedule and/or require police personnel on site at the production's expense.

4. Filming fees can be waived at the discretion of the Township Mayor and/or Township Clerk.
5. Daily filming fee payable in addition to basic filming permit: \$150 per day for film, television, and commercial projects under \$20 million and \$500 per day for film, television, and commercial projects over \$20 million or part thereof.
6. The Township will not be involved in the financial negotiations between a private business, or residence and a project. If a business or private residence owner has agreed to an inconvenience fee with a project, the Township will not re-negotiate the agreed upon fee on the behalf of the business or private residence owner.
7. The Township shall not willfully assign more law enforcement or public safety personnel than is generally considered necessary by public safety experts, for maintaining public safety in the context of the planned filming.
8. Public safety officials, such as off-duty police and fire inspectors, are to be paid the Township's standard hourly rate for police and fire.

D. Violations and Penalties – any person in violation of this ordinance, upon conviction thereof, shall be punished by a fine not exceeding \$2,000 per day or by imprisonment in the county jail for a term not exceeding 90 days, or both. A separate offense shall be deemed committed on each day during on which a violation occurs or continues.

E. Severability: Repealer- if any portion of this chapter is held invalid, the reminder shall remain in full force. Inconsistent ordinances are repealed to the extent of such inconsistency.

F. This Ordinance shall take effect immediately following final passage and publications as required by law.

INTRODUCTION						COMMITTEE MEMBER	FINAL ADOPTION					
Moved	Second	Aye	Nay	Absent	NP		Moved	Second	Aye	Nay	Absent	NP
X		X				ADAM D. KOOMER	X		X			
	X	X				JOSEPH P. BYRNE		X	X			
		X				MAYOR ROBERT F. REILLY			X			
Introduced: Nov. 3, 2025						I hereby certify the above ordinance was adopted by the Township Committee of the Township of Winfield, County of Union, State of New Jersey on the aforementioned date.  _____ Melanie Slowik, Acting Township Clerk						
Publication: Nov. 19, 2025												
Final Adoption: Dec. 1, 2025												
Publication: Dec. 5, 2025												