



The District of North Vancouver
Economic Development
355 West Queens Road, North Vancouver, B.C. V7N 2K6
Film Office: (604) 990-2241 Fax: (604) 987-7185 web: www.dnv.org

FILMING POLICY AND GUIDELINES

SECTION 1 – APPLICATION TO FILM

- The film company must submit a *Film Permit Application* to the District of North Vancouver. Drop off, fax or mail c/o Alice To, Film and Events Coordinator, 5 or more working days before the planned filming dates.
- Requests to film IN or AT Civic Buildings shall be submitted 10 days before planned filming dates.
- Approval must be obtained from the District Film and Events Coordinator for activity before 7:00 a.m. and after 10:00 p.m. A survey of the neighbourhood may be required.

SECTION 2 – INSURANCE AND FEES

LIABILITY INSURANCE

- Liability Insurance is to be submitted prior to filming.
- The Municipality must be named as an additional insured on the Applicant's liability policy.
- The amount of the liability insurance shall be not less than \$5,000,000. The Municipality reserves the right to set an appropriate amount of liability.
- The insurance policy cannot be cancelled unless the Municipality is notified in writing 30 days in advance.
- Cross Liability Endorsement must be included in the insurance provisions.

FEES

- A Cost Estimate Sheet will be provided that outlines the application fees, rental rates for District facilities and other service charges. Other costs associated with providing additional staff or security would be covered by the film producers as a condition of use.
- Fees are payable by certified cheque prior to filming.

SECTION 3 – DISTRICT APPROVALS AND CONTACTS

- Approval to film in a District park is required from the Manager of Parks and Environmental Services or his designate. Under certain circumstances a permit may be required pursuant to the Environmental Protection and Preservation Bylaw, 6515.
- The Fire Department must be notified of any burning, fires, fireworks or explosions at least 24 hours in advance of the filming. The Fire Department must approve appropriate protection measures.
- An **Electrical Permit** is required for any filming involving electrical generators and/or site power. At least one business day advance notice is required and issued by the Building Department, Electrical Section. An inspection of your electrical generators and equipment is required on the day of filming and is requested by submitting a *Contractor Authorization Form*, either faxed, mailed or dropped off to the Film Office at least 1 business day in advance.
- Approval to film in Civic buildings or District owned land is required from the Manager of Regulatory Services and/or Properties Administrator..

SECTION 4 – TRAFFIC AND STREETS MANAGEMENT

TRAFFIC

- Where temporary road blockages are required, a **Highway Use Permit** is to be submitted for approval. Upon approval, film companies must arrange for the appropriate signage, barricades and certified traffic control persons to be in place. Such traffic control and warning devices must meet the approval of the Transportation Planner. Warning signs must be installed at least two hundred feet in advance of any stoppage, advising drivers of the stop ahead. Limited signs and barricades are available from the Municipality at cost.
- Vehicle access to residential or commercial properties in the surrounding area must not be blocked or impeded for an excessive amount of time (approximately 3 minute maximum per delay).

PARKING

- The film company shall provide a map indicating location and type of vehicles that are planning to park on public streets or in parks. This parking plan must be submitted to and approved by the District Film and Events Coordinator.
- The Transportation Department will supply and install “No Parking” signs for a fee.
- Parking for crew should be provided away from the filming site to avoid an excessive use of on-street parking in the immediate vicinity.
- Special care must be taken that no driveways are blocked and that no vehicles are parked illegally near intersections.
- Advance permission is required from the District Film and Events Coordinator for any arrival or departure of film vehicles before 7:00 a.m. or after 10:00 p.m. on any day to and from film site. Polling of neighbourhood may be required.

OTHER NOTIFICATIONS

Residents

Residents in the area near the filming site shall be notified at least 3 days in advance of the planned filming. It may be appropriate to post some notices in prominent places notifying the public of the planned filming. I.e. Community centres, public library notice boards, advertising in local community newspapers. A copy of the written notice must be submitted to and approved by the District Film and Events Coordinator, in advance of delivery to residents.

Business Owners

It is the responsibility of the Production Company to discuss filming in commercial areas with a representative(s) of the Merchants' Association in that vicinity. Merchants adjacent to and near the filming shall be notified at least 3 business days in advance of any filming. A copy of a written notice shall be sent to the Film and Events Coordinator before it is delivered to the Merchants.

B.C. Transit

If any temporary road closures are planned, B.C. Transit (CMBC) shall be informed 5 business days in advance to permit them to take appropriate action.

Harbourmaster

If filming is to take place on salt water within Vancouver Harbour including Indian Arm, Ports Canada shall be informed 5 business days in advance.

SECTION 5 – PARK MANAGEMENT

GENERAL

- Lynn Canyon, Cates Park, Deep Cove Park and Murdo Frazer Park are highly sought after for film locations. Due to their high public use in July and August, filming is usually not permitted during these months.
- Advance permission is required from the District Film and Events Coordinator, if filming or any arrival or departure of film vehicles is undertaken in a park before 7:00 a.m. or after 10:00 p.m. on any day.
- Any areas which are disturbed or damaged will be restored to existing condition or better. This will be done to the satisfaction of the Manager of Parks and Environmental Services.
- Filming in parks should not stop or discourage the daily use of the parks by the public. Accommodation will be made by the film company to allow free access through the site.
- All filming in a District Park requires a District Staff or Park Liaison on site at the film company's cost.

LITTER AND WASTE

- The film company shall dispose of all film production generated garbage and refuse outside the boundaries of the parks. Prior arrangements can be made to use on site garbage containers for a fee.
- Chemical toilets must be provided and maintained by the film company. Washroom facilities provided in parks are for public use and limited use by film crew.

CONTROL OF ANIMALS

- No animals of any kind will be permitted in parks without prior permission from the Film and Events Coordinator.
- Animals must be kept under control at all times. Parks Department reserves the right to demand that an animal trainer be on site during the filming of the scenes that require an animal actor.

SPECIAL EFFECTS AND STUNTS

- Approval must be obtained from the Film and Events Coordinator and the Manager of Parks and Environmental Services or his designate prior to the use of any special effects i.e. explosions, gun blasts, vehicle collisions, bridge stunts, etc. Specific stunts may not be approved if deemed inappropriate to the comfort and safety of the public use of the park.

CONSTRUCTION ON SITE

- No construction of any type will be permitted in the parks without permission from the Parks and Environmental Services Department.

USE OF CHEMICALS AND FIRE SAFETY

- The film company must adhere to Forest Fire Prevention Regulation B.C. Reg. FS1129HPR93/3 of the B.C. Forest Act.
- During periods of fire danger, the District reserves the right to terminate the film operation. Filming will only resume once written approval has been received by the film company from the District Parks and Environmental Services Department.

SECTION 6 – FILMING IN ENVIRONMENTALLY SENSITIVE AREAS

AQUATIC AREAS: RIVERS, STREAMS OR WETLANDS

- Filming or any related activity within 15 metres of any river, stream or wetlands is to be conducted in such a manner as to prevent any damage to any riparian vegetation or the release of sediment and mud into the watercourse or storm drainage system.
- There shall be no intrusion into the wetted area of a stream or wetland and any crossing of a stream or wetland shall be avoided. (Requests for crossings will require a specific review)
- Filming or related activity which may cause possible environmental damage or have the potential to cause environmental damage, to a river, stream or wetland area must have the knowledge and consent of the Environmental Protection Department. In some instances, an Environmental Permit may be required before any filming preparation or activity can take place and an environmental monitor may be required.
- The Parks and Environmental Service Department will require mitigation of any environmental damage as a result of filming, to the District's satisfaction.
- Certain areas, because of their environmental sensitivity, may be off limits to filming and film crew staging.
- **No material shall be discharged into a stream, pond, wetland or the storm drainage system.** (This includes any material purported to be “environmentally friendly” or “biodegradable”). Storm Drainage protection will be required if materials could potentially enter the system.
- **There shall be no storage, use or handling of hazardous materials (such as fuel) such that a spill could contaminate the storm drainage system or a watercourse.**

VEGETATION AND FLORA

- Trampling of vegetation must be avoided
- No tree removal or pruning of trees and plant material will be permitted without prior permission or permits.
- Any disturbance of trees will require restitution planting at the cost to the film company, and in accordance with Parks and Environmental Services Department permits, standards and approval as required.
- No tree, shrub, flower, moss, grass, footpath or natural object will be destroyed or relocated or removed without prior permission or permits as required.

SLOPES

- Filming near or on slopes must not damage the vegetation. Only established trails can be used to traverse slopes. Any deviation may require an Environmental Permit for filming and works that will alter the slope or the vegetation and natural features on or near the slope.

WATERFRONT

- Filming below the natural high tide mark requires the consent of the Vancouver Port Corporation (VPC) as the entity having jurisdiction of the waterfront foreshore. It is the applicant's responsibility to obtain all manners of consent from VPC.
- Filming or related activity on the waterfront foreshore in the District, is to be conducted in such a manner as to prevent any damage to any riparian vegetation or the release of sediment into the foreshore.

ENVIRONMENTAL MONITORS AND OTHER REQUIREMENTS

- Filming or related activities that may cause possible environmental damage or have the potential to cause environmental damage to an environmentally sensitive area must have the knowledge and consent of the Environmental Protection Department. In some instances, an Environmental Permit may be required before any filming preparation or activity can take place and may require the filming company to hire an environmental monitor.

The environmental monitor will be responsible for ensuring against damage to the environment. If damage occurs the environmental monitor will be responsible for reporting back to the District with a suitable mitigation plan.

SECTION 7 – DISTRICT LANDS AND CIVIC BUILDINGS

ALTERATION OF BUILDINGS OR SITES

- Civic buildings must not be altered in any manner without the express written permission of the Property Administrator.
- Interior or exterior walls shall not be modified or damaged through the use or installation of materials or equipment.
- Some sites or building areas may have special civic significance and may not be available for use or may have limited utility.

BUILDING OR SITE CLEANUP

- All sites shall be returned to the state or condition prior to the filming activity.

CIVIC BUILDINGS

- Many civic buildings have specialized equipment and security systems. Use of such buildings after normal operating hours will require the attendance of the District's Security or Operations Personnel at film company's cost.