



Student Filming Application & Requirements

Submit one signed application per location. All projects must meet the *Requirements for Student Filming* (page 2).
Forms must be submitted at least **five (5) working** days in advance of proposed filming date.

Date of Application: _____ Title of Production: _____

School Program: _____ Program Year _____

School: _____ Address: _____

Instructor: _____ Phone: _____ Email: _____

Location Manager: _____ Cell: _____ Email: _____

Filming Schedule

	Start Date	End Date	Start Time	End Time
Prep				
Film				
Wrap				

Proposed Film Location Info

Name/Address of Location: _____

On Location: Total Cast & Crew: _____ Total/type of Vehicles: _____

You **must** include a map of the location with your application, with cast/crew parking noted.

Description of the scene(s) being filmed at the location:

We, the undersigned, take responsibility for ensuring that all activity performed around the assigned area(s) is done in an appropriate and safe manner, and that the activity is restricted to the assigned area(s). We also agree to abide by the conditions of this application and all City of North Vancouver film procedures and bylaws.

Except to the sole negligence or wilful misconduct of the City of North Vancouver or its servants or employees, the applicant agrees to indemnify and save harmless the City of North Vancouver, its elected and appointed officers, agents, servants, and employees from and against all liability claims, damages, losses, costs, actions, causes of actions, suits, proceedings expenses and demands of every kind, description and nature whatsoever, including legal fees and disbursements arising out of or in any way connected with the issuance of this permit or with the use of the City of North Vancouver properties pursuant to this agreement.

Signature of Location Manager

Date

Signature of Instructor as School Representative

Date

 **When complete, please email PDFs of signed application & location map to Filming@cnv.org.**

Requirements for Student Filming

All filming projects must adhere to the listed requirements. Locations are a key resource of the film industry, and it's imperative that they're treated correctly and with due care in order to remain available for others to use.

1. Filming permit fees will be waived for student filming that meets the following criteria:
 - The school is an accredited and recognised education institution.
 - The project must be assigned by the instructor and be part of the curriculum.
 - All personnel working on the project are doing so without financial compensation.
 - The project is for academic use, not to be used for commercial gain.
2. You must provide proof of insurance coverage from your academic institution for five million dollars, listing the City of North Vancouver as an 'additional insured'. This is mandatory.
3. All projects are subject to the City of North Vancouver filming procedures and all applicable bylaws. Visit cnv.org/Filming for details.
4. If any City services are required (e.g. RCMP for traffic control, escort for firearms, Fire Department staff for special effects supervision, etc.) this cost **must** be paid for by your academic institution.
5. The student assigned as Location Manager **must** be on set while on location. The Location Manager is responsible to the City of North Vancouver and the community for the filming activity.
6. Filming is only permitted as follows:
 - Monday to Saturday 7am-11pm, and Sundays/statutory holidays 8am-10pm.
 - The City does not normally allow student filming outside of the above hours.
 - Student filming is not normally permitted in parks on weekends or statutory holidays, or at the Cemetery.