

City of North Vancouver Filming Procedures



FILMING PROCEDURES:

FILM PRODUCTIONS IN THE CITY OF NORTH VANCOUVER

The following procedures apply to all location filming which takes place in the City of North Vancouver, except for current affairs and newscasts.

The City of North Vancouver welcomes filming. The Film Office will issue your film permit as speedily as possible, and is available to offer local guidance and support.

The City of North Vancouver reserves the right to refuse a permit to any production company or individual who has previously failed to adhere to these procedures.

City Staff Contact

Film & Community Events Coordinator
Tel: 604-982-3910
Email: filming@cnv.org
www.cnv.org/filming

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1. OVERARCHING PROCEDURES

- Unless you are on private property that is zoned for filming (such as the North Shore Studios), a film permit is required to exempt the filming activity in observance to current bylaws.
- For filming on locations which involve City properties (e.g. parks, City facilities, equipment and streets), an application must be made to the Film Office via <http://www.cnv.org/filming>.
- Conditions specific to individual locations will be noted on each approved permit.
- Filming is not to incur a cost to the City; therefore, the film production will pay for all direct and indirect costs incurred by the City.
- Requests for “no parking” street signage must be made a minimum of six (6) working days prior to the time required by the film production.
- Personal film vehicles parked in the “no parking” signed off locations must have identifying passes/tags etc. visible on their dashboard or these vehicles will be subject to ticketing and/or towing at the expense of the owner.
- The City will endeavour to provide street parking space for essential unit vehicles. In locations where off-street parking is not available, the film company may be required to use a less convenient parking location and arrange shuttling.
- Wherever possible the film production is to use off-street parking for non-essential vehicles, i.e. crew parking.
- A Certificate of Commercial General Liability for at least \$5,000,000 per occurrence, and the City of North Vancouver named as additional insured, is required.

Application Timelines

- We require a minimum of five (5) full business days to issue a permit, not including the day of submission.
- All applications will be received within City business hours, 8:30am - 4:30pm Monday to Friday. **If a production submits paperwork after 4:30 PM on any given day, it will be treated as if it was received the following business day.**

Curfew

- Move-ins, move-outs and any related noisy activities of a film production company in a residential area shall occur only during the following periods unless special permission is obtained from the Film Office.

Monday to Saturday - 07:00 to 23:00

Sunday and Stat Holidays - 08:00 to 22:00

- Late night and early morning filming outside of curfew will not be permitted unless the Film Office is in receipt of a poll showing approval from a clear majority of residential units impacted by the proposed late night film production.
- Exceptions may be granted at the discretion of the Film Office.

Electrical Permit Requirements

A completed Electrical Permit Application (if using an electrical generator on site) and an Electrical Contractor Authorization Declaration (a new form per location) is mandatory.

Special Effects (SFX) Application

The Film Production must submit in writing a detailed description of the special effect (including materials, methodology, frequency, intensity and duration) a minimum of ten working days prior to the filming date. This request will be forwarded to the Fire Chief or designate for approval and to arrange a mutually convenient site visit.

Fire Hydrants

The City doesn't permit temporary fire hydrant use for filming, except at The Shipyards, where the water supply can be used for wet downs.

Civic Locations

Cemetery

The cemetery is a unique location with unique restrictions. Please refer to the Cemetery Filming Guidelines document: <https://www.cnv.org/CemeteryFilming>

Filming at Civic Buildings

Filming will only be permitted if it does not impact the ability of the civic building to function serving the residents/businesses. Any previously booked events take precedence unless a mutually agreed compromise can be reached.

If filming in a civic building, at The Shipyards and other City locations (e.g. the Cemetery) all associated costs including staff time will be charged to the production company.

If the film production wishes to film City personnel, vehicles, equipment, etc., the film company must obtain approval in advance.

The Shipyards

The Shipyards is a film friendly location.

Any previously booked events take precedence unless a mutually agreed compromise can be reached.

As this is also a high traffic area with recreational users, and due to previous mishaps and damage to infrastructure, all filming and film parking at The Shipyards needs a City appointed film liaison from CEG Management.

Please consider using hotel rooms instead of bringing trailers for cast.

Filming is typically not allowed from Wednesday to Sunday June to September due to existing event programming. The Shipyards generally avoids scheduling events on Mondays and Tuesdays, which will allow space for film truck parking at Wallace Mews. (Note: The Polygon Gallery and MONOVA are closed to the public on Mondays and Tuesdays. Both are film-friendly venues, and parking essential film trucks at Wallace Mews has been successful in the past.)

Please note that there is no large-scale film activity Friday-Sunday and Stat Holidays. Small scale filming is permitted by exception.

Soft Holds

Key locations (Cemetery, Greenwood Park, The Shipyards, Civic Plaza, etc.) can be held for a maximum of ten (10) business days. If the Film Office does not hear from the production ten (10) working days prior to the first day of the soft hold, the hold/reservation will be cancelled.

In order to confirm the film production's hold, the Film Office must receive a film permit application form with the dates listed for prep, shoot and wrap.

Fees, Deposit & Insurance

Fees are listed at [Error! Hyperlink reference not valid.](#)

The necessary deposit must be submitted to the Film Office at least one (1) working day prior to filming.

There will be a charge for any City costs directly incurred as a result of the film production.

Productions are responsible for the replacement cost of any City equipment lost or not returned to designated drop off/pick-up sites (e.g. signage).

Cheques are to be made payable to the *City of North Vancouver*.

Payment by credit card can be made in person to our Finance department or online. (Call Film Office to discuss).

Deposit

- Deposits are required to cover any potential damage to City facilities, etc.
- Deposits will be banked. Unless otherwise requested, film fees will be drawn down from the deposit held.

- Balance of deposit will be refunded upon completion of filming activities, an inspection by City staff (if required) and final approval of the City of North Vancouver Film Office.
- Any required repairs, clean up, restoration, etc. will be undertaken by the production company. Any repairs, restoration, etc. not undertaken by the production company will be provided by the City, the cost of which will be drawn from the damage deposit along with overhead and administration fees.

Low Budget Productions – Reduced Fees

For low budget productions or non-theatrical productions the City will consider reducing location fees by 50% for parks and other outdoor venues (cemetery, parks, etc.) if the productions fit the following criteria:

1. Productions should be either non-theatrical (such as shorts, student foundation films, documentaries);
2. Theatrical productions that are to be under \$500,000 total gross budget (the Film Office will request productions provide their budget top sheet to verify);
3. Filming will not take place over more than two days in the City location.

Insurance

The applicant for all filming permits shall provide proof of valid Commercial Liability Insurance of not less than \$5,000,000 per occurrence against claims for personal injury, death or property damage occurring upon, in or about the site.

Under situations of potential extreme exposure to the City, under advisement of the City's Risk Advisor, the liability insurance coverage may be increased.

The policy will name the City of North Vancouver as additional insured and contain a cross liability clause.

All insurance shall be placed with licensed insurers, preferably in the province of BC, which are satisfactory to The City of North Vancouver and must have a minimum AM Best rating of A-.

2. FILMING IN THE COMMUNITY

Permits are granted depending on the amount of previous filming in an area. The Film Office will advise on film "hot" zones.

The applicant is responsible for notifying the residents and/or businesses that will be affected by the filming by letter. A record of who was notified is required.

The film company must provide the community with the written notice of filming *prior* to the City installing 'no parking' signage.

Filming Notification

Notification shall include:

- The name of the film production.
- The name of the location manager and a contact phone number & the person who will be on site during the filming.
- The date and time the film company will be working in the area with a brief description of what their activity will be.
- Temporary traffic and/or parking changes.
- The phone number of the City of North Vancouver Film Office (604-982-3910) and email (filming@cnv.org)
- The phone number of Creative BC.

Polling

Filming outside of the filming hours, repeated filming at a single location or in a specific area, excessive and unusual noises (e.g. gun shots, explosions, etc.) and/or filming that is particularly invasive to an area, will be allowed only if a clear majority of property owners and residents in that area are in agreement.

Film companies must gather written approval in the form of signatures using a survey form. This process is "polling", and residents' participation is voluntary.

Permission for filming will be granted based on the results and the applicant's ability to accommodate the needs and concerns identified by the surveyed group.

Negative Polling

For polling in condos it is often difficult for the film production to gain entry to obtain the written approval. In these circumstances the Film Office may consent to a negative poll.

Negative poll letters are to be posted at the doorways (front and back) blown up to 11x17 giving the proposed filming information and inviting the residents to contact the film production if they do not wish the filming to go ahead. In addition, the City's Film Office contact details should be provided in the event that the resident is reluctant to contact the Film Production.

A *minimum* of a full week's notice is needed to poll.

Disruption to Residents/Businesses

It is the expressed wish of the City to facilitate the industry in its endeavours while working to protect the safety of our residents/visitors, and to ensure that work is performed with minimal disruption to our residents and businesses.

Filming should limit negative environmental conditions including spill-over lighting, exhaust fumes (City of North Vancouver is an anti-idling municipality) or noise that affects residents' ability to remain at their property or conduct their business (unless they have been contacted prior to the filming and did not express any objection).

It is the production company's responsibility to ensure residents, owners and customers' access to their respective premises.

The production company is under no obligation to provide compensation for *disruption* unless it voluntarily agrees to do so with residents/occupants/businesses or otherwise has legal obligation to do so.

It is expected that any business suffering a financial loss due to filming will receive compensation payments from the production.

The City's Film Office is not involved in negotiations between the Film Production and residents/businesses.

Parking Disruption

The production company is under no obligation to provide compensation for disruption of parking as a result of a film permit unless it voluntarily agrees to do so with the applicable persons.

Every effort should be made to ensure that people displaying legitimate credentials, such as disabled parking permits, are accommodated in recognition of their personal safety.

Access to businesses, residences, etc. should be considered and maintained (including for deliveries).

Drones

Film productions can arrange drone filming if the following conditions are met:

Compliance with Transport Canada regulations and all Provincial and Federal privacy laws is required.

Drone filming at The Shipyards will only be permitted with a film liaison on site.

Drones flying over roadways, parks, or The Shipyards require lockups. Roadway drone filming lockups have to be controlled by either RCMP or a flagging company.

In certain parks, and depending on the season, a Qualified Environmental Professional (QEP) may need to conduct a nest study (within 5 days of filming) to ensure the drone does not fly within 100 feet of an active nest.

Food Trucks/Mobile Canteens

All Mobile Food Vending that has cooking processes that produce grease laden vapours are required to comply with NFPA 96 “Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations”, the BC Fire Code, and the City’s Fire Bylaw No.7709 Part 705 “Commercial Cooking Equipment”.

In the case of queries pertaining to Food Trucks contact the Fire Prevention Captain at 604-980-5021.

Lower Lonsdale Business Improvement Area

Film companies must notify the Lower Lonsdale Business Improvement Area (Shipyards District BIA) in writing at least 48 hours before filming with the details from your notification letter, e.g. filming locations, duration, special effects, road/lane closures, sidewalk usage, etc. This information should include the production manager’s name, production title, and an on-site contact phone number.

Contact: Tel: (604) 790-9779. Email: info@theshipyardsdistrict.ca
Website: theshipyardsdistrict.ca

Note: The BIA owns many street banners and tree twinkle lights. Approval is required to remove them for filming.

In this retail area, it is essential to display ample "Businesses are Open" signage.

Sustainable Filming

The City of North Vancouver encourages productions to incorporate sustainable practices into their filming process. [Reel Green](#) is an initiative introduced by Creative BC to help improve the film production industry’s overall environmental footprint in reducing carbon gases. All productions are encouraged to follow the Best Practices program associated with the Reel Green Initiative.

This is a no-idling City. Our bylaw stipulates that there is to be no more than three (3) minutes of idling within a 60 minute period. (This excludes heating and refrigeration systems). Do not idle.

Do not wash materials into City catch basins.

Public Observing a Film Shoot

The public may observe the filming activity from outside the security parameters in a public area.

In the case of high-risk stunts or pyrotechnic effects, the public should be asked to leave the filming area.

3. TRAFFIC MANAGEMENT

Street Closures, Driving Shots

If the production is planning on **closing a street or sidewalk** or intermittent, **short duration road closures** the production needs to submit a Street Use Application form at least six (6) working days before filming.

- Major streets shall not be closed during rush hours or other high volume traffic periods.
- When traffic cannot be effectively diverted onto other streets, traffic shall be stopped only intermittently and for no longer than three (3) continuous minutes during each 10 minute period.
- No interference with pedestrian or vehicular traffic is to occur without being noted on the permit. Every opportunity is to be taken to ensure that access, either vehicular or pedestrian, is not restricted to persons with disabilities.
- Production vehicles must comply with appropriate traffic regulations unless stated otherwise on the permit.

Parking

Each vehicle belonging to the film production company shall display proper identification on the dashboard.

Parking of film production vehicles on City streets is subject to prior approval. Requests must be made to the City's Film Office at least six (6) full working days prior to commencement of filming.

Parking Infractions

Film permits issued by the Film Office clearly states where film parking has been assigned. To discourage film crew taking available street parking in residential areas instead of parking off-site where parking has been secured for them the Film Office will be fining cars for parking outside of assigned parking areas for a maximum of \$150 per vehicle.

Any film trucks parked outside of assigned parking may incur an immediate charge of \$150 per occurrence per day.

RCMP & Fire Protective Personnel & Equipment

- RCMP and Fire personnel assigned to filming activities will be off-duty. They are paid at a double time rate with a minimum four (4) hour call-out.
- The chargeable time is calculated from the officers arriving at the RCMP detachment or the Fire Hall.
- If cancelled within one (1) working day of the booking a four (4) hour fee per officer/fire fighter will be charged to the film production.
- Only reserve or unscheduled vehicles and equipment can be used in film shoots.
- Any and all equipment and vehicles can be recalled without notice in the case of emergency and the City will **not** incur any liability in such cases.