

Guidelines for Student Film Projects

Locations are one of the Film Industry's key resources and it is imperative that they are all treated correctly and with due care. While we encourage and support student film making, it is not done at the expense of the community. Following these guidelines ensures proper care is taken and these locations are available again for others to use.

1. Requests for filming must be submitted in advance; not less than five working days.
2. Filming permit fees will be waived for film school projects that meet 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.
3. A blanket insurance certificate of no less than five million dollars, listing the City of North Vancouver as an 'additional insured' is mandatory.
4. All projects are subject to the City of North Vancouver filming guidelines and all applicable bylaws.
5. If applicable, a student filming application form will need to be completed. Obtain from www.cnv.org or contact the Film & Shipyards Liaison, Community Development.
6. If any City services are required (e.g. RCMP for traffic control, escort for fire arms, or special effects supervision, fire personnel, signing personnel, etc.) this cost **MUST** be paid for by the school, thus the need for these services should be avoided entirely.
7. The project contact assigned as Location Manager is responsible to the City of North Vancouver and the community for all filming activity and must be on set while on location.
8. Any deviations from the original filming schedule or planned activity must be approved by the City.
9. No student filming shall be permitted in parks on weekends or on public holidays.