

**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 Liaison 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 to issue a permit to a production company or individual who has failed in the past, to adhere to these procedures.

**City Staff Contact**

Film & Shipyards Liaison

Tel: 604-982-3910

Email: [filming@cnv.org](mailto:filming@cnv.org)

[www.cnv.org/filming](http://www.cnv.org/filming)

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## 1. OVERARCHING PROCEDURES

- For filming on locations which involve City properties, (e.g. parks, City facilities, equipment and streets) an application must be made to the Film Liaison via the link here:<http://www.cnv.org/city-services/filming-in-the-city/film-permit-application>.
- Conditions specific to individual locations will be noted on each approved permit and be signed and dated when approved.
- Filming is not to incur a cost to the City, therefore the film production will pay for all direct costs incurred by the City for the use of City services.
- Requests for “no parking” street signage must be made a minimum of five (5) working days prior to the time required by the film production. To assist our Bylaws staff, film vehicles that are parked in the “no parking” signed off locations are to have identifying passes/tags etc. on their dash.
- The City will endeavour to provide street parking space for essential unit vehicles. In locations where off-street parking is not available, (i.e. some locations such as the 200 block of East Esplanade), the film company may be required to use a less convenient parking location and arrange for a suitable shuttle.
- Wherever possible the film production is to use off-street parking for non-essential vehicles, i.e. crew parking.
- An Insurance Certificate for \$5m (naming the City of North Vancouver 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 must be received within City business hours, 8:30am - 4:30pm Monday to Friday, to be considered as being sent and received on the same day. **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 Liaison is in receipt of a poll showing approval from a clear majority of residential units impacted by such 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.

## **Civic Locations**

### **Cemetery**

The cemetery is a unique location with unique restrictions. Please refer to the Cemetery Filming Guidelines document: <http://www.cnv.org/city-services/filming-in-the-city/cemetery-filming>.

### **City Hall and Library**

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 or at the pier and certain locations (e.g. the Cemetery) all associated costs including staff time and necessary security will be payable by the production company.

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

## **Soft Holds**

Some key locations (Cemetery, Greenwood Park, Pier, Civic Plaza, etc.) can be held for a maximum of five (5) business days. If the Film Liaison does not hear from the production five (5) days previous to the first day of the soft hold, the hold/reservation will be cancelled.

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

## 2. FEES, DEPOSIT & INSURANCE

Fees are listed on the CNV website at <http://www.cnv.org/city-services/filming-in-the-city/film-fees>.

All fees associated with filming are based on cost recovery plus applicable taxes for the services provided by the City.

The necessary deposit must be submitted to the Film Liaison 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).

Payment by credit card can only be made in person to our Finance department. Cheques are to be made payable to the *City of North Vancouver*.

### Deposit

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

## **3. FILMING IN THE COMMUNITY**

Permits are granted depending on the amount of previous filming in an area. The Film Liaison 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 phone number of the City of North Vancouver Film Liaison (604-982-3910).
- The phone number of Creative BC.
- 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.

### **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 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.

Productions that are filming outside of curfew in non-residential areas usually do NOT need to poll.

## **Negative Polling**

For polling in condos it is often difficult for the film production to gain entry to obtain the written approval.

In extreme circumstances the Film Liaison 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 Liaison contact details should be provided in the event that the resident is reluctant to contact the Film Production.

## **Location Filming Signage**

When filming, a film production company will place on the sidewalk in the area of filming, an information sign advising the public of the name of the film and noting that they may be inconvenienced while walking through the area.

## **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.

## **Parking Disruption**

Disruption of parking as a result of a film permit is not compensable unless otherwise agreed 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).

The Film Liaison does not get involved in negotiations between the Film Production and residents/businesses.

## **Drones**

We are going to allow film productions to arrange UAV drone filming as long as the following criteria is met:

- A QEP (qualified environment person) perform a nest study of the area (timed to be done within 5 days of the filming) to ensure the drone flight does not enter within 100 feet of an active nest.
- The date(s) and time(s) for the drone filming.
- A copy of the Transport Canada certification in the form of a current SFOC (special flight operation certificate).
- Map showing Flight path and the take-off/landing zone.
- Safety measures that will be put in place (as a minimum the 100 ft. pedestrian safety perimeter).
- Sufficient number of film production assistants to hold pedestrian traffic outside film area.

## **Food Trucks**

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 are to notify in writing, at least 48 hours in advance of filming, if filming in the [Lower Lonsdale Business Improvement Area](#), advising them of the duration and location of filming, and any information about special effects, road and lane closures, sidewalk usage, and the time cones will be placed in the street allowance.



Notification will include the name of the production manager, title of the production, and a contact telephone number.

Contact Greg Holmes, Director, LLBIA  
Tel: (604) 790-9779  
Email: [greg@lowerlonsdalebia.ca](mailto:greg@lowerlonsdalebia.ca)  
Web: [www.lowerlonsdalebia.ca](http://www.lowerlonsdalebia.ca)

Please note many of the Lower Lonsdale street banners belong to the BIA and will need the BIA's express approval to be removed for filming.

### **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.

Note: 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).

Materials and debris are not to be washed into 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 required to leave the filming area altogether.

### **Animals**

The use of domestic or exotic animals in filming must comply with applicable laws or conditions imposed by the City's Animal Services Department or other authorities.

## **4. TRAFFIC MANAGEMENT**

### **Street Closures, Driving Shots**

If the production is planning on **closing a Street** or intermittent, **short duration road closures** the production needs to submit a Street Use Application form.

- 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 including a contact person and telephone number.

Parking of film production vehicles on City streets is subject to prior approval. Requests must be made to the Film Liaison at least five (5) working days prior to commencement of filming.

### **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.
- If cancelled within one (1) working day of the booking the four (4) hour fee 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.