



Student Film Guidelines

District of North Vancouver
Film Liaison Office

355 West Queens Rd, North Vancouver, BC V7N 4N5

Questions about this form: Phone: 604-990-2241 or Email: filming@dnv.org
Form submission: Submit by email, mail or Fax: 604-987-7185

GUIDELINES FOR STUDENT FILM PROJECTS

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

- 1) Requests for filming must be submitted in advance **no less than five working days**.
- 2) Filming permit fees will be waived for film school projects which 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) **No student filming shall be permitted in parks on weekends and public holidays.**
- 4) A blanket insurance policy of no less than five million dollars, listing the District of North Vancouver as an additional insured is mandatory.
- 5) All projects are subject to the District of North Vancouver filming guidelines and applicable bylaws.
- 6) If applicable, complete and submit the following application forms. Obtain from www.dnv.org
 - a) Electrical Permit Application and Contractor Authorization Inspection Request Forms.
(Permit + fee required, if using an electrical generator.)
 - b) Highway Use Permit + Detailed Map of area (Google map not acceptable.)
(If altering traffic flow or intermittent traffic control.)
 - c) Street Use Request Form + Map
(If using streets or sidewalks for filming, picture parking, etc.)
- 7) If municipal services are required, the costs will be paid for by the school.
I.e.: R.C.M.P. for traffic control, escort for fire arms, special effects supervision, fire personnel, certified flag personnel, park supervision, etc.
- 8) The project contact assigned as Location Manager is responsible to the District of North Vancouver and community for all filming activity and must be on set while on location.
- 9) Any deviations from the original approved filming activity must be approved by the District of North Vancouver.
- 10) Murdo Fraser cabin is not available for student filming.