



The District of North Vancouver
Economic Development
355 West Queens Road, North Vancouver, B.C. V7N 4N5
Film Office: (604) 990-2241 web: www.dnv.org

FILMING POLICY AND GUIDELINES

- The film company must submit a *Film Permit Application* to the District of North Vancouver. Drop off, email or mail c/o Alice To, Business Relations and Film Coordinator, **5 or more** working days before the planned filming dates.
- Requests to film IN or AT Civic Buildings shall be submitted **10 days** before planned filming dates.
- Approval must be obtained from the Business Relations and Film Coordinator for activity before 7am. and after 11:00pm. Monday through Saturday and before 8am. and after 10pm Sundays and holidays. A survey of the neighbourhood may be required if filming activity is to occur outside these curfew hours.
(see Section 8 regarding polling guidelines)

LIABILITY INSURANCE

- Liability Insurance is to be submitted prior to filming.
- The Municipality must be named as an additional insured on the Applicant's liability policy.
- The amount of the liability insurance shall be not less than \$5,000,000. The Municipality reserves the right to set an appropriate amount of liability.
- The insurance policy cannot be cancelled unless the Municipality is notified in writing 30 days in advance.
- Cross Liability Endorsement must be included in the insurance provisions.

- Approval to film in a District park is required from the Business Relations and Film Coordinator and Manager of Parks and Environmental Services or his/her designate. Under certain circumstances a permit may be required pursuant to the Environmental Protection and Preservation Bylaw, 6515.
- The Fire Department must be notified of any burning, fires, fireworks or explosions at least 48 hours in advance of the filming. The Fire Department must approve appropriate protection measures.
- An **Electrical Permit** is required for any filming involving electrical generators and/or site power. At least one business day advance notice is required and issued by the Building Department. An inspection of all electrical generators and equipment is required on the day of filming and is requested by submitting a *Contractor Authorization Form*, either faxed, emailed or dropped off to the Film Office at least 1 business day in advance.
- Approval to film in Civic buildings is required from the Manager of Facilities and Business Relations and Film Coordinator.



TRAFFIC

- Where temporary road blockages or a change in the traffic pattern is requested - a **Highway Use Permit** is to be submitted for approval. Upon approval by the District Traffic Coordinator, film companies must arrange for the appropriate signage, barricades and certified traffic control persons to be in place as instructed on the approved **Highway Use Permit**. If RCMP is required for safety and/or requested by our Traffic Management staff or our film office, film companies must make arrangements to book RCMP officers directly through the North Vancouver RCMP detachment.
- Vehicle access to residential or commercial properties in the surrounding area must not be blocked or impeded for an excessive amount of time (approximately 3 minute maximum per delay). Intermittent traffic control is permitted to approximately 3 minute maximum per delay.

PARKING

Crew Parking. Only essential production work vehicles will be considered by the District to be permitted to park on municipal streets. Productions must identify to the District a proposed off-site parking plan, such as authorized use of parking lots, private properties etc., as part of their filming application. Load-in and load-out filming activities must comply with the filming policies and guidelines and occur between the hours of 7am and 11pm (8am and 10pm on Sundays and holidays). Fees apply to crew parking on municipal property and streets

- The film company shall submit a **Street Use Request** and provide a map indicating location and type of vehicles that are planning to park on public streets, parking lots, school fields or in parks. This complete parking plan must be submitted 5 business days prior to scheduled filming on location for approval by Business Relations and Film Coordinator.
- **Through our District Film Office, we will supply and install “No Parking” signs for a fee and sign the approved parking.**
- Advance permission is required from the Business Relations and Film Coordinator for any arrival or departure of film vehicles before 7am or after 11pm. Monday through Saturday and before 8am and after 10pm. Sundays and holidays to and from film site.
- Advance notification to neighbourhood of all film related parking arrangements is required each parking arrangement.

OTHER NOTIFICATIONS

Residents

Residents in the area near the filming site shall be notified at least 3 business days in advance of the planned filming. It may be appropriate to post some notices in prominent places notifying the public of the planned filming. i.e. Community centres, public library notice boards. A copy of the written notice must be submitted to and approved by the Business Relations and Film Coordinator in advance of delivery to residents.

Business Owners

It is the responsibility of the Production Company to discuss filming in commercial areas with a representative(s) of the Merchants' Association in that vicinity. Merchants adjacent to and near the filming shall be notified at least **3 business days** in advance of any filming. A copy of a written notice shall be sent to the Business Relations and Film Coordinator before it is delivered to the Merchants.

B.C. Transit

If any temporary road closures are planned, B.C. Transit (CMBC) shall be informed **5 business days** in advance to permit them to take appropriate action.

Harbourmaster

If filming is to take place on open water within Metro Vancouver Harbour including Indian Arm, Metro Vancouver Ports and Ports Canada shall be informed 5 business days in advance.

GENERAL

- Lynn Canyon, Cates Park, and Princess Park are highly sought after for film locations. Due to their high public use in July and August, filming is not permitted during these months. Exceptions may be considered on a case by case basis.
- Panorama Park, Quarry Rock and Deep Cove experience a high volume of tourists during the Spring and Summer and filming is not permitted from the Victoria Day long weekend through Labour Day long weekend.
- Advance permission is required from the Business Relations and Film Coordinator, if filming or any arrival or departure of film vehicles is undertaken in a park before 7am or after 11pm. Monday to Saturday and 8am to 10pm Sundays and holidays.
- Any areas which are disturbed or damaged will be restored to existing condition or better. This will be done to the satisfaction of the Manager of Parks and Environmental Services or his/her designate.
- Filming in parks should not stop or discourage the daily use of the parks by the public. Accommodation will be made by the film company to allow free access through the park.
- All filming in a District Park requires a Park Liaison on site at the film company's cost.

LITTER AND WASTE

- The film company shall dispose of all film production generated garbage and refuse outside the boundaries of the parks.
- Chemical toilets must be provided and maintained by the film company. Washroom facilities provided in parks are for public use and limited use by film crew.

CONTROL OF ANIMALS

- No animals of any kind will be permitted in parks without prior permission from the Business Relations and Film Coordinator.
- Animals must be kept under control at all times. Business Relations and Film Coordinator and Manager of Parks and Environmental Services or his/her designate reserves the right to demand that an animal trainer/wrangler be on site during the filming of the scenes that require an animal on set.

SPECIAL EFFECTS AND STUNTS

- Approval must be obtained from the Film and Business Relations and Film Coordinator and the Manager of Parks and Environmental Services or his/her designate prior to the use of any special effects i.e. explosions, gun blasts, vehicle collisions, bridge stunts, etc. Specific stunts may not be approved if deemed inappropriate to the comfort and safety of the public use of the park.

CONSTRUCTION ON SITE

- No construction of any type will be permitted in the parks without permission from the Parks and Environmental Services Department and Business Relations and Film Coordinator.

USE OF CHEMICALS AND FIRE SAFETY

- The film company must adhere to Forest Fire Prevention Regulation B.C. Reg. FS1129HPR93/3 of the B.C. Forest Act.
- Chemical snow is not permitted to be used in the District of North Vancouver

During periods of fire danger, the District reserves the right to terminate the film operation. Filming will only resume once written approval has been received by the film company from the District Parks and Environmental Services Department and District Fire Chief.

AQUATIC AREAS: RIVERS, STREAMS OR WETLANDS

- Filming or any related activity within 15 metres of any river, stream or wetlands is to be conducted in such a manner as to prevent any damage to any riparian vegetation or the release of sediment and mud into the watercourse or storm drainage system.
- There shall be no intrusion into the wetted area of a stream or wetland and any crossing of a stream or wetland shall be avoided. (Requests for crossings will require a specific review)
- Filming or related activity which may cause possible environmental damage or have the potential to cause environmental damage, to a river, stream or wetland area must have the knowledge and consent of the Environmental Protection Department. In some instances, an Environmental Permit may be required before any filming preparation or activity can take place and an environmental monitor may be required.
- The Parks and Environmental Service Department will require mitigation of any environmental damage as a result of filming, to the District's satisfaction.
- Certain areas, because of their environmental sensitivity, may be off limits to filming and film crew staging.
- **No** material shall be discharged into a stream, pond, wetland or the storm drainage system. (This includes any material purported to be "environmentally friendly" or "biodegradable"). Storm Drainage protection will be required if materials could potentially enter the system.
- **There shall be no storage, use or handling of hazardous materials (such as fuel) such that a spill could contaminate the storm drainage system or a watercourse.**

VEGETATION AND FLORA

- Trampling of vegetation must be avoided
- No tree removal or pruning of trees and plant material will be permitted without prior permission or permits.
- Any disturbance of trees will require restitution planting at the cost to the film company, and in accordance with Parks and Environmental Services Department permits, standards and approval as required.
- No tree, shrub, flower, moss, grass, footpath or natural object will be destroyed or relocated or removed without prior permission or permits as required.

SLOPES

- Filming near or on slopes must not damage the vegetation. Only established trails can be used to traverse slopes. Any deviation may require an Environmental Permit for filming and works that will alter the slope or the vegetation and natural features on or near the slope.

WATERFRONT

- Filming below the natural high tide mark requires the consent of the Metro Vancouver Port Corporation as the entity having jurisdiction of the waterfront foreshore. It is the applicant's responsibility to obtain all manners of consent from VPC.
- Filming or related activity on the waterfront foreshore in the District, is to be conducted in such a manner as to prevent any damage to any riparian vegetation or the release of sediment into the foreshore.

ENVIRONMENTAL MONITORS AND OTHER REQUIREMENTS

- Filming or related activities that may cause possible environmental damage or have the potential to cause environmental damage to an environmentally sensitive area must have the knowledge and consent of the Environmental Protection Department. In some instances, an Environmental Permit may be required before any filming preparation or activity can take place and may require the filming company to hire an environmental monitor.
 - The environmental monitor will be responsible for ensuring against damage to the environment. If damage occurs the environmental monitor will be responsible for reporting back to the District with a suitable mitigation plan.

ALTERATION OF BUILDINGS OR SITES

- Civic buildings must not be altered in any manner without the express written permission of the Manager of Facilities and Business Relations and Film Coordinator.
- Interior or exterior walls shall not be modified or damaged through the use or installation of materials or equipment.
- Some sites or building areas may have special civic significance and may not be available for use or may have limited utility.

BUILDING OR SITE CLEANUP

- All sites shall be returned to the state or condition prior to the filming activity.

Consent for Filming. Every production is obligated to obtain neighbourhood written support for any proposed works, near your place of home or business, taking place **outside our filming policy and guideline work hours and/or when proposed work involves alternative implications such as use of special effects, road closures, repeat usage of location,** etc. This support must be obtained from affected residents through a District-approved polling letter. The production is obligated to go door-to-door to poll an area determined by the District to solicit input from residents either in support or not in support of the proposed filming. The production must then remit the completed polling to the District prior to their filming application being approved.

A minimum of 80% of the polled area must support the proposed filming.

Please contact Business Relations and Film Coordinator to discuss current requirements for drone usage for commercial filming purposes.