

City of Vancouver Application to Film



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**CITY OF VANCOUVER FILM OFFICE
453 W 12TH AVENUE
VANCOUVER, B.C. V5Y 1V4**

**Site office 126 Keefer Street
(P) 604.257.8840 (F) 604.257.8859 film.office@vancouver.ca
www.vancouver.ca**

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City of Vancouver Application to Film

Phone 604.257.8840 Fax: 604.257.8859

Production Type: Series Pilot Feature Commercial MOW Mini-Series
 Documentary Music Video Short Other

Location Manager: _____ Cell #: _____

Asst. Location Manager: _____ Cell #: _____

Asst. Location Manager: _____ Cell #: _____

Producer(s): _____ Cell #: _____

Production Manager: _____ Cell #: _____

Special Effects Coordinator: _____ Cell #: _____

Production Title: _____

Start Date: _____ End Date: _____

of crew on location: _____ Length of work trucks: _____

of filming days anticipated in Vancouver: _____

% interior filming: _____ % exterior filming: _____

Attach a list of potential locations with a description of planned activities

Local Production Company: _____

Address: _____ City: _____ Prov/State: _____

Postal/ZIP Code: _____ Phone: _____ Fax: _____

Corporate Registry #: _____

Parent Company (for accounting purposes): _____

Address: _____ City: _____ Prov/State: _____

Postal/ZIP Code: _____ Phone: _____ Fax: _____

Current Insurance on File? No Yes Expiry Date: _____

Master License Agreement on File? No Yes Expiry Date: _____

Genre: Drama Comedy Romance Action Suspense Sci Fi Horror

Theme of scenes with greatest impact: _____

Proposed Activities:

Gun Fire (1/4 loads only)

Rain or Snow

Fire

Helicopter

Explosion

Car Stunt

Tow shots

Drive up/away

Drive by

Wet Downs

Stunts

Animals

Park use

Exterior Set Construction

Film Application Fee:

The application fee to film in the City of Vancouver is \$100.00 (and non-refundable). Payable by cash, money order or certified cheque.

License Agreement for Film Companies:

If filming is to take place for five or more consecutive days, or for six or more calendar days in a year, applicants are required to enter into a license agreement with the City. Permission to begin filming will not be granted until this agreement is executed by the authorized signatures of your company. Upon receipt of your completed application form, we will forward it to our Law Department who will begin to prepare the agreement and will contact you to obtain further information as needed. Preparation of the agreement will take about two weeks. The Law Department will then forward the agreement to you for execution. If you have any questions about the license agreement, please call our Law Department at 604-873-7512.

Insurance:

The City of Vancouver requires that the “Proof of Insurance Coverage for Film Companies” form is completed by the insurer or an authorized licensed insurance agent and submitted to the City of Vancouver Film Office prior to the commencement of filming activities.

Electrical Permit Requirements:

Prior to filming, an Electrical Permit must be obtained from Permits and Licenses on the second floor of the East Wing of City Hall (2675 Yukon Street). The applicant (production company) must hold a valid electrical qualification certificate issued by the Chief Electrical Inspector of B.C. (Safety Branch at 750 Pacific Boulevard) and a valid business license. The applicant should be prepared to provide a list of locations and times at which inspections will be required. More information about this permit can be obtained by calling 604-873-7600 or 604-873-7602.

Fees (tax is not applicable):

- Annual permit for filming in a studio: \$454.00
- Annual permit for filming in multiple locations based on at least 6 (six) inspections: \$888.00

Permit for filming in a single or multiple locations for a period not exceeding:

- 14 days \$148.00
- 30 days \$296.00
- 60 days \$444.00
- 90 days \$740.00

Business Licenses cost \$84.00 and are valid until December 31st of the year in which they have been issued.

Goods and Services Tax:

G.S.T. of 5% is applicable to all services that the City provides as well as to all Film Activities Permits. The City of Vancouver’s G.S.T. number is 121361042.