

# City of Vancouver

## Application for Still Photography



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

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**www.vancouver.ca**

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## GUIDELINES FOR STILL PHOTOGRAPHY PROJECTS

- 1) Still photography projects taking place on public property in the City of Vancouver must be approved by the Film Office prior to commencement of any activity.
- 2) There is no application fee for still photography projects, however, a permit is required for work that includes:
  - more than 3 crew or more than 3 models
  - lighting equipment, such as bounce boards and lights on stands
  - camera equipment other than handheld
  - generator power
  - reserved street space, for parking of vehicles or for continuity of picture (additional costs)

Permit fees are \$100 plus G.S.T.

- 3) All projects are subject to the City of Vancouver's filming guidelines and applicable by-laws. Contact the Vancouver Film Office for current guidelines.
- 4) Still photography applications should be received fully completed and returned to the Vancouver Film Office **no less than four working days** prior to shooting.
- 5) The "Proof of insurance" form must be completed by [your] insurer and submitted after the project is approved and before a permit is issued.
- 6) Costs will be incurred if City services are required, such as posting *Temporary No Stopping* signs, hooding City meters and hiring police for traffic control or weapons escort.
- 7) The project contact assigned as Location Manager must be on set and is responsible to the City for all filming activity.
- 8) Any deviations from the original filming schedule or activity must be approved by the Vancouver Film Office.

*We, the undersigned, take responsibility for ensuring that all activity performed around the assigned area is done in an appropriate and safe manner, and that the activity is restricted to the assigned area(s). We also agree to abide by the conditions of this application and all City guidelines and by-laws.*

Signature of Location Rep: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Producer: \_\_\_\_\_ Date: \_\_\_\_\_



# City of Vancouver Application for Still Photography

Phone 604.257.8840 Fax: 604.257.8859

Title of Production / Project: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
 Location Representative: \_\_\_\_\_ Day Phone: \_\_\_\_\_ Cell #: \_\_\_\_\_  
 Studio / Production Company Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Genre / Theme of production: \_\_\_\_\_  
 \_\_\_\_\_ print ad / catalogue etc.  
 Client: \_\_\_\_\_ Product: \_\_\_\_\_  
 Date of application: \_\_\_\_\_ # cast on location \_\_\_\_\_ # of crew: \_\_\_\_\_

**Proposed Activities:**

- |                                       |   |                                   |
|---------------------------------------|---|-----------------------------------|
| <input type="checkbox"/> Rain or Snow | <input type="checkbox"/> Driving scenes | <input type="checkbox"/> Animals  |
| <input type="checkbox"/> Fire         | <input type="checkbox"/> Drive up/away  | <input type="checkbox"/> Park use |
| <input type="checkbox"/> Wet Downs    | <input type="checkbox"/> Drive by       | <input type="checkbox"/> Props    |

**Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Times:** \_\_\_\_\_  
Including set up and take down

Description of scene: \_\_\_\_\_

**Lighting:**

\_\_\_\_\_

*Include equipment positions, area to be illuminated, type of light, ancillary equipment (stands, cranes, reflectors, etc.).*

**Camera(s):**

\_\_\_\_\_

*Include equipment positions, ancillary equipment (stands, reflectors, etc.).*

**Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Times:** \_\_\_\_\_  
Including set up and take down

Description of scene: \_\_\_\_\_

**Lighting:**

\_\_\_\_\_

*Include equipment positions, area to be illuminated, type of light, ancillary equipment (stands, cranes, reflectors, etc.).*

**Camera(s):**

\_\_\_\_\_

*Include equipment positions, ancillary equipment (stands, reflectors, etc.).*

To be completed by Film Office

Additional requirements: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Film Office Liaison Signature

Unless specifically approved, **VEHICLE AND PEDESTRIAN TRAFFIC MUST REMAIN UNINTERRUPTED AT ALL TIME**  
 Signature above authorizes work as described. This document must be on set at all times. All activity must be completed within filming hours: Monday - Thursday 7am-11pm. Friday 7am-midnight. Saturday 8am-midnight. Sunday 8am-11pm  
 Production vehicles to park in accordance with Street and Traffic By-Law 2849 or in off-street parking.