



## GUIDELINES

1. A film company must apply to, and receive permission from the City Engineer, or his designate, to film on a City street, to occupy a street for the purpose of filming elsewhere, or where off-street filming affects the normal use of the adjacent street.
2. The City Engineer shall be guided by the following principles when determining whether the above permission is to be granted:
  - a) Streets in the Downtown District shall not be closed during the retail business day unless:
    - (i) adequate alternate routes are available,
    - (ii) adequate access is assured to adjacent businesses,
    - (iii) transit can be maintained on the portion of the street to be closed, or can be maintained on adjacent streets.
  - b) Major streets shall not be closed during rush hours or other high volume traffic periods.
  - c) When traffic cannot be effectively diverted onto other streets, traffic shall be stopped only intermittently and for no longer than three continuous minutes during each 10 minute period.
  - d) The amount of previous filming in an area.

3. Occupants of properties within a street closure or within any area a film company is filming are to be informed of the activity by the film production company.

In a residential area, residents in any block where filming is occurring or which is occupied by film production vehicles shall be advised of the proposed activity. The City Engineer may request a wider area of notification if he believes it advisable.

In the downtown, the City Engineer will determine the extent of the area to be notified when filming is occurring.

- a) Notification shall include:
    - (i) name of the production company
    - (ii) name of the location manager and a phone number
    - (iii) phone number of the City of Vancouver Film Coordination office
    - (iv) phone number of the B.C. Film Commission office
    - (v) date and time the film company will be working in the area with a brief description of what their activity will be.
  - b) Each vehicle belonging to the film production company shall display proper identification on the dashboard including a contact person and telephone number.
4. The film company will pay for all direct costs incurred by the City for the use of City services.
  5. The film company will be required to deposit funds equal to the estimated cost of City services prior to the commencement of any "on-street" filming.

6. Requests for street signing and Police must be made a minimum of two and one-half (2-1/2) working days prior to the time required by the film company.
7. In most cases, street parking space will be provided by the City for essential unit vehicles. Where off-street parking is available, the film companies should use it for non-essential vehicles, i.e. crew parking. In locations where off-street parking is not available, i.e. residential locations, the film company may be required to use a remote parking location and arrange for a suitable shuttle. At all times parking should be organized to minimize the disruption to the area.
8. 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 City Engineer. Permission will be granted only upon due consideration that there are no options available.

Monday to Thursday	-	07:00 to 23:00
Friday	-	07:00 to 24:00
Saturday	-	08:00 to 24:00
Sunday	-	08:00 to 23:00

9. Late night and early morning filming between the hours outside of those in (8) will not be permitted unless the City Engineer is satisfied a majority of residential premises impacted by such late night film production approve. Minor exceptions may be granted at the discretion of the City Engineer.
10. Recognizing the disruptions caused by filming activities it may be necessary for the City Engineer to limit the use of any sensitive film location. In general, the City Engineer will be guided by a majority petition from impacted residents to limit filming in any location.
11. 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.
12. At least ten (10) business days before desired use date, deliver to the City of Vancouver Film Coordination office, proof to the satisfaction of the City's Director of Risk Management of the film production company's insurance policy evidencing a minimum of five million dollars (\$5,000,000) comprehensive general liability insurance.\* The insurance policy must name the City of Vancouver as additional insureds and contain a cross liability clause in favour of the City of Vancouver.

\* or such other amount as the Director of Risk Management may require.