



Student Application to Film

This application contains 4 pages including this cover page with instructions.

Please read all information carefully prior to submission

p. 1 Guidelines for Student Films

Read the guidelines. Fill in all blanks. The instructor of the course for which the project is being done MUST sign this to confirm it is a class project

p. 2 Application to Film

This is for exterior filming, or that which may be seen or heard by the public in the City of Vancouver. Please fill out the form completely as **this document will be your permit if approved**. Print neatly or type directly in the document in Word. Under “Scene Details” please use the blanks to provide additional information. Please do not write in the bottom area which is for Film Office Use.

p. 3 Additional Locations

This form has space for two additional locations. There is less space for detail, so if your additional location(s) require more space fill out another “Application to Film”. For additional sheets ensure the student and the project names are filled out.

Submitting the Application

The preferred method is submission via email to film.office@vancouver.ca from your school assigned email account. Please scan the documents as PDF format. If you do not have access to a scanner documents may be faxed. **Only ONE Guidelines page** needs to be submitted for a single project. Do not return this instruction page.

APPLICATIONS MUST BE RECEIVED 4 BUSINESS DAYS PRIOR TO YOUR FILMING DATE OR “LOCK DEADLINE”

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

GUIDELINES FOR STUDENT FILM PROJECTS

- 1) Filming in the City of Vancouver must be approved by the City of Vancouver’s Film Office prior to any filming activity.
- 2) Filming application fees will be waived for film school projects which meet the following criteria:
 - The school must have a legal agreement and current insurance in place with the City of Vancouver
 - 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 only, not to be used for commercial gain.
- 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) *Student filming applications must be fully completed* and both pages returned to the Vancouver Film Office **no less than four working days** prior to filming.
- 5) 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.
- 6) The project contact assigned as Location Manager must be on set and is responsible to the City and community for all filming activity.
- 7) Any deviations from the original filming schedule or activity must be approved by the Vancouver Film Office prior to the commencement of filming.

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.

Project Title: _____

Instructor Name _____

Filming Dates: _____

Instructor Phone: _____

School Name: _____

Student Name: _____

School Dept.: _____

Student Phone: _____

Signature of Student: _____ Date: _____

Signature of Instructor: _____ Date: _____



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Phone 604.257.8840 Fax: 604.257.8859 Email: film.office@vancouver.ca

Student Name: _____

School Name: _____

Student Phone: _____

School Phone: _____

Student Email: _____

Instructor email: _____

Project Title: _____

Genre/Theme: _____

Location Details

cast on location _____

of crew: _____

Address: _____

Date(s): _____

Times: _____

Including set up and take down

Description of scene(s):

Scene Details:

Picture Vehicles # _____ traveling # _____ parked Extras # _____ Animal (s) _____

Rain / Wetdowns / Snow / Fire / other SPFX _____

Props _____

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

Camera(s): *Include equipment positions, ancillary equipment (tripod, dolly track 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 TIMES

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



City of Vancouver Student Application to Film

Additional Locations

Phone 604.257.8840 Fax: 604.257.8859 Email: film.office@vancouver.ca

Project Title: _____ Student : _____

Location Details # cast on location _____ # of crew: _____

Address: _____ **Date(s):** _____ **Times:** _____

Description of scene(s): _____ Including set up and take down

Scene Details:

Picture Vehicles # _____ traveling # _____ parked Extras # _____ Animal (s) _____

Rain / Wetdowns / Snow / Fire / other SPFX _____

Props _____

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

Camera(s): *Include equipment positions, ancillary equipment (tripod, dolly track etc).*

Location Details # cast on location _____ # of crew: _____

Address: _____ **Date(s):** _____ **Times:** _____

Description of scene(s): _____ Including set up and take down

Scene Details:

Picture Vehicles # _____ traveling # _____ parked Extras # _____ Animal (s) _____

Rain / Wetdowns / Snow / Fire / other SPFX _____

Props _____

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