

District of West Vancouver

FILMING GUIDELINES

The following guidelines apply to all filming that occurs within the municipal boundaries of the District of West Vancouver, whether on public or private property.

Our objective is to:

- Streamline the process for obtaining municipal authorization in a centralized and service focused environment;
- Minimize impact on the community and general public as a result of filming; and
- Ensure the District recovers all direct costs incurred for the use of District services.

Application Timelines

- The film production must submit a film application package at least five (5) business days prior to the start of filming.
- Complex film applications including special effects must be submitted at least 10-business days prior to the start of filming.
- More time may be required depending on complexity of film project.
- The application package must include:
 - [Film permit application](#)
 - [West Vancouver Business Licence Application](#) or proof of current Licence
 - Certificate of Insurance
 - West Vancouver Electric Permit Application
 - Street occupancy and circus/crew park location request (if required)
 - Polling/Notification Letter (if required)

Liability Insurance

- The film production is required to submit insurance prior to filming.
- An insurer registered to do business in the Province of British Columbia must provide insurance.
- Commercial General Liability insurance insuring against claims arising from filming, providing coverage in an amount of not less than \$5 million per occurrence, regardless of any umbrella policy.
- The District reserves the right to set an appropriate amount of liability beyond the \$5 million.
- An additional form of insurance may be required, if the District of West Vancouver deems it necessary.
- The District of West Vancouver must be identified as additional insured on the applicant's liability and contain a cross liability clause in favour of the District of West Vancouver.

Curfew

- Regular film hours are:
 - Monday to Saturday 7 a.m. to 10 p.m.
 - Sunday 8 a.m. to 10 p.m.

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- Filming outside of curfew or on statutory holidays may be approved based on location and/or neighbourhood support (subject to polling).

Notification & Polling

- The film production is required to distribute a film notification letter to the neighbourhood directly affected by filming. The letter shall include:
 - The dates, times, and a description of the scope and impact of filming to the area. Details will include changes to parking & traffic, noise and special effects plus any information deemed necessary to the residents/businesses of the area.
 - Name of Production Company & Production.
 - Contact information of the production, Location Manager & on site contact, including email and phone number.
 - Contact email and phone number for the District of West Vancouver Film Office film@westvancouver.ca 604-925-7263 and Creative BC.
- In certain locations (Parks, Community Centres), posting notification in prominent visible areas may be appropriate.
- The film production is required to poll the neighbourhood to communicate filming activity, needs and impacts while seeking support. Polling is required if a film application requests:
 - Multiple filming days
 - Filming outside curfew/regular film hours or on statutory holidays
 - Repeat use of a location
 - Use of excessive/unusual special effects (explosions, fireworks) or loud noises
 - Filming that is particularly invasive to the area
- The film production is required to go door to door to solicit input from the neighbourhood regarding the proposed filming. Response may be received via electronic or in person format (email or signature).
- The District will review polling results and approve based on majority support - minimum 80%.
- In certain circumstances, negative polling may be considered.
- All notification and polling letters require District approval prior to distribution.

Fees, Deposits

- A deposit of a minimum \$2500 is required prior to filming to cover any potential damage.
- The deposit will be refunded, upon completion of filming, after the District has completed inspection of the location.
- Any repairs, clean up, or restoration is the responsibility of the film production.
- Any repairs, clean up or restoration not undertaken by the film production will be provided by the District, the cost of which will be charged back to the production and/or drawn from the deposit.
- All fees and charges for filming are located in the Fees and Charges Bylaw No. 5025, 2021.

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Litter and Waste

- The film production is responsible for all film location generated waste and must dispose of it through independent means.
- The film production will provide and maintain temporary toilets for their film activity.
- Washroom facilities in parks are for public use.

Electrical Permit Requirements

- An [Electrical Permit](#) is required for any filming involving electrical generators and/or site power.
- A completed [Electrical Contractor Declaration Form](#) must accompany every inspection request.
- An inspection of all electrical generators and equipment is required on the day of filming and must be pre-scheduled at least one business day in advance.

District Locations – Parks, Facilities, streets/roadways, sidewalks.

- All District locations require a film liaison on site at the expense of the film production.
- Filming in public areas should not stop or discourage the daily use by the public. The film production will accommodate to allow free access through the area.
- Any areas that are disturbed or damaged will be restored to existing condition or better at the expense of the film production.
- Lighthouse Park is not available for filming.
- Whytecliff Park, Ambleside Park, and Dundarave Park are not available for filming from mid June through the Labour Day long weekend. Additional parks may be added to this list at the discretion of the District.

Special Effects

- Complex film applications including special effects must be submitted at least 10-business prior to filming.
- All special effects must comply with all applicable laws and permissions.
- The film production must receive approval from the District to use any special effects.
- The film production, based on the special effects, may be required to engage the West Vancouver Police and/or Fire & Rescue Services to be on location during filming, at their cost.
- West Vancouver Police are required for special effects requiring traffic management or when firearms and/or weapons are displayed/discharged.

Traffic & Parking

- Where temporary road blockages or a change in the traffic pattern is requested, a traffic management plan including detailed map of the location is required.
- West Vancouver Police may be required for any permit that alters traffic patterns (intermittent traffic control & road closures) or, if agreed upon, certified traffic control personnel provided by the film production may be used.

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- Intermittent traffic control is defined as a maximum of three-minute traffic stoppage during each ten-minute period.
- Street parking near film locations is for essential work vehicles only. The film production must identify a proposed off-site parking plan for crew vehicles, such as an authorized use of parking lots or private property.
- The film production must request street occupancy by providing a map indicating the requested location(s) at least five business days prior to the first date of parking.
- The film production shall not permit vehicles to idle as written in the Good Neighbour Bylaw No. 4380, 2004 (amended 2018).

Code of Conduct

- The film production and their crew are expected to uphold the [Creative BC Code of Conduct](#).

Environmental Impacts

- The District is a natural bear and wildlife habitat and film productions need to be wildlife-aware. Information can be found at www.westvancouver.ca/bears.
- The District encourages film productions to incorporate sustainable practices as set forth in [Creative BC Reel Green Best Practices](#).