



West Vancouver Filming Production Guidelines

Filming in West Vancouver is a collaboration amongst stakeholders to ensure all parties have a positive working experience and that filmmakers receive a responsive, transparent and informed service.

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
- ensure that the municipality recovers all direct costs incurred for the use of District services

Film Permit Application Process

The District of West Vancouver will issue your Film Permit as efficiently as possible and will provide local guidance and support.

Please submit your film application package in advance of the project and no less than seven (7) working days prior to the start of filming.

Submit the information as part of your film application package:

- Film permit application
- West Vancouver Business License
- West Vancouver Electrical Permit
- Certificate of Insurance
- If required, a street occupancy request (map)
- If required, a special effects permit application

Special Effects

Complex film permit applications including special effects must be submitted to the Film Office with a minimum of 14 days notice as they require consultation with agencies such as the West Vancouver Police Department and West Vancouver Fire and Rescue.

Certificate of Insurance

You are required to provide an original Certificate of Insurance for commercial general liability per occurrence in the amount of:

- Commercial General Liability insurance insuring against claims arising out of this agreement, providing coverage in an amount of not less than \$5 million per occurrence, including, but not limited to, broad form contractual liability and severability of interest provisions, and naming the District of West Vancouver as additional insured. The District reserves the right to set an appropriate amount of liability beyond the \$5 million.
- \$10 million general comprehensive public liability, for film projects using special effects
- \$5 million, for film projects using roads under the District's jurisdiction
- \$5 million, for still photography projects
- \$5 million, for student film projects from an accredited educational institution
- \$1 million, automobile, third-party liability insurance covering owned/leased vehicles used in film shoot

An additional form of insurance may be required, if the District of West Vancouver deems it necessary.

All insurance must be provided by an insurer registered to do business in the Province of British Columbia. 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.

Neighbourhood Impact

It is the production company's responsibility to ensure that there is minimum disruption to residents and businesses during filming. This includes ensuring pedestrian and vehicle access to properties is not disrupted and keeping exterior lighting directed away from properties.

Filming Hours

- Regular film hours are Monday to Saturday, 7 a.m. to 10 p.m. and Sunday 8 a.m. to 10 p.m.
- Filming on Statutory Holidays is not permitted, unless approved in advance by the Special Events & Film Office

Notification Letter

Filming outside of the regular film hours requires written permission from the affected neighbourhood in the form of a polling letter, with signatures of affected property owners indicating their support or non-support for the extension.

The production company is responsible for creating a Notice of Filming letter clearly outlining all filming activities.

The letter must be approved by the Special Events & Film Office prior to being sent to affected residents and businesses by the production company.

We will consider extension requests where there is a distinct favourable majority of 85% or higher of those affected supporting the extension.

Environmental Impacts

We encourage productions to incorporate sustainable practices into their filming process, reduce negative environmental impacts and engage positively in the community.

Contact

For film related questions, or locations please contact us:

Special Events & Filming Office
Phone: 604-925-7263
Email: film@westvancouver.ca
Website: westvancouver.ca/film