



CITY OF COLWOOD FILMING PERMIT GENERAL CONDITIONS

The following general conditions apply to all Film Permit Applications. Conditions specific to individual locations will be noted on the back of each Location Sheet Permit and signed and dated when approved.

1. The City of Colwood requires that anyone planning a film production on City property, including streets, sidewalks and other public space, have a permit. There is not necessarily a right to use roads or to film in locations which limit access to sections of the City. Filming locations must not compromise safety of participants or the public and must be approved in advance by the City. There will be a charge for any City costs directly incurred as a result of the production (see Costs, Deposits, below). **It is an offence to film in public space without an approved permit.**
2. **Insurance** - The applicant for all filming permits shall provide proof of a valid public liability insurance of at least \$5,000,000 against claims for personal injury, death or property damage occurring upon, in or about the site. The policy will include the City of Colwood as additional named insured and contain a cross liability clause.
3. **Costs, Deposits** -
 - Costs are associated with services such as barricade delivery and pickup, Bylaw Enforcement Officers, garbage clean-up, and other work done by City crews.
 - The City may require a deposit in advance sufficient to cover such costs as damage, garbage clean-up, and loss of any borrowed equipment such as barricades as well as the estimated cost of services.
 - Applicants are responsible for the replacement cost of any City equipment lost or not returned to designated drop off/pick-up sites.
4. **Business Licence** – A City of Colwood business licence is required to film in the City.
5. **Access and Notification** - Access to businesses, residences and churches should be considered and maintained (including deliveries). The applicant is responsible for notifying residents and/or merchants who will be affected by the filming. A flyer or information leaflet must be distributed. Pertinent information about the event should be included: date, time, duration, area, temporary traffic or parking regulations. A record of who was notified is required. Large or disruptive productions may require advertisements in newspapers and other local media as well.
6. **Road Closures** - Road closures can have an impact on the entire regional transportation system and may not be approved.
7. **Cancellation** - The City or any other approving agency retains the right to shut down the shoot in case of emergency or contravention of permit conditions. Applicants must designate a named on-site liaison person with authority to intervene and/or stop the event if necessary at any time during filming.

8. The applicant shall not use the site/route for any other purpose than that stated in this permit.
9. The applicant shall be responsible for maintaining the site/route in a clean condition, and for any clean-up following filming.
10. The applicant shall ensure the safety of all equipment and other chattels of the City, and if any such equipment/chattel is damaged or missing, the applicant shall be responsible for replacement.
11. The applicant shall be liable for any damage done to the site/route.
12. The applicant shall not construct, erect or attach or cause or permit to be constructed, erected or attached, any device, fixture or other things of whatsoever nature without the prior written consent of the Chief Administrative Officer or his officer. The Film Permit Location Sheet should be used for such requests, and will become an approved permit when it is returned to the applicant organization dated and signed by the City.
13. The applicant shall not permit anything to be nailed to or hung from boulevard trees, planters, etc.
14. The applicant hereby indemnifies and agrees to indemnify and save harmless the City of Colwood in respect of any and all claims, demands, suits and costs arising out of any act or omission of the applicant or of any servant, agent or officer of the applicant arising out of or resulting from the use of the site/route by the applicant.
15. ADDITIONAL SPECIFIC CONDITIONS AND COMMENTS WILL BE INCLUDED IN THE APPROVED FILM PERMIT.

Application forms may be returned by mail, fax or email to: City of Colwood, 3300 Wishart Road, Colwood, B.C., V9C 1R1, Inquiries: Phone 250-478-5999 Fax: 250-478-7516
Email: bstojke@colwood.ca

This application applies to sites within the City of Colwood only. Assistance for prospective filming in other local jurisdictions is available from the Greater Victoria Film Commission at 250-386-3976.

Notice of Collection of Personal Information

Personal information collected on this form is collected for the purpose of processing this Complaint Form and for administration and enforcement. The personal information is collected under the authority of the *Community Charter* and/or *Local Government Act* and the City's bylaws and pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about this collection, contact Engineering Assistant, City of Colwood, 3300 Wishart Road, Colwood, B.C., V9C 1R1, Tel: (250) 294-8145.



FILM PERMIT APPLICATION LOCATION SHEET

This application form must be completed for any filming on City streets, in parks or in any other public space. Applicants are required to read the Permit Application guidelines and sign the statement on page 2 of this form prior to submitting the application. Completed application forms may be returned by mail, fax or email to: City of Colwood, 3300 Wishart Road, Colwood, BC , V9C 1R1. Inquiries: Phone: (250) 478-5999 Fax: (250) 478-7516 Email: bstojke@colwood.ca

Please fill in a separate Location Sheet for each film location applied for, or if the location is the same but has different requirements for subsequent dates. Please specify the street names involved, and attach a marked map of the location, together with a detailed layout plan showing placement of production vehicles, etc. This application form becomes an approved permit when it is returned to you signed and dated (see over page).

Applicant Organization: _____

Contact Person: _____ Phone: _____

Mailing Address: _____ Cell Phone: _____

Fax: _____

Film Name or Client: _____

Location: _____

Shooting Date / s: _____

Time of Shooting: a) start and finish of shoot: _____

b) including set-up and clean-up: _____

Approximate Number of Crew and Cast: _____

Number of Production Vehicles and Type (eg. Cars, pick-up trucks, commercial vehicles):

Name of main liaison person and how to contact before the shoot and on-site (eg. Pager # or cell phone #). This person must have the authority to shut down the shoot in case of emergency or contravention of the permit conditions, and must carry a copy of the approved permit on his / her person throughout the filming.

PLEASE COMPLETE AND SIGN PAGE 2

REQUEST FOR SPECIFIC REQUIREMENTS / CITY SERVICES

Please detail specific production requirements, e.g. requests for site amendments, parking, City services, etc., and sign and date application below.

On behalf of the applicant organization, I acknowledge that I have read and understood the conditions contained in the Filming Permit General Conditions, and agree to comply with them and any additional conditions noted hereunder.

Signature

Date

OFFICE USE:

Bylaw Approval: _____ Building Approval: _____

Engineering Approval: _____ Fire Approval: _____

Proof of Insurance: _____ Map: _____

Deposit Received: _____

APPROVAL IS GRANTED SUBJECT TO THE FILMING PERMIT GENERAL CONDITIONS, AND TO THE FOLLOWING ADDITIONAL CONDITIONS AND COMMENTS.

City of Colwood

Date