

## CITY OF VICTORIA 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 Victoria 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 Victoria as additional named insured and contain a cross liability clause.
3. **Costs, Deposits** -
  - Costs are associated with services such as barricade delivery and pickup, Special Duty Police, 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. **Electrical Permit Requirements** - An electrical "Entertainment Permit" must be obtained from the City of Victoria Permits & Inspections Division as required by the Electrical Safety Act of British Columbia. The electrical permit number must be included on the City of Victoria "Filming Permit - Location Sheet".
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 the 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.
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 City Manager 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 Manager's officer.
13. The applicant shall not permit anything to be nailed to or hung from boulevard trees, planters, etc. This is a City of Victoria Parks Department Bylaw and no exceptions are permitted.
14. The applicant hereby indemnifies and agrees to indemnify and save harmless the City of Victoria 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 Victoria, Arts Culture & Events, #1 Centennial Square, Victoria BC, V8W 1P6

**Office Location:** Victoria Conference Centre, 720 Douglas St, Victoria, BC V8W 3M7

Inquiries: Phone: (250) 361-0580 Fax: (250) 361-0385 Email: [awalkercollins@victoria.ca](mailto:awalkercollins@victoria.ca)

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