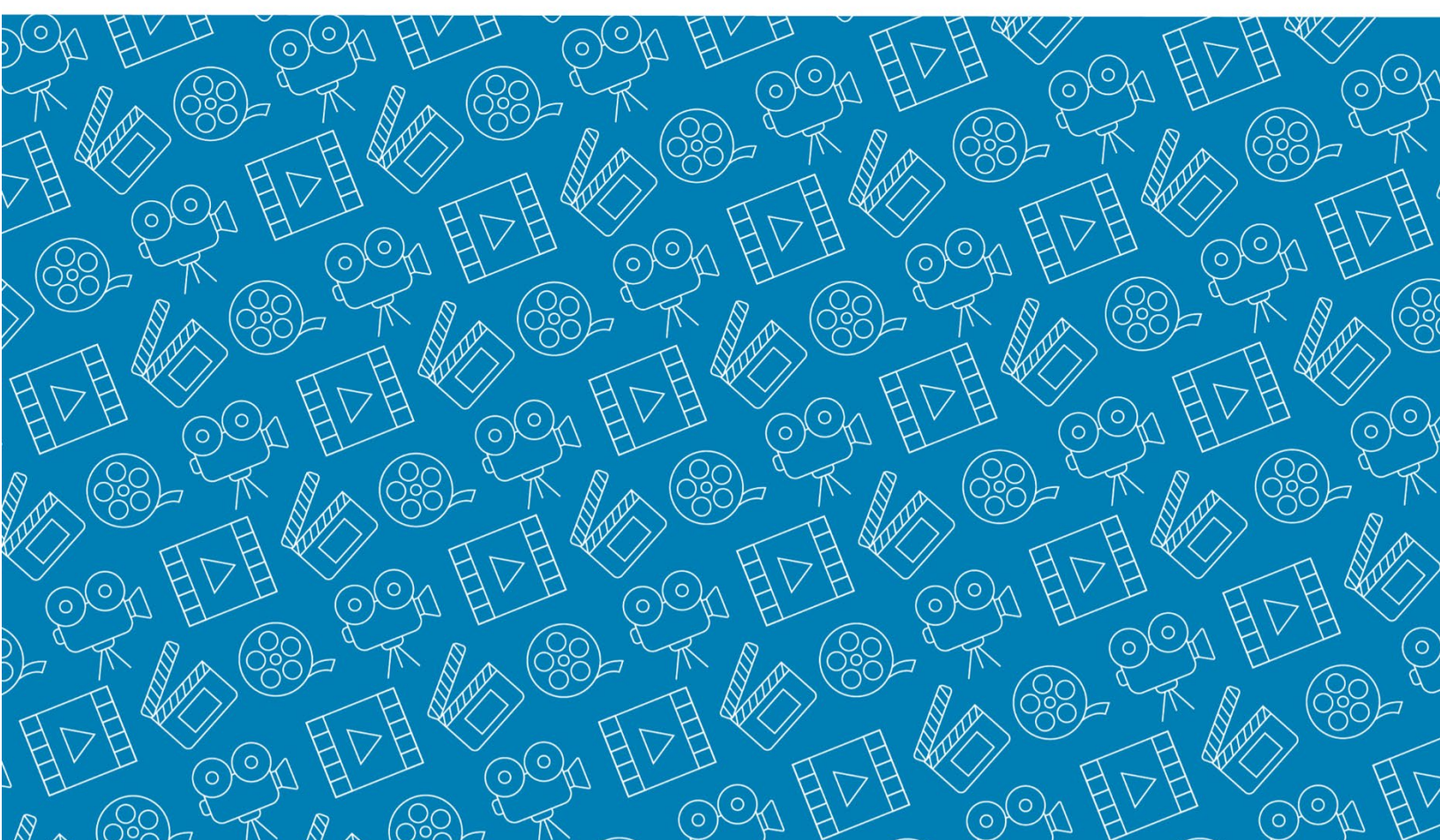


CITY OF VICTORIA | Arts, Culture and Events

Filming Guidelines



Mail: 1 Centennial Square, Victoria BC V8W 1P6
Office: 720 Douglas Street, Victoria BC V8W 3M7
Email: culture@victoria.ca
Phone: 250.361.0508



Contents

- Introduction 3
- How to Apply to Film in the City of Victoria..... 3
- Documents Required for a Film Permit Application 3
- Film Application Location Sheet 3
- Street Use and Parking Request Form 3
- Guidelines for Parking on City Streets 4
- Road Closures..... 4
- Traffic Management Guidelines..... 5
- Sidewalk Closures 5
- Street Occupancy Fees..... 5
- Neighborhood Impact..... 5
- Polling..... 6
- Filming Notification Letter 6
- Filming Hours 7
- Liability Insurance 7
- Insurance document requirements 7
- Film Permit Fees or Deposit..... 7
 - Fees 7
- Other Film Guidelines 8
 - Electrical Permits 8
 - Stunts and Special Effects 8
 - Special Duty Policing 8
 - Fire 8
 - City Hall 9
 - Guidelines for Filming at the Johnson Street Bridge 9
 - Drones 9
 - News Media 9
 - Environmental Sustainability 10
 - Cancellation 10
 - Code of Conduct 10
- Submitting your Film Application 10

Introduction

The City of Victoria requires that anyone planning a film production on City property, including streets, sidewalks, parks, and other public space, have a permit. Filming locations must not compromise the safety of participants or the public and must be approved in advance by the City of Victoria.

The City of Victoria Arts, Culture and Events (ACE) office will issue your film permit as efficiently as possible and will provide local guidance and support. An Arts, Culture and Events (ACE) Liaison is the first point of contact for permitting all filming that takes place in the City. All coordination of municipal services is arranged by the ACE Liaison. There will be a charge for any City costs directly incurred because of the production. It is an offence to film in public space without an approved permit.

Applications must be submitted at least **ten business days** before the start of filming.

How to Apply to Film in the City of Victoria

1. Read this document, City of Victoria Filming Guidelines.
2. Submit the documents required for a film permit application.
3. Contact the Arts, Culture and Events Liaison.

Documents Required for a Film Permit Application

1. Film application location sheet
2. Street Use Request form (if required)
3. Filming notification letter
4. Polling letter and form (if required)
5. Liability insurance
6. Film permit fees or deposit

Film Application Location Sheet

Use a separate sheet for each location and include details of City services required, traffic management, and special requests. All times listed on the Film Application Location Sheet must match times in the Street Use Request Form. Please note that no filming is permitted inside Beacon Hill Park.

Street Use and Parking Request Form

Complete a Street Use Request (SUR) if you are requesting parking spaces or road closures. Also include a detailed map identifying parking spaces requested (including parking meter numbers, found on [VicMaps](#) or in person). All times listed on this form must match the times on the Film Application Location sheet. The ACE Liaison will raise any parking issues with the location manager before a Street Occupancy Permit is issued.

Guidelines for Parking on City Streets

- The Circus is not permitted to park on City Streets – off street parking must be arranged prior to filming (e.g., parking lots, schools, private property). In some areas, cast and crew may have to be shuttled in from the location of the circus.
- Parking is provided for production vehicles only. Film employee parking is not permitted within the parking areas reserved for filming and must be parked offsite.
- Production vehicles must not arrive before the start time in the permit. Work trucks should arrive one at a time and avoid idling.
- All vehicles parked within the reserved area for filming must display the Street Occupancy Permit on the dash. The City will not refund parking tickets issued to vehicles not displaying the Street Occupancy Permit.
- Parking should only be requested within two hours of crew arriving onsite. (e.g., if filming starts at 12 noon, parking can be requested from 10 a.m.)
- Bus stops, loading zones, accessible parking and areas designated no stopping or no parking is not usually provided to film companies. Special arrangements can be made in some cases following discussion with the ACE Liaison.

Road Closures

Road closures can have an impact on the entire city transportation system and are subject to approval on a case-by-case basis by the Special Event Technical Committee. Please contact the ACE Liaison as soon as possible if your proposed road closure is complex in nature or in the downtown core.

Road Closure Guidelines

- Streets in the downtown core will not be closed during the normal business day unless adequate alternate routes are available, access to businesses and residential areas will be maintained, and public transit can be maintained on streets adjacent to the road closure.
- Intermittent road closures are preferred and full road closures will only be permitted when all intermittent closure options have been considered.
- The following information is needed when requesting a road closure:
 1. Date and time of filming.
 2. Traffic lanes to be closed.
 3. Section of road to be closed (include block numbers)
 4. Detailed description of filming to be done during road closures
 5. A plan detailing how access will be maintained to businesses and/or residences. Commercial loading zones must remain accessible to all businesses, unless otherwise stated in the permit.
 6. Traffic control plan (include details of traffic management company, traffic control persons, production assistants, Police)
- Police officers may be required for traffic control for any filming that interferes with normal traffic flow.
- Road closure fees apply (see page 6 for street occupancy fees).
- Filming that disrupts BC Transit services must be included on the film application and discussed with the Liaison. Redirecting BC Transit service routes to accommodate filming is possible but is not guaranteed.

- BC Transit operates the public transit system in Victoria with a fixed route bus service. Routes and schedules can be found [here](#).

Traffic Management Guidelines

- Victoria Police Department (VicPD) may be required to assist with any production that changes normal traffic patterns, such as intermittent traffic control and road closures.
- Conditions and requirements for traffic management and the number of police officers required are determined by VicPD and the ACE Liaison, to ensure motorist, pedestrian, and crew safety.
- Large scale or complex road closures may require a Traffic Management Company to create a traffic management plan, provide signage and provide qualified Traffic Control Person’s (TCP).
- The use of certified TCPs, either from the production company or a Traffic Management Company, in place of Police or as an additional support to Police officers, must be agreed on in advance of filming.
- Intermittent traffic control is defined as 90 second maximum traffic closures for each 10-minute period.

Sidewalk Closures

Sidewalks must remain open to regular pedestrian use unless sidewalk closures are granted in the film permit. If permission is granted to intermittently stop pedestrian traffic for short periods for public safety or to allow for filming of scene, the following guidelines apply:

- Pedestrians should always be treated with respect, and not be asked to walk on the road. Production assistants must be positioned at each end of the closed sidewalk area and assist pedestrians if they are unable to wait during intermittent sidewalk closures to cross to the opposite sidewalk.
- All wires, cable, and hoses that cross a sidewalk must be covered with cable covers.

Street Occupancy Fees

The following fees apply for parking, road, and sidewalk closures, based on the [Streets and Traffic Bylaw](#). Additional information can be found on our [Street Occupancy Permit Information Sheet](#).

Sidewalks	Roadways	Travel Lanes
\$10/day for each 13m ²	<i>Metered Street</i> \$20/day for each 13m ² or each parking space	\$25 for each lane closed charged in addition to the roadway charges per 13m ² occupied.
	<i>Unmetered Street</i> \$15/day for each 13m ² or each parking space	

Neighborhood Impact

Production companies are required to ensure that there is as minimal disruption to businesses and residents during filming as possible. This includes ensuring that vehicle and pedestrian access to

residences, businesses (including deliveries), churches and other places of worship are not disrupted, and lighting is directed away from properties.

Polling

A production company is required to poll residents and/or businesses when:

- Filming is outside of the regular filming hours (noted below).
 - Filming is planned for an extended period of time in a neighbourhood (e.g., 3 or more days).
 - Filming could potentially impact the day-to-day activities of residents and/or businesses (e.g., road closures).
1. 1-2 days after the notification letter has been distributed, a door-to-door poll to collect signatures in support or opposition to the filming must be done. The polling form should state the filming details the business/resident is agreeing or disagreeing to (e.g., filming outside of regular hours).
 2. Polling results must be submitted to the ACE Liaison before a film permit can be issued. A map of the area polled must also be submitted, with a colour-coded legend to show the results of the feedback.
 3. If polling shows a majority support, the City will move forward with issuing a film permit.
 4. If valid concerns have been raised by businesses or residents, the production company is responsible for resolving any concerns before the City will move forward with a permit.

* A Cantonese or Mandarin speaking translator may be required when polling in Victoria's Chinatown.

**Inability to follow these polling guidelines and notify residents and businesses may lead to permits not being issued or permits being revoked.

Filming Notification Letter

Submit a copy of a Notification Letter addressed to residents and businesses in the neighborhood you are filming to inform them of all filming details. The letter must be approved by the ACE Liaison before being distributed. The production company is responsible for creating the notification letter. Large or disruptive productions may require advertisements in newspapers and other local media as well. Notification must be provided to residents and businesses at least three days prior to filming for routine filming, and five days prior to filming for complex filming that involves removal of parking spaces, road closures and special effects.

Important information about the filming should be included:

- Name of the production company and production title.
- Date, time, and duration of filming.
- Area of filming.
- Temporary traffic or parking regulations.
- Use of any special effects, loud noises such as generators, and lighting, particularly through the night.
- Contact information of the Production Company, Location Manager and Assistant Location Manager, ACE Liaison and Vancouver Island South Film and Media Commission.

Filming Hours

Regular filming hours follow the City of Victoria Noise Bylaw: Monday to Saturday, 7 a.m. to 10 p.m., and Sunday 10 a.m. to 10 p.m. Filming outside of the regular hours is considered on a case-by-case basis and depends on the polling results of residents/businesses and whether the production company can address any concerns. Filming on Stat holidays is not permitted unless advanced approval has been made by the ACE Liaison. Filming is only permitted during the times stated on the film permit.

Liability Insurance

The applicant must provide proof of valid public liability insurance before any film permit may be issued.

Insurance document requirements

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 must include the City of Victoria as additional named insured and contain a cross liability clause.

The policy will state that the applicant hereby indemnifies and agrees to indemnify and save harmless the City of Victoria in respect of 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.

Film Permit Fees or Deposit

Fees

The following film permit fees apply in addition to any City Services costs, for any commercial filming (e.g., movies, TV, tour photography, photography). Current fees can be found in our [Parks and Recreation Fees Bylaw](#).

- \$70.26 for a production with a Cast/Crew of less than 10 people
- \$140.52 for a production with a Cast/Crew of 10 or more people
- An application change/rescheduling fee of \$46.83 (per change) is applied if changes must be made to the permit after it has been produced.

If filming is taking place in a park, the following park use fees apply for any commercial/corporate filming. (Please note no filming is permitted within Beacon Hill Park):

- \$183.82 if the park use is under four hours
- \$271.65 if the park use is four hours or more

Deposits

The City requires a deposit in advance if City services will be used to support filming – garbage clean up, barricade delivery and pickup, signage, street occupancy, special duty policing and other work done by City crews. The ACE Liaison will request a deposit based on the estimated cost of City services and to cover loss of any borrowed equipment.

Deposit cheques will be deposited upon receiving. The City will issue a refund at the completion of filming if the deposit is greater than film permit fees and City services costs, or issue an invoice if costs exceed the deposit amount.

Applicants are responsible for the replacement cost of any City equipment lost or not returned to designated drop off/pick-up sites. Any replacements costs will be deducted from the deposit or invoiced to the production company.

Other Film Guidelines

Electrical Permits

An electrical permit must be obtained from the City of Victoria Permits & Inspections Division as required by the Safety Standards Act Electrical Safety Regulation. The permit application must name the registered electrical contractor that is eligible to do the electrical work specified in the application and who will always perform the electrical work onsite. Information on applying for an electrical permit with the City is available [here](#). The electrical permit number must be included on the City of Victoria Filming Permit Location Sheet.

An Electrical Permit is required:

- For all filming, except where a building can supply power without modification or where power is drawn from a battery supply.
- When over 30 amps of power is drawn.
- When any use of a generator for electricity requires an electrical permit.

Stunts and Special Effects

The City can support the filming of stunts and special effects, provided there is enough lead-time and planning. All stunts and special effects must be approved by the Special Events Technical Committee.

Special Duty Policing

Filming that includes stunts, explosions, gunfire, and exposed weapons requires VicPD presence onsite. Requirements should be noted in the film permit application, discussed with the ACE Liaison, and a site meeting may be required. The ACE Liaison will coordinate any extra duty police requirements. A minimum four hour call out fee is invoiced for special duty policing. If there are an insufficient number of VicPD officers on set to complete stunts safely, an alternative plan for the stunt must be used.

Regular vehicle or pedestrian traffic must not be involved in stunts – they must be done in areas without public access. Residents and businesses in the area must be notified of any stunts, special effects, and lighting in advance of filming.

Fire

Any use of pyrotechnics such as explosions, flashes, smoke, fires, fireworks, and other special effects require a permit from the Victoria Fire Department which includes the hours permitted and any necessary details and conditions. The Victoria Fire Department must be on set for any large fires. Include specifics of pyrotechnics in the film application and provide 10 days' notice in advance of any filming where pyrotechnics will be in use.

Victoria fire prevention officers will determine if any specific permits are required.

City Hall

City Hall welcomes film productions when available. The ACE Liaison will work with film crews to schedule viewings of City Hall and book the facility.

Preparation, filming, and wrap should be scheduled outside of regular City Hall operating hours, 7 a.m.-5 p.m. If Prep and wrap are not possible outside of these hours, it may be scheduled during operational hours if it does not impact City operations. City Hall can be in use evenings and weekends by council and community groups and may not be available every day.

Deductions from the film deposit will be made if damage occurs to the facility or if furniture is not returned to its correct layout. The Building Services team will provide some assistance with this.

The ACE Liaison will arrange security, and a City Hall staff liaison may also be required onsite during prep, filming and wrap to assist filming needs and ensure proper use of the facility. Security fees will be invoiced to the film production company.

Guidelines for Filming at the Johnson Street Bridge

The Johnson Street Bridge is the main gateway connecting downtown Victoria and Esquimalt. Nighttime filming is preferred and intermittent closure requests for the bridge could be accommodated on a case-by-case basis if received well in advance. Marine vessels have the right of way. There is no schedule of marine vessels transiting under the bridge and they do not have to give prior notice for a bridge lift during normal operating hours. Nighttime bridge lift requests do not happen often, however. During stunt scenes, two safety/rescue boats and the coast guard must be on scene in case of an accident/fall into the water and costs would apply.

Police traffic control is required for any bridge closure. Minimum four-hour callout charges apply. Emergency Vehicles always have priority and are permitted access to the bridge at all times. Pedestrians are permitted across the bridge's pedestrian pathways at all times except during actual filming. BC Transit are not affected between 12:30 a.m. and 6 a.m. BC Transit can accommodate intermittent closures prior to 12:30 a.m.

Drones

Remote Piloted Aircraft (UAV's) or Drones must follow Transport Canada regulations. Victoria is a controlled airspace due to the overlapping of the Victoria Inner Harbour Airport (YWH) and Victoria International Airport (YYJ). Drone use is prohibited within 9 km of Victoria's Inner Harbour Airport unless permission from NAV Canada is granted to fly a drone in a controlled airspace. Information on applying for a Remotely Piloted Aircraft System RPAS (Remotely Piloted Aerial Systems) flight authorization can be found [here](#). More information about drone regulations from Transport Canada can be found [here](#).

News Media

News gathering and news media filming within the City of Victoria do not require a film permit and do not need to inform the ACE Liaison. News media can, however, contact the ACE Liaison with any questions, concerns, or requests.

Environmental Sustainability

The City of Victoria is committed to preserving our natural environment. Production companies are encouraged to use energy efficiently and implement sustainable practices into their production processes to limit the negative impacts on the environment.

The City of Victoria supports [Creative BC's Reel Green Best Practices](#) to limit the environmental impact of film production in Victoria. The applicant shall be responsible for maintaining the location in a clean condition, and for any clean-up following.

Cancellation

The City or any other approving agency retains the right to shut down filming 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 production, if necessary, at any time during filming.

The applicant shall not use the location for any other purpose than that stated in the permit.

Code of Conduct

Film crews are expected to follow [Creative BC's code of conduct](#), which outlines expectations when filming in British Columbia. The City has the right to refuse or cancel a film permit if a production company does not comply with the code of conduct, or any City policy, bylaw, license requirement and any other rules and regulations of governing organizations (e.g., Worksafe BC, Motor Vehicle Act etc.).

The applicant shall not construct, erect, attach, or permit to be constructed, erected, or attached, any device, or fixture without the prior written consent of the ACE Liaison. 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 ACE Liaison.

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.

ADDITIONAL SPECIFIC CONDITIONS AND COMMENTS WILL BE INCLUDED IN THE APPROVED FILM PERMIT.

Submitting your Film Application

Application forms may be returned by mail, email or in person at the Arts, Culture and Events office:

Mail:

City of Victoria,
Arts, Culture and Events
#1 Centennial Square
Victoria, BC
V8W 1P6

Office Location:

Victoria Conference Centre,
720 Douglas Street
Victoria, BC
V8W 3M7

Inquiries:

Arts, Culture and Events Liaison
Cell: (250) 883 5843
Email: dmconachie@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 Vancouver Island South Film and Media Commission at 250-386-3976 and admin@filmvictoria.com