



## Filming Guidelines

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

**Initial contact for filming in Nanaimo should be directed to City of Nanaimo, Economic Development Office, 455 Wallace Street, Nanaimo, B.C. V9R 5J6 at phone: 250-754-4466.**

### 1. Application to Film

The City of Nanaimo requires that anyone planning a film production on City property, including streets, sidewalks, parks, and other public space, have a permit. The film company must submit the permit application form to the City of Nanaimo at least 15 working days before the planned filming date.

### 2. Insurance

Prior to filming, the applicant must provide proof of a valid public liability insurance of at least \$2,000,000 to \$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 Nanaimo as additional named insured and contain a cross liability clause.

**Additional insurance may be required as specified by the City's Risk Manager. Determination of the amount of the insurance will be confirmed upon review of the scope of the production.**

### 3. Fees & Charges

The film permit fee is \$50 and includes a City business licence, permission for street closures and use of City property. This is an annual fee and remains separate from rental costs and costs for recovery of wages. Any business working in the City of Nanaimo requires a current business licence including all sub-trades. As part of the film application, an Out of Town Business Licence application must be completed and submitted to the City of Nanaimo Business Licence Section for their approval. The business licence fee is included in the overall film permit fee.

An estimate sheet will be provided outlining rental rates for City property or buildings and other charges for City services or costs directly incurred as a result of the production.

A deposit for the estimated cost for all City services that will be necessary, payable by certified cheque, will be required prior to filming. When all filming in the City is complete, an invoice or a refund for the balance will be issued.

**4. RCMP**

Policing for the City of Nanaimo is under the jurisdiction of the RCMP. The City will coordinate all RCMP requirements, including filming involving gunfire, vehicle crashes and traffic control and disruption through the permitting process.

**5. Fire Department**

The City of Nanaimo has its own Fire Department. The City will coordinate all Fire Department requirements through the permitting process.

**6. Noise**

Filming must be done between 7:00 a.m. and 9:00 p.m. Monday to Saturday, and Sunday 9:00 a.m. to 9:00 p.m. as stipulated in the Noise Bylaw. Outside of these times, your application must include the details so the City can review any exemptions.

**7. Use of Civic Properties**

The City of Nanaimo owns many buildings and properties that are available to film companies. Civic properties are under the responsibility of various City Departments such as Parks, Recreation and Culture, Development Services, Public Works and Water Supply. Use of these buildings and properties will require prior approval of the department responsible.

**8. Parking**

A map must be submitted showing the dates, locations and types of vehicles to be parked on public streets or City operated parkades. The City of Nanaimo, Public Works Department, will supply and install no parking signs for a fee.

Only vehicles essential to filming should be parked on the street. Non-essential vehicles should be parked off the street.

**9. Use of City Hydrants**

Access to the City's water system is available through fire hydrants. To use a hydrant, you must have permission from the City. Fees for hydrant use is based on usage and location.

## **10. Heritage Buildings**

There are many buildings in Nanaimo that have heritage status. For filming at these sites, written permission is required from the property owner. A list of heritage buildings and historical information can be found on the City's Heritage website at [www.nanaimo.ca](http://www.nanaimo.ca).

## **11. 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.

## **12. Cancellation**

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.

## **13. Road Closures**

City of Nanaimo will coordinate all road closure requirements for all municipal streets. The City of Nanaimo also has three Provincial Highways running north and south through it. Highways #1, 19 and 19A will require approval from the Ministry of Transportation, 3<sup>rd</sup> Floor, 2100 Labieux Road, Nanaimo, BC, phone 250-751-3246.

**Note: Provincial Highways approval is not handled by the City.**

## **14. Nanaimo Port Authority**

The Nanaimo Port Authority is responsible for safety and navigation within Nanaimo Harbour. The Port Authority also administers and operates several recreational, commercial and industrial marine facilities along Nanaimo's waterfront. Anyone planning a film production or event on Port Authority controlled property will require approval from the Port Authority. Request for approval should be submitted to the Port Authority as soon as possible and not less than 30 days in advance of the filming. Requests can be directed to Mr. Mike Davidson, Manager of Property at Nanaimo Port Authority, P.O. Box 131, Nanaimo, BC V9R 5K4, telephone: 250-753-4146.

**Note: Port Authority permission is not handled by the City.**

## **15. Electrical Permit Requirements**

Any electrical permits must be obtained from the BC Safety Authority in Nanaimo located at #301, 155 Skinner Street, Nanaimo, BC, phone 250-716-5200.

**Note: Electrical Permits are not handled by the City.**

### **Note:**

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

g/WICS - Filming/Guidelines