



## **Film Permit Policy**

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### **Purpose**

This policy is designed to ensure that filming on public property is conducted so that all District of Sooke requirements are met, and that adequate notice of filming is given to those potentially affected.

1. A Film Permit is required for any filming on public property, including streets, sidewalks, parks, and other public spaces.

### **Application Procedure and Assessment:**

2. Film and production companies that want to film on public property must complete a Film Permit Application and submit the form to the District of Sooke.
3. The completed Film Permit Application will be circulated internally for comments, as well as to any related organizations that may be affected by the proposed filming.
4. Any major technical concerns or issues regarding the application will be brought to the attention of the applicant.
5. A permit will be issued by the District of Sooke if all requirements are met.
6. The correct application fee must be paid by the applicant before the permit is issued.
7. The production company must comply with the Filming Guidelines in this Policy.



2205 Otter Point Road, Sooke, British Columbia, Canada V0S 1N0

Phone: (250) 642-1634  
email: info@district.sooke.bc.ca

Fax: (250) 642-0541  
website: www.district.sooke.bc.ca

**Filming Guidelines in Sooke:** All film companies must adhere to these guidelines.

1. A Film Permit is required for any filming on public property, including streets, sidewalks, parks, and other public spaces.
2. A film company must receive approval from the Municipal Engineer, through a Highways Use Permit, to occupy and/or close a municipal street for filming. Streets shall not be closed during
  - a. high volume traffic periods,
  - b. when there are no alternative routes

Traffic must only be stopped intermittently and except where otherwise authorized, for no longer than three continuous minutes during each ten minute period. Traffic control must meet Ministry of Transportation standards. The film company must contact the RCMP, the Fire Department and the Ministry of Transportation 48 hours before the commencement of approved road closures.

3. The film company must place on the sidewalk, in the area of filming, an information sign advising the public of the name of the film and noting that they may be inconvenienced while walking through the area.
4. The film company must pay for all direct costs incurred by the District of Sooke for the use of Municipal services.
5. The film company is required to deposit a security to ensure site rehabilitation and clean-up that will be determined by the Development Services Department, based on the proposed use of public property, and the length of use.
6. The film company must arrange off-street parking for all vehicles. In locations where off street parking is not available, the film company may be required to use a remote parking location and arrange for a suitable shuttle. At all times parking should be organized to minimize the disruption to the area.
7. Late night and early morning filming will only be permitted with special approval from the District of Sooke.
8. The use of Firearms and/or Gunfire must be approved by the Municipal Fire Department and the RCMP. Special permission may be required by Council. Only ¼ load gunfire is permitted.
9. The film company must give the residents of the District of Sooke sufficient notification of filming by:
  - a. Public Notice in the Sooke News Mirror at least ten days prior to the first day of filming.
  - b. Ten days notice to property owners in the 100m radius surrounding the location where filming is to take place.



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## Film Permit Application

### APPLICANT INFORMATION

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Approximate No. Crew & Cast \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ 24 Hour contact Phone (during shoot): \_\_\_\_\_

WCB#: \_\_\_\_\_ Insurer: \_\_\_\_\_

Location Manager: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### FILM INFORMATION

Film Name: \_\_\_\_\_

Short summary of Filming (check one):

Feature Film  TV Movie  TV series/special  Commercial  Music Video

Other \_\_\_\_\_ Number of Film Vehicles: \_\_\_\_\_

Brief Outline of Production: (attach detailed description if necessary)

\_\_\_\_\_  
\_\_\_\_\_

Filming Locations:

1. \_\_\_\_\_ Date: \_\_\_\_\_

2. \_\_\_\_\_ Date: \_\_\_\_\_

3. \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>SPECIAL REQUIREMENTS</b> (Circle those that apply):</p> <p>a. Gunshots      b. Explosions      c. Night Filming      d. Animals      e. Other</p> <p>6. Details of special requirements: (Attach details if required)</p>
<p><b>TRAFFIC REQUIREMENTS:</b></p> <p>1. The applicant must include a parking plan with this application.</p> <p>2. If use of municipal highway is requested, the applicant must complete and submit a Highway use permit application with this application.</p>
<p><b>FEES:</b></p> <p>See attached fee schedule for rates and details.</p>

I, the applicant

- have included with this application the required attachments
- have included proof of insurance naming the District of Sooke as additional insured for not less than \$2,000,000
- have included a Highways Use Permit application (if required)
- have included the required application fee
- agree to submit further information deemed necessary by the District of Sooke in order to process this application
- acknowledge that this application may be rejected or its approval delayed if any of the above items are missing or if this form is incomplete

**WAIVER AND INDEMNITY:** I, the applicant, assume all risks incidental to filming and agree to release, save harmless and indemnify the District of Sooke and its officials, employees, agents, and representatives from and against all claims, actions, costs, expenses and demands with respect to the death, injury, loss or damage to persons or property arising out of or in connection with the filming. I understand that no warranty is implied for filming and this waiver and indemnity is binding on me, my heirs, executors and assigns.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_ Authorized Signatory for: \_\_\_\_\_

OFFICE USE ONLY	Approved	Comments
District of Sooke		
Fire Department		
RCMP		
SEAPARC		
Community Assoc.		



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### Film Permit Application Fees Schedule

Item	Description	Unit Cost	Amount
<b>Labour</b>	Fire Chief	\$46.17	
	Fire Fighter	\$20.54	
	Police Officer	contact RCMP	
	Building Inspector	\$37.49	
	Municipal Engineer	\$51.36	
	Municipal Planner	\$45.26	
	SEAPARC staff	\$26 - \$34 /hour	
	Fire Truck active duty	\$500.00/hour	
	Fire Truck standby	\$200.00/hour	
<b>Buildings:</b>	SEAPARC Arena	\$160/hr (negotiable) \$600/day	
	SEAPARC Pool	\$160/hr (negotiable)	
	SEAPARC Parking	Based on request	
	Community Centre	Based on request - \$800/day	
<b>Parks</b>	Any Community Park or	\$50 admin fee	
	Municipal property	\$200/day	
	Sooke Flats	Contact Sooke Community Ass.	
<b>Total</b>			

Total payment must be made to the District of Sooke. Individual Agencies will be paid out by the District of Sooke.

### Contact Numbers

Sooke Fire Chief: 642-5422  
 Sooke Building Inspector: 642-1634  
 Sooke Planning Department: 642-1634  
 Sooke RCMP: 642-5241  
 Sooke and Electoral Area Parks & Rec: 642-8000  
 Sooke Community Association: 642-5521  
 BC Transit: (Victoria) 382-6161

For other inquiries, please contact the Assistant Planner at 642-1634.



FILM PERMIT **SAMPLE**

DATE:

TO:

SUBJECT ADDRESS:

1. This Film Permit is issued subject to compliance with the District of Sooke Film Permit Policy and Guidelines, except as specifically varied or supplemented by this permit with Council's approval. **This permit must be carried by the on-site location manager at all times.**
2. This Film Permit applies only to those lands within the District of Sooke described below, and any and all buildings, structures, and other items at this location.

(Address, land description, legal description when possible)

3. That Film Permit No. XXX be authorized for issuance to allow for the following activity:

Number of Crew and Cast \_\_\_\_\_ Number of Vehicles \_\_\_\_\_  
 24 hour contact number during shoot \_\_\_\_\_

as per:

- Schedule A: Site Plan
- Schedule B: Parking Plan
- Schedule C:

4. Filming is permitted in accordance with the following time schedule:

Date	7:30am - 4:30pm	4:30 pm - 11:00pm	Exceptional hours (specify)

5. As a condition of the issuance of this Permit, a security set out below is required to ensure that development is carried out in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. The condition of the posting of the security is that should the Permittee fail to carry out the

development hereby authorized according to the terms and conditions of the Permit within the time provided, should any damage occur to Municipal Property that is not remediated by the Permittee the District of Sooke may use the security to carry out the work by its servant, agents or contractors, and any surplus shall be paid over to the Permittee; or should the Permittee carry out the activity permitted by this Permit within the set time set out above, the security shall be returned to the Permittee.

There is filed accordingly:

- a. an Irrevocable Letter of Credit in the amount of \$ N/A
6. The land described herein must be used strictly in accordance with the terms and conditions and provisions of this Permit.
7. If the Permittee does not film according to this Film Permit within 1 month of the date of issuance, the Permit will lapse.
8. Any construction that requires approval from a Building Inspector must submit an application for a Building Permit. This Permit is NOT a Building Permit.

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Frank Limshue, Municipal Planner