



FILM PERMIT – GUIDELINES

FILM PERMIT APPLICATION

The film production company shall submit a Film Permit Application with basic application fee to the City of Langley ten (10) or more working days before filming is planned.

REFUNDABLE SECURITY DEPOSIT

A refundable security deposit in the amount of \$10,000.00 is required per shoot. At the end of the filming of the production, inspections by City staff will be done to ensure that there is no damage or other matters of concern to the City as a result of the production. The security deposit will be returned to the film production company upon resolution and/or completion of these inspections.

REQUEST FOR USE OF CITY STREETS, FACILITIES AND CITY STAFF

The film production company shall request the use of City streets, facilities and City staff by completing the appropriate section in the Film Permit Application ten (10) or more days before the proposed date of filming. Once approval in principle is given, the following must be provided to the City:

- a) Cleanup/Damage Deposit
- b) Specific Use Fees
- c) Certificate of Insurance

INSURANCE AND FEES

Film Permit Applications shall include fees and proof of a minimum \$5,000,000.00 public liability insurance policy as set out in the Film Permit Application form and Fee Schedule. Receipts from payment of the basic application fee and City facility charge out fee shall be used to contribute towards a City Beautification Legacy.

BUSINESS LICENSE

Every film production company and related contractor is required to hold a valid City of Langley Business License. The application fee for non-resident businesses is \$139.00

PUBLIC NOTICE

The film production company shall notify affected property owners, residents and tenants as required by the City in its approval in principle prior to commencing filming. A copy of the notification letter shall be provided to the City for review before delivery to affected property owners, residents and tenants.

STREETS AND MANAGEMENT OF TRAFFIC

- A Highways Use or Lane Closure Permit will be required for use of City streets or lanes. Please provide drawings/maps outlining requested use. Approval is contingent upon public notice being provided and approved.
- Traffic warning signs shall be installed as required by the Public Works Department in advance of any stoppage warning drivers of the stop ahead. Signs and barricades will be provided by the City for a fee.

- No parking signs are available for use at shooting locations from the Public Works Department for a fee. No parking signs may be installed by the film production company in approved locations.
- Vehicles must not block driveways or be parked illegally near intersections. Information regarding the type and number of vehicles used for the proposed shoot shall be provided to the Public Works Department by the film production company upon request.
- Vehicle access to residential and commercial properties in the surrounding area shall not be obstructed or impeded for an excessive amount of time (2 to 5 minutes maximum duration).
- Crew parking shall be provided away from the filming site so as to avoid an excessive use of on-street parking in the immediate vicinity.

EVENING FILMING


Advance permission is required from the City of Langley for any filming or other production activity planned to take place between 9:00 PM and 7:00AM.

PYROTECHNIC APPROVALS

All productions involving pyrotechnic activities require special approval from the Langley Fire and Rescue Service, Langley RCMP and Natural Resources Canada (Explosives Inspector). Requests for pyrotechnic activities shall be reviewed at a meeting between the film production company and all approval authorities to be held at least ten (10) working days prior to the scheduled event.

NON COMPLIANCE

The City of Langley shall report any failure to comply with the above Guidelines to the B.C. Film Commission and the Directors' Guild.

	<p>City of Langley 20399 Douglas Crescent, Langley, B. C., V3A 4B3 Telephone: (604) 514-2827 Fax: (604) 514-2322</p>
---	---

FILM PERMIT APPLICATION

APPLICANT

LOCAL COMPANY NAME: _____

LOCATION MANAGER: _____ PHONE: _____ FAX: _____

COMPANY ADDRESS: _____

POSTAL CODE: _____ PHONE: _____ FAX NO: _____

PARENT COMPANY NAME: _____

ADDRESS: _____

ZIP/POSTAL CODE: _____ PHONE: _____ FAX NO: _____

PRODUCTION

NAME OF PRODUCTION: _____

NAME OF PRODUCER: _____

TYPE OF PRODUCTION: _____

LOCATION(S) OF FILMING: _____

DATES AND TIMES OF FILMING: _____

REQUEST FOR PYROTECHNIC ACTIVITIES APPROVAL MEETING (See Film Permit Guidelines)

REQUESTED FACILITIES

- | | | |
|--|---|--|
| <input type="checkbox"/> On-Street Parking | <input type="checkbox"/> City Land | <input type="checkbox"/> Other City Building |
| <input type="checkbox"/> Street Occupancy | <input type="checkbox"/> City Parking Lot | <input type="checkbox"/> Equipment |
| <input type="checkbox"/> Street Closure | <input type="checkbox"/> Fire Hall | <input type="checkbox"/> Personnel |
| <input type="checkbox"/> City Park | <input type="checkbox"/> City Hall | <input type="checkbox"/> Traffic Control |

BRIEF DESCRIPTION OF REQUIREMENTS: _____

INDEMNITY:

The applicant will, if approval is granted for the services or facilities requested in the application, indemnify and save harmless the City from and against any and all claims for bodily injury or property damage caused by, arising from or connected with any act or omission of the applicant or any agent, employee, customer, licensee or invitee of the applicant, and against and from all liabilities, expenses, costs and legal or other fees incurred in respect of any claims or any actions or proceedings brought thereon arising directly or indirectly from or in connection with the property, facilities or services of the City.

INSURANCE REQUIREMENTS:


If the application is approved, the applicant will be required to obtain and keep in force throughout the period of use permitted under this application in the joint names of the City and the applicant as their interests may appear comprehensive general liability insurance against claims for personal injury, death or property damage occurring upon or in or about the licensed area in an amount not less than \$5,000,000.00 per accident or occurrence and otherwise with an insurer and deductible and on terms satisfactory to the City. The applicant, on demand by the City, will deliver to the City forthwith from time to time the Certificate of Insurance giving evidence of such coverage.

CREDITS TO THE CITY OF LANGLEY:

The applicant will give credit to the City of Langley in the production.

Agreed to and accepted by:

 AUTHORIZED SIGNATORY OF APPLICANT – SIGN & PRINT NAME DATE

	<p>City of Langley 20399 Douglas Crescent, Langley, B. C., V3A 4B3 Telephone: (604) 514-2804 Fax: (604) 514-2322</p>
---	--

FEE SCHEDULE

<i>Item/Request</i>	<i>Fee</i>	<i>Comments</i>
Film Permit Application	\$200.00 (+ GST)	Non-refundable
Business Licence Application	\$139.00	Non-refundable
Security Deposit	\$10,000.00	Refundable
City Buildings and Facilities Charge Rate	\$400.00/day	For each building or facility (includes parks)
City Owned Land – not a park	\$200.00/day	
Street Usage	\$100.00/100 metres of roadway per day	Minimum road unit length: 100 metres
Fire Department Vehicle Costs:		
Pumper	\$300.00/hour*	Minimum 10 km (includes staff time)
Aerial	\$300.00/hour*	Minimum 10 km (includes staff time)
Rescue Vehicle	\$200.00/hour*	Minimum 10 km (includes staff time)
Staff Time:		Minimum 4 hour callout
RCMP Police (Officers)	\$86.00/hour per officer	Traffic control, shoot scenes, etc. To coordinate RCMP callout
RCMP Police (Clerical)	\$40/shoot	
Fire and Rescue Service (Firefighters)	Included in vehicle costs	General services
Public Works Department (Labourers)	\$48.00/hour per person	

* *currently under review*

CONTACT LIST

<i>Name</i>	<i>Position</i>	<i>Telephone</i>	<i>Fax</i>
Bob Hummel	Film Coordinator	514-2827	514-2322
Len Walters	Manager of Parks	514-2912	514-2322
Jim McGregor	Fire Chief	514-2881	530-3853
Cpl. Dave Fitzharris	Corporal (Langley RCMP)	532-3247	514-9026

APPLICATION CHECKLIST

- Complete Application Form
- Basic Application Fee
- Business Licence Application and Fee
- Damage Deposit
- Specific Use Fees
- Certificate of Insurance

CITY OF
LANGLEY



City of Langley
20399 Douglas Crescent, Langley, B. C., V3A 4B3
Telephone: (604) 514-2827 Fax: (604) 514-2322

HIGHWAY USE PERMIT

APPLICANT

COMPANY NAME: _____

COMPANY ADDRESS: _____

POSTAL CODE: _____ PHONE: _____ FAX NO: _____

APPLICATION FEE: \$75.00 PERMIT NUMBER: _____

LOCATION MANAGER (for film productions) : _____ PHONE _____ FAX _____

EFFECTIVE DATE: _____ EXPIRY DATE: _____

SECURITY DEPOSIT: _____



CITY OF LANGLEY

BUSINESS LICENCE APPLICATION

Roll #	Zoning	S.I.C. Category	Application Fee	Business Licence No.
BUSINESS INFORMATION			OWNER INFORMATION	
Business Name			Owner Name	
Bus. Location			Address	
Mailing Address			City, Postal Code	
City, Postal Code			Phone No.	
Bus. Phone			(Home address & phone number(s) will be confidential)	
(Business name, address & phone # will be public information)				
Bus. Fax			Emergency Contacts & Phone No.	
E-mail			1. Name Phone	
Number Of Employees (incl. yourself)			2.	
Square Footage of Premises				
DESCRIPTION OF BUSINESS			NOTES	
Trade Certification No. :				
Is this Business Operated from a Residence in the City of Langley?			Yes No	

I hereby apply for a Business Licence and certify that the information provided is correct and agree to comply with all relevant bylaws of the CITY OF LANGLEY

Date:	Position	(Print Name)	(Signature)

OFFICE USE ONLY			
DEPARTMENT APPROVALS			COMMENTS
PLANNING			
	Approved		
Date	Denied		Signature
HEALTH			
	Approved		
Date	Denied		Signature
e.g. Childcare, Food Service, Spas, Beauty Salons			
FIRE			
	Approved		
Date	Denied		Signature
RCMP			
	Approved		
Date	Denied		Signature
e.g. Childcare, Towing, Household, Security/Investigation, Financial			
LICENCE INSPECTOR			
	Approved		
Date:	Denied		Signature

Docslang #39871

Please return application with payment to the City of Langley
20399 Douglas Crescent, Langley, BC V3A 4B3
Phone: 604-514-2804 or Fax: 604-514-2322
www.city.langley.bc.ca