



**TOWN OF GIBSONS**  
**POLICY AND PROCEDURE MANUAL**

<b>SUBJECT:    FILMING POLICY</b>	<b>SECTION:    ADMINISTRATION</b>
	<b>NUMBER:     1.31</b>
	<b>PAGE        OF</b>
<b>ADOPTED:    June 1, 2004</b>	<b>RESOLUTION NO.:</b>
<b>REVISED:</b>	

**PURPOSE**

The purpose of this policy is to encourage filming in the Town of Gibsons that strikes the appropriate balance between successful filming that will portray the Town in a positive image and contribute to the local economy, with a minimum of inconvenience to residents.

**POLICY**

The Town of Gibsons will:

1.    Facilitate the film industry in its production endeavours by providing a centralized and efficient procedure for obtaining municipal approvals for filming within the Town of Gibsons.
2.    Promote the Town of Gibsons as a physically and economically attractive environment for filming.
3.    Encourage the establishment of business and related industry and the development of expertise on the Sunshine Coast to support the film industry.
4.    Support policies and procedures which minimize inconvenience to the public and citizens of the Town of Gibsons as a result of filming on location.
5.    Support policies and procedures to ensure that filming on location will not cause any damage to public or private property and that, in the event of any damage, the film company will be responsible to make such repairs as required.
6.    Support policies and procedures to require that filming on location will be conducted so as to ensure the safety and well-being of the general public.
7.    Establish fees for facilitating filming within the Town.



## TOWN OF GIBSONS

### REQUIREMENTS FOR FILMING IN THE TOWN OF GIBSONS

#### 1. APPLICATION & FEE

Production companies wishing to film in the Town of Gibsons must submit an application for filming. A non-refundable fee of \$500 will be required to process the application (Attachment A) and issue a permit.

#### 2. INSURANCE & INDEMNITY

The Town requires the production to obtain \$5 million in public liability insurance. The applicant shall provide an insurance certificate naming the Town as an additional insured. The certificate must be submitted with the application.

#### 3. DAMAGE DEPOSIT

A deposit of up to \$5,000 may be required by the Town to ensure that parks and public areas are left in a tidy condition.

#### 4. ON-STREET PARKING

Authorization for on-street parking of production and staff vehicles must be obtained from the Town. On-street parking requirements must be outlined in detail on the filming application form and the appropriate fee paid.

#### 5. NOTICE

Written notice of filming and/or parking restrictions may be required to be hand delivered by the applicant to affected businesses and/or residents as determined by the Town.

#### 6. REGISTRATION

Production companies must be registered with the British Columbia Film Commission and be a member in good standing.



## TOWN OF GIBSONS

### CODE OF CONDUCT FOR FILM CREWS

These guidelines were developed to help ensure an effective working relationship between the Town of Gibsons and visiting production companies.

1. When filming in a neighbourhood or business district, producers must give at least one week notice to affected merchants and residents as determined by the Town.
2. Production must abide by Town of Gibsons' Traffic Bylaw at all times unless otherwise requested and approved by permit.
3. Production must comply with Town of Gibsons' Noise Bylaw and give at least one week notice to affected residents as determined by the Town of late night activities in the Town of Gibsons.
4. Cast and crew should enter the area no earlier than the time stipulated on the permit and park one by one, turning engines off as soon as possible, staying within designated parking areas.
5. When production passes identifying employees are issued, everyone shall wear it while at a location.
6. The production cannot move or tow vehicles without permission from the Town of Gibsons or the vehicle's owner.
7. Production vehicles may not block driveways without the permission of the Town of Gibsons or the driveway owner.
8. Cast and crew must eat their meals in the designated area.
9. All catering, crafts service, construction, strike and personal trash must be removed from the location.
10. Do not remove, trim or cut trees or plants without owner or Town of Gibsons permission.
11. Remove all signs erected during production, and return all signs taken down during production. Signs shall only be placed where pre-approved by the Town.
12. Avoid excessive noise, do not let engines run unnecessarily.
13. Please keep your shoes and shirts on and do not wear t-shirts or other clothes, or display any signs or posters with offensive messages or images.



**TOWN OF GIBSONS**  
**FILMING APPLICATION**

Municipal guidelines, bylaws and fees vary between jurisdictions. A detailed location map will be required for each individual filming location prior to a Film Permit being issued. Please submit the appropriate documentation and fees to the Acting Director of Parks and Aquatic Facility.

**PRODUCTION COMPANY INFORMATION**

NAME OF PRODUCTION: _____		
TYPE OF PRODUCTION: _____	DATE: _____	
NAME OF APPLICANT: _____		
ADDRESS: _____		
CITY: _____	PROVINCE: _____	
POSTAL CODE: _____	PHONE: _____	FAX: _____

**CONTACT INFORMATION**

PRODUCER(S): _____	PHONE: _____
PRODUCTION MANAGER: _____	CELL: _____
LOCATION MANAGER: _____	CELL: _____
ASSISTANT LM: _____	CELL: _____
CONTACT "ON-SET": _____	SET CELL: _____

**NOTE:** A condition of this permit remaining valid during the approved period is the provision by the production company of a contact person available in the Gibsons area 24 hours per day during the approved period.

**DATE INFORMATION**

PREPARATION DATES: _____	TO: _____
SHOOTING DATES: _____	TO: _____
ESTIMATED DAYS IN MUNICIPALITY: _____	

**PROPOSED LOCATION(S) AND ACTIVITIES (PLEASE ATTACH DETAILED DIAGRAM)**

PROPOSED LOCATION FOR FILMING: (PUBLIC OR PRIVATE LOCATIONS) _____
DESCRIPTION OF ACTIVITIES: _____

**REQUIREMENTS**

<input type="checkbox"/> ON-STREET PARKING	<input type="checkbox"/> TOWN PARKING LOT	<input type="checkbox"/> PRIVATE PROPERTY
<input type="checkbox"/> STREET OCCUPANCY	<input type="checkbox"/> STREET CLOSURE	<input type="checkbox"/> TRAFFIC CONTROL
<input type="checkbox"/> TOWN PARK	<input type="checkbox"/> PUBLIC FACILITIES	<input type="checkbox"/> EQUIPMENT
	<input type="checkbox"/> FIRE HYDRANT	<input type="checkbox"/> PLACING OF SIGNS
OTHER: _____		
<b>NOTE:</b> If on-street parking is required, the conditions and cost of such may be negotiated with the Town.		
<b>NOTE:</b> The cost for Town staff, equipment and materials will be charged at current rates. A deposit may be required.		

**INDEMNITY**

The applicant will provide with this application proof that it shall indemnify and save harmless the Town of Gibsons 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 arising out of the filming activity applied for and against and respect of any such claims or any actions or proceedings brought thereon arising directly or indirectly from or in connection with the property, facilities or services provided by the Town of Gibsons in connection with the filming activity applied for.

**INSURANCE REQUIREMENTS**

The applicant will obtain and keep in force throughout the period of use permitted under this application in the joint names of the Town of Gibsons 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 approved locations in an amount not less than \$5 million dollars per accident or occurrence and otherwise with an insurer and deductible and on terms satisfactory to the Town of Gibsons. Proof of this requirement shall be submitted with the application.

**BUSINESS LICENSE**

Approval of this application shall fulfill the obligation under the Town’s Business License Bylaw that every business operating within the Town possess a business license.

**APPLICATION FEE**

A non-refundable \$500 fee must accompany this application.

**DAMAGE DEPOSIT**

A deposit of up to \$5,000 may required to be submitted to the Town at time of application for the purposes of ensuring that all public spaces used during filming are returned to an acceptable condition. Such a deposit may be in the form of cash, certified cheque or irrevocable letter of credit valid for the period of production plus three (3) additional months. By signing this application, the applicant acknowledges this requirement to restore all public locations used to their original condition prior to commencement of filming.

**LOCAL BYLAWS**

Unless otherwise waived by the Town, all activities must comply with the bylaws of the Town of Gibsons.

The applicant has read and agrees to the terms of this application.

I hereby acknowledge receipt of the BC Film Commission “Code of Conduct for Cast and Crew” and the requirements for filming in the Town of Gibsons and agree to operate within the terms and conditions outlined in those documents and as specified in this application.

\_\_\_\_\_  
AUTHORIZED SIGNATORY (PRINT NAME)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE/POSITION  
**FOR TOWN USE ONLY**



# Locations Management Kit

(Location Worksheet, Street Use Request, Incident Report)

## Location Worksheet

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### To be submitted with a Street Use Request Form and a Map

Production Company: \_\_\_\_\_ Office Phone: \_\_\_\_\_  
Production Title: \_\_\_\_\_ Episode No.: \_\_\_\_\_  
Locations Manager: \_\_\_\_\_ Phone: \_\_\_\_\_  
Location: \_\_\_\_\_ Date(s): \_\_\_\_\_  
Move In Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Move Out Time: \_\_\_\_\_  
Curfew extension required: Yes \_\_\_ No \_\_\_

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### Scenes To Be Filmed

Include detailed description and requirements of sources (a separate page may be used to replace this section.)

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### Sfx & Misc

Guns/Gunfire: Y \_\_\_ N \_\_\_ Stunts: Y \_\_\_ N \_\_\_ Rain/Snow: Y \_\_\_ N \_\_\_ No. of Picture Vehicles: \_\_\_  
Animals: Y \_\_\_ N \_\_\_ Fire and/or Explosion: Y \_\_\_ N \_\_\_  
Extras: \_\_\_\_\_ Other: \_\_\_\_\_

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### Traffic Control

Street/Lane: \_\_\_\_\_ ITC: Y \_\_\_ N \_\_\_ Closure: Y \_\_\_ N \_\_\_  
Specify East/West and name Applicable: Y \_\_\_ N \_\_\_  
Sidewalk: \_\_\_\_\_ ITC: Y \_\_\_ N \_\_\_ Closure: Y \_\_\_ N \_\_\_  
Specify Which Applicable: Y \_\_\_ N \_\_\_

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### Lighting

Include equipment positions, area to be illuminated, type of light and ancillary equipment (stands, cranes, reflectors, etc.) Include positions on map and attach.

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### Cameras

Include equipment positions and ancillary equipment (tripod, dolly tracks, cranes, etc.) Include positions on map and attach.

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### Film Office Coordinator to confirm with Location Manager

Pre-Book – Other Proximal & EIC      Previous Complaint Info      Neighbourhood & EIA Contacts

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# Street Use Request

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**To be submitted with a Location Worksheet and a Map**

Production Company: \_\_\_\_\_ Office Phone: \_\_\_\_\_  
Production Title: \_\_\_\_\_ Episode No.: \_\_\_\_\_  
Locations Manager: \_\_\_\_\_ Phone: \_\_\_\_\_  
Location: \_\_\_\_\_ Date(s): \_\_\_\_\_

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Date required by: Day: \_\_\_\_\_ Month: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Date required to: Day: \_\_\_\_\_ Month: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Block Number(s): \_\_\_\_\_ Street: \_\_\_\_\_ Side: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_

Use specific landmarks such as – intersecting streets, meter numbers, lamppost numbers, building addresses or property lines or other identifiable markers.

work trucks       picture       circus       generator       lighting

.....  
Date required by: Day: \_\_\_\_\_ Month: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Date required to: Day: \_\_\_\_\_ Month: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Block Number(s): \_\_\_\_\_ Street: \_\_\_\_\_ Side: \_\_\_\_\_  
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work trucks       picture       circus       generator       lighting

.....  
Date required by: Day: \_\_\_\_\_ Month: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Date required to: Day: \_\_\_\_\_ Month: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Block Number(s): \_\_\_\_\_ Street: \_\_\_\_\_ Side: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_

Use specific landmarks such as – intersecting streets, meter numbers, lamppost numbers, building addresses or property lines or other identifiable markers.

work trucks       picture       circus       generator       lighting

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Film Office Coordinator to Confirm      Catering      Circus & Crew Park  
Placement of Generator(s)      \_\_\_\_\_  
\_\_\_\_\_

# Incident Report

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Date: \_\_\_\_\_ Location: \_\_\_\_\_

Approximate time of incident: \_\_\_\_\_

Production Title: \_\_\_\_\_

Locations Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

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**Brief Description of Incident:**

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**Action Taken:**

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**Follow Up:**

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**Witnesses/Police:**

1. Name: \_\_\_\_\_ 4. Name: \_\_\_\_\_

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

2. Name: \_\_\_\_\_ 5. Name: \_\_\_\_\_

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

3. Name: \_\_\_\_\_ 6. Name: \_\_\_\_\_

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



**TOWN OF GIBSONS**  
P.O. Box 340, Gibsons, BC V0N 1V0  
**BUSINESS LICENCE BYLAW 666**

Phone: 886-2274  
Fax: 886-9735

**APPLICATION FOR BUSINESS LICENCE**

**APPLICANT'S INFORMATION:**

**ACCOUNT NO.:** \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Owner/Manager (if different from applicant): \_\_\_\_\_

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

\_\_\_\_\_ Telephone No.: \_\_\_\_\_

**BUSINESS INFORMATION:**

Business Name: \_\_\_\_\_

Business Location : \_\_\_\_\_ Zone: \_\_\_\_\_

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

Business Phone No.: \_\_\_\_\_ T.Q. #: \_\_\_\_\_

Type of Business: \_\_\_\_\_

No. of Employees: \_\_\_\_\_ Floor area to be used (retail only): \_\_\_\_\_

I/we hereby apply for a Town of Gibsons' Business Licence in accordance with the particulars as above stated and declare that all statements made in the application are true and correct. I/we will abide by all the Bylaws now in force or which hereafter come into force in the Town of Gibsons. I/we will notify the Town of Gibsons of any changes in the above stated particulars.

Personal information contained on this form is collected under the **Freedom of Information and Protection of Privacy Act** and will be used only for the purposes of issuing a Town of Gibsons Business Licence.

\_\_\_\_\_ **Application Date**

\_\_\_\_\_ **Applicant's Signature**

**THIS AREA FOR OFFICE USE ONLY**

**PROCESSED**

**REFERRALS**

Date: \_\_\_\_\_

Building Inspection: \_\_\_\_\_

Fee: \_\_\_\_\_

Fire Inspector: \_\_\_\_\_

Class Code: \_\_\_\_\_

Health Inspector: \_\_\_\_\_

Comments: \_\_\_\_\_

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

APPROVED: \_\_\_\_\_

Account No. \_\_\_\_\_

LICENCE INSPECTOR

(Signature constitutes authority to issue licence)