

APPLICATION TO FILM IN THE CITY OF ABBOTSFORD



Contents:

- filming guidelines
- general contact information
- filming application
- filming fee schedule
- hold harmless agreement
- proof of insurance
- highways use permit
- business licence application
- wrap sheet

CITY OF ABBOTSFORD
32315 SOUTH FRASER WAY
ABBOTSFORD, B.C. V2T 1W7
PH: 604-851-4167

GST #89725 6350 RT

Please email completed forms to econdev@abbotsford.ca

CONDITIONS OF APPROVAL

All approvals are conditional. The film production company must provide the following:

- A completed Application Form.
- Documentation showing appropriate insurance.
- The City of Abbotsford will determine if any additional permits or special conditions of approval are necessary.
 - An approved electrical permit (Provincial)
 - Approval from any regional, provincial, or federal agency.Special conditions of approval may apply when filming affects surrounding homes and businesses.

The City of Abbotsford reserves the right to review all scripts.

FILM APPLICATION AND SUPPORT FEE

The film production company shall submit a Film Application with \$350.00 + GST film support fee to the City of Abbotsford ten (10) or more working days before filming is planned.

BUSINESS LICENCE

Every film production company and related contractor is required to hold a valid City of Abbotsford Business Licence. The application fee for a one year, non-resident businesses is \$281.00 + \$25.00 admin fee.

- Film companies will not need to re-apply for a City of Abbotsford **Business Licence** for different filming projects that fall within the one (1) year period.
- Film companies will still have to apply for their film permit, a **\$350 application fee for each film**. The Filming Coordinator for the City will need to be contacted for each new production.
- The Business License will expire after one (1) year, and film companies will need to re-apply for a Business License for any new productions.

REQUEST FOR USE OF CITY STREETS

The film production company shall request the use of City streets by completing the highways use permit section in the Film Application. The following information is also needed in conjunction with the highways use permit.

- Traffic plan.
- Crew and circus parking proposal
- \$75.00 non refundable permit fee

INSURANCE

Film Permit Applications shall include proof of a minimum \$5,000,000.00 public liability insurance policy as set out in the Film Application form.

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. The film production company will also be required to post notification in the local newspaper about filming activities including road closures and special effects. The City of Abbotsford film coordinator will arrange the advertisement and will charge the related cost to the film production company.

STREETS AND MANAGEMENT OF TRAFFIC

- Vehicles must not block driveways or be parked illegally near intersections.
- 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).

TRAFFIC CONTROL

The film company will coordinate the booking of a certified Traffic Control company for traffic control.

The Traffic Control company must be present to conduct traffic control duties for:

- Temporary traffic stoppages (maximum 3 minutes every 15 minutes)
- Any on-street filming that will affect or interfere with traffic
- Any stunts or special effects which will require the controlling of traffic on the street.

WEAPONS AND ESCORT DUTIES

If weapons and firearms are to be used in a scene, whether being fired or not, an Abbotsford Police Officer must be in attendance. A 4 hour minimum callout is required for Abbotsford Police.

PYROTECHNIC APPROVALS

All productions involving pyrotechnic activities require special approval from the Abbotsford Fire Rescue Service. 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. A Pyrotechnic Permit will be needed, and Abbotsford Fire Rescue (AFRS) crew and truck may be required to be on scene. A 4 hour minimum call out is required for AFRS crews.

EVENING FILMING

Advance permission is required from the City of Abbotsford for any filming or other production activity planned to take place between 10:00 PM and 6:00 AM Monday to Saturday, or 9:00 AM to 10:00 PM on Sunday. All residents in the proposed evening filming area will be notified ten (10) working days in advance, and if unsatisfied with the proposed filming, the film production company will make alternate arrangements for the residents. Signatures must be collected from the residents and businesses indicating their acceptance or disapproval.

NOISE AND DISTURBANCE

Generators used in residential areas must be equipped with silencing devices. Lighting should be directed away from neighbouring residences.

Contact Information

A.	Filming Coordinator Barb Roberts Special Events & Filming Coordinator Email: broberts@abbotsford.ca Tel: 604-557-1473
B.	Abbotsford Fire Rescue Service Ted Main Fire Prevention Officer Email: tmain@abbotsford.ca Tel: 604-864-5674
C.	Police Department Constable Rob Hryhorczuk Email: rhryhorczuk@abbypd.ca Tel: 604-864-4885

Fee Schedule

Item / Request	Fee	Comments	Use this area for fees Calculation
Film Support Fee	\$350.00	Non-refundable, Plus GST (5%)	
Business Licence Fee	\$281.00 + \$25.00 admin fee=\$306 total	Non-refundable, No GST applied	
Security Deposit	To be determined	Refundable	
Street – Highways Use Permit	\$75.00	Non-refundable, No GST applied	
Hydrant Use Permit <i>(must be obtained from the Public Works Yard on King Road)</i>	8am-4pm Mon-Fri Per day: \$50.00 Weekends & 5pm-12am Mon- Fri Per day: \$150	Non-refundable	
Fire Dept. Inspection Fee	\$100.00	Non-refundable	
Fire Vehicle/Staff Assistance Costs:	Costs calculated by type of equipment & staff required	Deposit required	
Police Officer Costs:	Per hour: \$100.00	Plus GST (5%) Deposit required	
Police Car	\$125.00 per hour	Plus GST (5%) Deposit required	
City buildings and facilities charge rate:	Individually priced	Deposit required	
Building Permits and Sign Permits	Individually priced based on project type		
		TOTAL AMOUNT DUE	\$

GST #89725 6350 RT

Filming Application Package

<p>Production Type: (Please circle) Series Pilot Feature</p> <p>Commercial Photo Mini-Series Documentary TV Movie</p> <p>Other _____</p>										
<p>Contact Information:</p> <p>Location Manager: _____</p> <p>Asst. Location Manager: _____</p> <p>Producer(s): _____</p> <p>Production Manager: _____</p> <p>Special Effects Coordinator: _____</p>		<p>Cel: _____</p> <p>Cel: _____</p> <p>Cel: _____</p> <p>Cel: _____</p> <p>Cel: _____</p>								
<p>Filming Information:</p> <p>Production Title: _____</p> <p>Dates Requested for Filming: From: _____ To: _____</p> <p>Hours of Filming: From: _____ To: _____</p> <p>Locations of Filming: _____</p> <p># of crew on location: _____ Length of work trucks: _____</p>										
<p>Proposed Activities:</p> <table style="width:100%; border: none;"> <tr> <td style="border: none; vertical-align: top;"> <input type="checkbox"/> Gun Fire <input type="checkbox"/> Rain or Snow <input type="checkbox"/> Fire <input type="checkbox"/> Helicopter <input type="checkbox"/> Explosion </td> <td style="border: none; vertical-align: top;"> <input type="checkbox"/> Car Stunt <input type="checkbox"/> Tow Shots <input type="checkbox"/> Drive up/away <input type="checkbox"/> Drive by <input type="checkbox"/> Wet downs </td> <td style="border: none; vertical-align: top;"> <input type="checkbox"/> Stunts <input type="checkbox"/> Animals <input type="checkbox"/> Exterior Set Construction </td> </tr> </table>			<input type="checkbox"/> Gun Fire <input type="checkbox"/> Rain or Snow <input type="checkbox"/> Fire <input type="checkbox"/> Helicopter <input type="checkbox"/> Explosion	<input type="checkbox"/> Car Stunt <input type="checkbox"/> Tow Shots <input type="checkbox"/> Drive up/away <input type="checkbox"/> Drive by <input type="checkbox"/> Wet downs	<input type="checkbox"/> Stunts <input type="checkbox"/> Animals <input type="checkbox"/> Exterior Set Construction					
<input type="checkbox"/> Gun Fire <input type="checkbox"/> Rain or Snow <input type="checkbox"/> Fire <input type="checkbox"/> Helicopter <input type="checkbox"/> Explosion	<input type="checkbox"/> Car Stunt <input type="checkbox"/> Tow Shots <input type="checkbox"/> Drive up/away <input type="checkbox"/> Drive by <input type="checkbox"/> Wet downs	<input type="checkbox"/> Stunts <input type="checkbox"/> Animals <input type="checkbox"/> Exterior Set Construction								
<p>Company Information:</p> <p>Local Production Company: _____</p> <p>Address: _____ City: _____ Prov: _____</p> <p>Postal Code: _____ Tel: _____ Fax: _____</p> <p>Corporate Registry# _____</p> <p>Parent Company (for accounting purposes) _____</p> <p>Address: _____</p> <p>Postal/ZIP code: _____ Tel: _____ Fax: _____</p>										
<p>Liability Insurance:</p> <p>Current insurance on File <input type="checkbox"/> no <input type="checkbox"/> yes – Expiry Date: _____</p>										
<p>Other Information required:</p>	<p>Proof of Insurance</p> <p>Hold Harmless Agreement</p> <p>\$350.00 + GST film support fee</p> <p>\$306.00 business licence fee</p> <p>Deposit(s) to be determined</p>	<table style="width:100%; border: none;"> <tr> <td><input type="checkbox"/> yes</td> <td><input type="checkbox"/> no</td> </tr> <tr> <td><input type="checkbox"/> yes</td> <td><input type="checkbox"/> no</td> </tr> <tr> <td><input type="checkbox"/> yes</td> <td><input type="checkbox"/> no</td> </tr> <tr> <td><input type="checkbox"/> yes</td> <td><input type="checkbox"/> no</td> </tr> </table>	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> yes	<input type="checkbox"/> no
<input type="checkbox"/> yes	<input type="checkbox"/> no									
<input type="checkbox"/> yes	<input type="checkbox"/> no									
<input type="checkbox"/> yes	<input type="checkbox"/> no									
<input type="checkbox"/> yes	<input type="checkbox"/> no									
<p>Distribution: <input type="checkbox"/> Police <input type="checkbox"/> Fire <input type="checkbox"/> Parks <input type="checkbox"/> Engineering <input type="checkbox"/> Other _____</p>										
<p>Applicant's Signature: _____ Date: _____</p>										
<p>City Approval: _____ Date: _____</p>										

Hold Harmless Agreement

We, WorkSafeBC, agree to assume, and hold harmless the City of Abbotsford, its officers, employees and agents from, all liability to any person or property of whatsoever kind or nature, including the license, and the licensee's property, which occurs as a result of activities for which we were granted an approval to film a commercial or other venture in the City of Abbotsford.

Further, WorkSafeBC agrees to indemnify and defend, or claims of liability, brought by, or made on behalf of, any person for personal injury, bodily injury, property damage, or direct economic loss caused by or arising out of any act or omission of either the licensee, his agents or employees, and occurring during the period and as a result of the activities for which this license was issued. In no event shall WorkSafeBC be liable for any lost profits or indirect, consequential, incidental, special, or punitive damages whatsoever.

Business Name

Name of Applicant

Signature

Title

Date

Accepted for the City of Abbotsford

Signature

Name/Position

Date

Insurance Certificate

Proof of insurance coverage is required as a condition of being granted use of City property for filming. Please fill in this section, and also include a copy of your certificate of insurance when you submit your application for processing.

To be completed by the Insurer or an authorized licensed insurance agent and returned to:

City of Abbotsford
Business Licence Division
32315 South Fraser Way
Abbotsford, B.C. V2T 1W7

NAME OF INSURED FILMING COMPANY: _____

NAME OF FILM/COMMERCIAL _____

ADDRESS: _____

TEL: _____ FAX #: _____

NAME OF INSURER: _____

POLICY NUMBER: _____

EFFECTIVE DATE: _____ EXPIRY DATE: _____

The undersigned Insurer or Agent confirms that the following coverages have been affected through the policy noted above for the duration of the activity:

- Comprehensive General Liability Insurance covering bodily injury, death and/or damage to or destruction of property including loss of use thereof, arising from the above Named Insured activities. Such insurance to include Broad Form Property Damage, Blanket Contractual Liability, and Cross Liability or Severability of Interest Clause as defined below.
- Minimum Liability Coverage of \$5,000,000 per occurrence for bodily injury and or property damage and in the aggregate with respect to products and completed operations.
- The City of Abbotsford and / or City of Abbotsford Police, their officers, agents, employees and volunteers are added as additional Insured's but solely with respect to the liability which arises out of the activities of the Named Insured. The Abbotsford Airport to be included as additional Insured if the Abbotsford Airport property are used for filming.

Filming Application Package

- City of Abbotsford to receive 15 days prior written notice of cancellation or material change. Thirty days written notice is required on Certificates evidencing annual blanket insurance coverage.
- Cross Liability or Severability of Interest Clause: The Policy shall protect each Insured in the same manner and to the same extent as though a separate Policy had been issued to each but nothing herein shall operate to increase the Insurer's liability at set forth elsewhere in this Policy beyond the amount or amounts for which the Insurer would be liable if there had been only one Insured. Any breach of a condition of this Policy by any Insured shall not affect the protection given by this Policy to any other Insured.

Agents / Insurer's Name: _____

Tel: _____

Address: _____

Fax: _____

Date: _____

Signature of Authorized Representative

APPLICATION FOR
HIGHWAYS USE PERMIT NO. _____

File No.: 4520-40

Highway Use Permit - Filming

Application Date:

Applicant's Name:		Phone:	
Company Name:		Fax:	
Address:		Cell:	
City:		Pager:	
Postal Code:		Contact:	
Start Date/Time:			
Completion Date/Time:			
Location(s) of work/event:			
Road Closure – Full, Partial or N/A (Provide a Traffic Management Plan)			
Purpose of Highway Use Permit:			

Requirements:

1. The City of Abbotsford is to be named as “**an additional named insured**”. To facilitate the indemnification and saving harmless of the City, its' servants, agents and employees, the applicant shall maintain in force an insurance policy providing a minimum liability coverage of \$5,000,000 for as long as this permit is in effect. The City shall be named in the policy that requires that thirty (30) days written notice be given the City prior to any alterations to, or cancellation of, the policy.
2. Permit Fee: **\$75.00**
3. See **Special Conditions, Section _____** attached.

Engineering Dept.

- Application Completed
- Copy of Insurance Papers
- Fees (WO#E200-410802, 210039 – security deposit)
- Managers Approval
- Road Closure forwarded to Operations

Date faxed/picked-up: _____
S/D refund approved: _____
Date S/D refunded: _____

EVENT

Estimated Attendance: _____

Traffic Control Plan: YES _____ NO _____

Barricades/Signage Required: YES _____ NO _____

Barricades /signage supplied from Engineering Operations may incur a cost.

Will there be food served or prepared?: YES _____ NO _____

Please ensure that access routes for emergency vehicles are kept clear at all times.

Policing costs may incur depending on size and type of event.

Traffic marshals do not have the authority to stop traffic; only allow pedestrians to proceed when safe to do so.

They can direct the participants involved in the event, but traffic direction is the responsibility of the police.

I /We declare that I/We are aware of the terms and conditions of Street and Traffic Bylaw No. 1536-2006 and the attached special terms and conditions, and that I/We will abide by all such terms and conditions imposed in respect of this application

I/We agree to assume full responsibility for any loss or damage suffered by anyone or to any property whatsoever caused directly or indirectly by the Works or other Highway Use for which this Permit was issued, and shall save harmless and indemnify the City from all claims and demands whatsoever in respect of the Works or other Highway Use and in respect of the issuance of this Permit except to the extent that such claims and demands result from the willful act or neglect of the City, its employees, agents, or contractors.

Applicant's Signature

Date

The applicant is authorized to carry out the Works or carry out the Highway Use at the location designated in this Permit provided that all work is performed in accordance with the attached terms, conditions and regulations, the applicant's approved plans, if any, the City's bylaws, specifications and regulations governing the proposed Highway Use, the following special terms and conditions:

...and any special terms and conditions as may be imposed during the carrying out or performance of the authorized Highway Use or Works.

Manager, Engineering Inspections & Permits

Date

General Manager, Engineering & Regional Utilities

Date

Business Licence Application Form

For Businesses located outside of Abbotsford, apply online at www.abbotsford.ca under "Online Services"

Section 1: Business Information:		
Business Name: _____		
Business Operating Name (dba): _____		
Mailing Address: _____		
City: _____	Prov: _____	Postal Code: _____
Business Phone No.: _____	Business Fax No.: _____	
Business E-mail Address: _____		
Please enter a precise description of your business:		

No. of Employees working in Abbotsford: _____		

Section 2: Business Owner & Applicant Information	
Owner's Name: _____	Phone No.: _____
Mailing Address: _____	
Are you the Business Owner?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No - Complete your information below
	Name: _____
	Phone No: _____

Section 3
<p>I hereby make application for a Business Licence in accordance with the information stated above and declare that the information provided is complete. I further agree to comply with all bylaws and laws now in force or which hereafter may come in to force in the City of Abbotsford. Fees for the application are payable at the time of application and I understand that I cannot operate or open my business without first obtaining a valid Business Licence. Once issued, the Licence is to be prominently displayed on my premises. IT IS AN OFFENCE TO MAKE A FALSE APPLICATION</p>
<p>Signed: _____ Date: _____</p>

Filming Wrap Sheet

Please fill out this form within **two weeks** after your filming wraps up in Abbotsford and submit it to the City of Abbotsford Filming Liaison at econdev@abbotsford.ca. Thank you.

FILM PROJECT DETAILS

Film Title: _____

Type of Film: _____

Location Used: _____

Number of Days spent filming in Abbotsford: _____

CONTACT INFORMATION

Production Company: _____

Address: _____

City: _____

Province/State: _____

PC/Zip: _____

Office Tel#: _____

Fax #: _____

Cell Tel #: _____

E-mail Address: _____

PRODUCTION STATS

If you used Abbotsford restaurants for your catering, how much was spent?

\$ _____

Did you need other local services but did not find them in Abbotsford? YES NO

If YES, which types of services did you need?

If you stayed in Abbotsford during your film, how many hotel rooms and nights did you book?

Filming Application Package

Total dollar amount spent in community (estimate ok):
(ie. Catering, Set Dec, FX, accommodations, holding areas, buyouts, extras etc.)

\$ _____

Total Donations to Not-for-Profit or Community Improvement Groups:

\$ _____

Overall filming experience in the City of Abbotsford (please circle one):

Excellent Good Average Poor Very Poor

COMMENTS

Please describe your filming experience (ie: good news stories, trouble areas, procedural issues, etc.):
