

APPLICANT INFORMATION

Applicant Name:

Mobile Phone No:

Email:

Mailing Address:

City:

Postal Code:

Production Company Name:

Phone No:

Email:

Company Address:

City:

Postal Code:

Designated Representative:

Title:

Mobile Phone No:

Email:

Alt. Designated Representative:

Title:

Mobile Phone No:

Email:

Personal information you provide on this form is collected pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: duncan@duncan.ca or phone: 250-746-6126.

PRODUCTION INFORMATION

Name of Production:

Confidential

Project Description/Purpose:

Dates of Filming:

Hours of Filming:

Crew/Cast Size:

Proposed Schedule (Attach Production Plan):

Parking and/or Circus Plan (Attach Plan):

PROPOSED LOCATION

Location:

Address:

Street Occupancy/Closure

Private Property

Commercial Property

Studio

Municipal Property/Sidewalk

Municipal Park Use

SPECIAL EFFECTS

- | | | | |
|---|-------------------------------------|--|---|
| <input type="checkbox"/> Animals | <input type="checkbox"/> Car Stunt | <input type="checkbox"/> High Speed | <input type="checkbox"/> Fire |
| <input type="checkbox"/> Noise Bylaw Variance | <input type="checkbox"/> Explosions | <input type="checkbox"/> Guns/Gun Fire | <input type="checkbox"/> Helicopter / Drone / UAV |
| <input type="checkbox"/> Stunt / Other, please describe (Attach Plan): | | | |
| <input type="checkbox"/> Exterior Set Construction – Size, please describe: | | | |

WAIVER AND INDEMNITY CLAUSE

The applicant will, if approval is granted for public services or facilities requested in the application, indemnify and save harmless the City of Duncan from and against any and all claims, including without limiting the foregoing all claims for bodily injury or property damage caused by, arising from or connected with any act or omission of the applicant of 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 such 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

Prior to filming, the applicant must provide proof of a valid public liability insurance of at least \$5,000,000 against claims for personal injury, death or property damage accruing upon, in our about the site.

The policy will include the City of Duncan as additional named insured and contain a cross liability clause. Additional insurance may be required as determined by the City of Duncan upon review of the scope of production activities.

On behalf of the applicant, I acknowledge that I have read and understood the conditions contained in the Film Permit Policy, and agree to comply with them and any additional conditions of this application including all City of Duncan bylaws, film guidelines and applicable Federal and Provincial laws.

CONDITIONS OF APPROVAL

Please attach all applicable forms and information for the approval of this application. We will not process if incomplete.

- | | |
|---|---|
| <input type="checkbox"/> Business Licence Application | <input type="checkbox"/> Informed DDBIA and work with businesses |
| <input type="checkbox"/> Insurance Coverage | <input type="checkbox"/> Notification Letter to Public / Businesses |
| <input type="checkbox"/> Circus/Production Plan | <input type="checkbox"/> Read CreativeBC Film Code of Conduct |
| <input type="checkbox"/> Certified Traffic Control/Traffic Plan | <input type="checkbox"/> Read CoD Film Policy |
| <input type="checkbox"/> Parking Plan | <input type="checkbox"/> Approval from the appropriate authorities |
| <input type="checkbox"/> Crowd Control/Security Plan | <input type="checkbox"/> Noise exemption request letter |
| <input type="checkbox"/> Street Closure Application | <input type="checkbox"/> Site meeting, if necessary |
| <input type="checkbox"/> Production Site Requirements (washrooms) | <input type="checkbox"/> On site construction request |
| <input type="checkbox"/> Waste Management Plan | <input type="checkbox"/> Totem Copyright Application |
| <input type="checkbox"/> Accreditation to City | <input type="checkbox"/> Other: |

- Once completed, please scan and email a copy of the application to: duncan@duncan.ca, or you may apply in person at City Hall, 200 Craig Street, between 8:30 a.m. and 4:00 p.m. (application fee applies at this time)
- Once the permit is approved, the applicant will be advised when the permit is ready for pick-up (further fees may apply)
- Filming cannot commence without an approved Film Permit and payment

APPLICANT SIGNATURE

DATE

OFFICE USE ONLY

File No. 4520-20

Permit Application Fee:	Date Received:	<input type="checkbox"/>
Security Deposit:	Date Received:	<input type="checkbox"/>
Proof of Liability Insurance:	Date Received:	<input type="checkbox"/>
Filming Fees:	Date Received:	<input type="checkbox"/>
Other:	Date Received:	<input type="checkbox"/>

ADDITIONAL CONDITIONS

Permission to commence is hereby given upon satisfactory receipt of the foregoing and subject to the terms and additional conditions outlined above.

DIRECTOR OF PUBLIC WORKS & DEVELOPMENT SERVICES

DATE

Proof of Liability and Property Damage Insurance of not less than FIVE Million Dollars (\$5,000,000.) naming the City as an additional insured attached.

DIRECTOR OF FINANCE

DATE

CHIEF ADMINISTRATIVE OFFICER

DATE

Copies of the approved permit provided to the following (please check those that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Press (Radio, Newspaper) | <input type="checkbox"/> RCMP | <input type="checkbox"/> Duncan Fire |
| <input type="checkbox"/> Duncan BIA | <input type="checkbox"/> BC Ambulance Service | <input type="checkbox"/> Building Inspector |
| <input type="checkbox"/> Transit | <input type="checkbox"/> North Cowichan Fire | <input type="checkbox"/> Bylaw Enforcement Officer |