

FILM PERMIT GUIDELINES

The Corporation of the District of Saanich
770 Vernon Avenue Victoria BC V8X 2W7
(250) 475-5558 Fax (250) 475-5411
rob.phillips@saanich.ca

The following general conditions apply to all Film Permit Applications:

1. The Corporation of the District of Saanich requires that anyone planning a film production on Municipal property, including streets, sidewalks and other public space, have a permit. Filming locations must not compromise the safety of participants or the public and must be approved in advance by the Municipality.
2. The applicant hereby indemnifies and agrees to indemnify and save harmless the Municipality in respect of any and all claims, demands, suits and costs arising out of any act or omission of the applicant or of any servant, agent or officer of the applicant arising out of or resulting from the use of the site/route by the applicant.
3. The Corporation of the District of Saanich requires that the applicant for all filming permits shall provide proof of a valid public liability insurance of at least \$2,000,000 against claims for personal injury, death or property damage occurring upon, in or about the site. The Policy will include the Corporation of the District of Saanich as an additional named insured and contain a cross liability clause.
4. The applicant must comply with all existing Municipal By-laws. Any exemptions must be applied for in writing and approved by Saanich Municipal Council.
5. The Municipality of Saanich requires that all Municipal costs be recovered. All costs as stated in the Municipal Fee Schedule are the responsibility of the applicant and must be paid up front (see our Fee Schedule for specific costs, deposits and bonds).
6. Where applicable, the applicant must obtain an Electrical Permit from the Province of British Columbia, Electrical Safety Branch and must be available on site for inspection.
7. The Corporation of the District of Saanich requires that the Film Company notify neighbourhoods/areas of their upcoming activities by one of two methods as follows:
 - i) For minimum disruption to a neighbourhood, a paper notification (flyer or information leaflet), including date, time, duration, area, temporary traffic or parking regulations, delivered to each homeowner is sufficient.
 - ii) For an intensive or lengthy disruption to a neighbourhood and/or business area, a signed survey to determine any concerns in the area is required, which must encompass a radius of no less than 200 metres from the location being used for filming. Large or disruptive productions may require advertisements in newspapers and other local media as well.
- 8) No road in Saanich may be closed without prior written permission from the Director of Engineering Services, and all road closures require prior notification of Police, Fire and Ambulance Services.
- 9) The Corporation of the District of Saanich reserves the right to revoke a Permit or shut down a shoot in case of emergency.
- 10) The applicant is responsible for maintaining the site/route in a clean condition and for any clean-up following and is liable for any damage caused to Municipal property as a result of the Film Company's use of the facilities. Any damaged or missing equipment/chattel of the Municipality will be replaced/reimbursed by the applicant.
- 11) The applicant hereby indemnifies and agrees to indemnify and save harmless the Municipality in respect of any and all claims, demands, suits and costs arising out of any act or omission of the applicant or of any servant, agent or officer of the applicant arising out of or resulting from the use of the site/route by the applicant.
- 12) Where applicable, the applicant must obtain a Special Effects Permit from the Saanich Fire Department and must be available on-site for inspection.
- 13) The applicant will give credit to the Corporation of the District of Saanich in the production.