



# Engineering Permit Application

## Film Permit

1903 Mount Newton Cross Road Saanichton BC V8M 2A9 250 544-4217 centralsaanich.ca

Folder/Permit No.  
**ENG00**

This collection of personal information is authorized under the *Local Government Act*, *Community Charter* and *Freedom of Information and Protection Privacy Act*. The information will be used for administering this permit, which may include sharing your contact information with WorkSafe BC. Questions can be directed to the District's Information and Privacy Officer.

### APPLICATION FOR FILM PRODUCTION

#### APPLICANT:

Local Company Name: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Headquarter (Parent) Co. Address: \_\_\_\_\_

Headquarter (Parent) Co. Contact Person: \_\_\_\_\_

Name of Production: \_\_\_\_\_

Brief Description of Production: \_\_\_\_\_

Start Date: \_\_\_\_\_ Time: \_\_\_\_\_

End Date: \_\_\_\_\_ Time: \_\_\_\_\_

**REQUESTED FACILITIES** A refundable damage deposit of \$500.00 is required (Check the appropriate square):

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> On Street Parking | <input type="checkbox"/> Municipal Hall            | <input type="checkbox"/> Other City Buildings | <input type="checkbox"/> Municipal Park(s) |
| <input type="checkbox"/> Street Occupancy  | <input type="checkbox"/> Municipal Fire Hall       | <input type="checkbox"/> Equipment            | <input type="checkbox"/> Traffic Control   |
| <input type="checkbox"/> Street Closure    | <input type="checkbox"/> Municipal Police Building | <input type="checkbox"/> Manpower             |  |

**Work Truck Parking:** \_\_\_\_\_

**Circus & Crew Parking:** \_\_\_\_\_

Date/Time	Locations of Filming

(Please attach any additional pages or documents)

I hereby authorize the District of Central Saanich to include the following contact information on their website, public notices, or signs regarding the filming application:

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

## Checklist

Applicants to ensure completed checklist items are included in their submission

- |  |   |
|--|---|
| <input type="checkbox"/> Completed film permit application                 | <input type="checkbox"/> Film permit fees (if required)                       |
| <input type="checkbox"/> Filming notification letter                       | <input type="checkbox"/> Polling letter and form (if required)                |
| <input type="checkbox"/> Liability insurance                               | <input type="checkbox"/> Special Effects Permit Application (if required)     |
| <input type="checkbox"/> Film permit damage deposit, \$500.00 (refundable) | <input type="checkbox"/> Inter-Municipal Facilities Application (if required) |

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### CREDITS TO THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

The applicant will give credit to the Corporation of the District of Central Saanich in the production.

*On behalf of the applicant, I acknowledge that I have read and understood the conditions contained in the Film Permit General Conditions, and agree to comply with them and any additional conditions noted on the reverse of this page.*

Authorized signatory of applicant:

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NAME

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DATE

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This application becomes the Permit as approved by:

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Dale Puskas, P.Eng., Director of Engineering & Public Works  
The Corporation of the District of Central Saanich

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DATE

#### **INDEMNITY:**

The applicant will, if approval is granted for the services or facilities requested in the application, indemnify and save harmless the Municipality 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 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 such claims or any actions or proceedings brought thereon arising directly or indirectly from or in connection with the property facilities or services or the Municipality.

#### **INSURANCE REQUIREMENTS:**

If the applicant 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 Municipality 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 per accident or occurrence and otherwise with an Insurer and deductible and on terms satisfactory to the Municipality. The applicant on demand by the Municipality will deliver to the Municipality forthwith from time to time, the Certificate of Insurance giving evidence of such coverage



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1903 Mount Newton Cross Road Saanichton BC V8M 2A9 250 544-4217 [centralsaanich.ca](http://centralsaanich.ca)

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### Special Conditions:

1. The Corporation of the District of Central Saanich requires that the Film Company notify neighbourhoods/areas of their upcoming activities by a paper notification (flyer or information leaflet), including date, time, duration, area, temporary traffic or parking regulations, delivered to each homeowner.
2. Sound levels, general prohibition, and private property regulations are established in the District Noise Suppression Bylaw No. 933 which states:
  - (a) No person shall make or cause to be made any noise or sound in or on a highway or elsewhere in the Municipality which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the neighborhood or of persons in the vicinity thereof.
  - (b) No person shall shout, use a megaphone or make other noise in or at or on streets, wharves, docks, piers, railway stations, or other public places which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of the neighborhood or of persons in the vicinity thereof.
3. Only Police or Certified Traffic Control personnel have authority to undertake traffic control duties. Police must be on location for:
  - Road closures (*temporary or long term*);
  - Temporary lockups;
  - Any filming that will affect/interfere with traffic flow (tow shots, etc.).
4. Production Assistants may control pedestrian traffic on sidewalks.
5. 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.
6. 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.
7. Compliance with all municipal bylaws.
8. Costs will be recovered for all municipal services required.