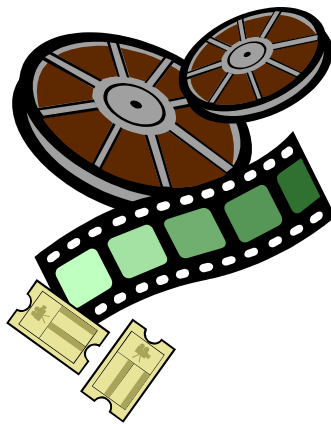




THE DISTRICT OF
NORTH SAANICH
Engineering Department

Film Production Application Guidelines



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For further information, contact:

*The District of North Saanich
1620 Mills Road, North Saanich, B.C. V8L 5S9
(250) 656-0781 Fax (250) 656-0782
E-mail admin@northsaanich.ca*

POLICY AND PROCEDURE



The District of North Saanich
1620 Mills Road, North Saanich, BC V8L 5S9
(250) 656-0781 Fax (250) 656-0782 E-mail: admin@northsaanich.ca

FILM PRODUCTION POLICY AND PROCEDURE DOCUMENT

OBJECTIVE:

The objective is to establish policies and procedures regarding requests by film production companies who wish to undertake filming projects in and around the District of North Saanich. The specific objectives of this policy are to:

- (a) protect the citizens' rights to the quiet use and enjoyment of both public and privately owned lands;
- (b) recover all direct costs and expenses incurred by the Municipality in pursuing these objectives;
- (c) establish costs for the use of Municipal properties and facilities and for the provision of Municipal services.

POLICY:

As the nature of the film industry and the subsequent requests received by the Film Industry Coordinator require that prompt responses to the various requests be provided, Council has delegated authority to the Engineer as follows:

- (a) review the objectives and requirements of the filming request;
- (b) assess the impact on the community to ensure that the Municipality and the public interests are protected;
- (c) establish terms and conditions under which approvals are granted;
- (d) to issue approvals or denials of the requests;
- (e) establish and administer a cost recovery procedure which will facilitate reimbursement of the Municipality's direct costs in providing facilities, labour and materials;
- (f) review applications for compliance with Municipal By-laws and, where applicable, facilitate exemptions to be granted

POLICY AND PROCEDURE

PROCEDURE:

- (1) The Film Company representative fills out the Application with the appropriate information and submits it to the Engineer.
- (2) The Film Company representative provides insurance confirmation indicating an additional clause indemnifying the District of North Saanich with a minimum of \$5,000,000 public liability.
- (3) The Film Company provides the estimated costs for services up front, as determined by the Engineer as established in the Municipal Fee Schedule;
- (4) The Film Company must notify the neighbourhood 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 not 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.
- (5) If applicable, a Special Effects Permit Application will be provided by the Engineer and processed throughout the District of North Saanich Fire Department.
- (6) For Municipal Parks and/or Recreation Facilities rentals, the Film Company must, as part of the application, provide written details.

FILM PERMIT GENERAL CONDITIONS



The District of North Saanich
1620 Mills Road, North Saanich, BC V8L 5S9
(250) 656-0781 Fax (250) 656-0782 E-mail: admin@northsaanich.ca

FILM PERMIT GENERAL CONDITIONS

The following general conditions apply to all Film Permit Applications:

1. The District of North 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 District of North Saanich requires that the applicant for all filming permits shall provide proof of a valid public liability insurance of at least \$5,000,000 against claims for personal injury, death or property damage occurring upon, in or about the site. The Policy will include the District of North Saanich as an additional named insured and contain a cross liability clause.
3. The applicant must comply with all existing Municipal By-laws. Any exemptions must be applied for in writing and approved by District of North Saanich Council.
4. The District of North 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 Fee Schedule for specific costs, deposits and bonds).
5. 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.
6. The District of North 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 not 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.
7. No road in the District of North Saanich may be closed without prior written permission from the Municipal Engineer. All road closures require prior notification to Police, Fire and Ambulance Services.
8. The District of North Saanich reserves the right to revoke a Permit or shut down a shoot in case of emergency. 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.
9. 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.
10. 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.
11. Where applicable, the applicant must obtain a Special Effects Permit from the District of North Saanich Fire Department and must be available on-site for inspection.
12. The applicant will give credit to the District of North Saanich in the production.

POLICE CALL-OUT PROCEDURE



THE DISTRICT OF NORTH SAANICH

R.C.M.P. POLICE DEPARTMENT
9895 Fourth Street Sidney BC V8L 2Z5
Phone: (250) 656-3931 Fax: (250) 656-8139

FILM INDUSTRY CALLOUT PROCEDURE GUIDELINES FOR ATTENDING POLICE MEMBERS

OVERVIEW:

The District Of North Saanich requires Film Companies to have Police present during filming of various situations, which are described in this package. Film Companies are required to pay up front for Police services as established by the Detachment Commander (See Municipal Fee Schedule).

Police are to ensure all Municipal Film Permit General Conditions are complied with and that this takes place in a manner that is safe with as little disruption as possible to the area. Police members are encouraged to solicit input from the Film Company staff and to assist the filming process in any reasonable way. Police members are not employees of the movie industry.

TRAFFIC SIGNING

- (1) The Council, Municipal Engineer or Detachment Commander may place or order traffic control devices to be placed or installed as required within the Municipality.
- (2) The Detachment Commander or the Municipal Engineer may order the placement of signs prohibiting parking or stopping and indicating parking or detours for temporary periods, not exceeding thirty (30) days at any one time.
 - (a) Upon either or both sides of any street or portion of street along the route of a parade or procession or in the vicinity of a large public gathering;
 - (b) In any other location where under special circumstances it is deemed in the public interest to do so.

TEMPORARILY CLOSING OFF STREETS

Police Officers may at any time regulate and direct both vehicular and pedestrian traffic upon all streets and sidewalks and may at any time block off temporarily any street or parts thereof. A direction of the Police Officer regulating traffic may be made by motion of the hand or by word of mouth or any mechanical device.

HOURS OF FILMING

Hours of filming are established under existing by-laws. Filming hours may be extended with Council approval obtained in advance of the filming. Any complaints of excessive noise during late night filming must be reported to the Detachment Commander. If hours of filming have been extended to accommodate the film production and noise complaints persist, the Film Company should be ordered to cease whatever activity is causing the complaint. If the noise is essential to filming, then filming should cease. Any failure to comply could result in charges under the Noise By-law.

POLICE CALL-OUT PROCEDURE

TRAFFIC CONTROL FOR ROAD CLOSURES & LOCKUPS

Only Police or other designates (see **PRODUCTION ASSISTANTS** below) 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.*)

PRODUCTION ASSISTANTS

Production Assistants may control pedestrian traffic on sidewalks. Police may allow Production Assistants to control lane traffic within an area that is currently being closed or locked down to general traffic by Police. They may also assist in quiet residential areas, but this must be pre-approved by the Police.

FIREARMS / GUNFIRE

Any gunfire audible to the public or firearms visible to the public (*whether fired or not*) require Police in attendance. This is due to the potential 9-1-1 calls and their drain on Police manpower. Police members attending these callouts must advise the Communication Centre before and after each scene involving gunfire.

STUNTS AND SPECIAL EFFECTS

The Police Department and the Greater Victoria Film Council must approve all stunts and special effects. Larger stunts will include the Police Department during planning stages. The stunt must be re-planned if the attending Police member believes a stunt requires more Police and/or Production Assistants in order to be completed in a safe manner. **STUNTS MUST NOT INVOLVE REGULAR VEHICULAR OR PEDESTRIAN TRAFFIC and MUST BE COMPLETED IN AN AREA WHERE THE PUBLIC HAS NO ACCESS.**

All fires, explosives and/or special effects must have a Permit to Use Special Effects from the North Saanich Fire Department and should be inspected. This Permit is detailed and specific. Should the attending member have any questions regarding whether a Special Effects Permit is required or has been issued, the Communication Centre should contact Fire Department Dispatch. If in disagreement with Locations personnel whether a fire, explosion and/or special effect is safe, the Fire Department should be consulted.

MUNICIPAL PERMIT FOR FILMING

The Municipality issues permits for filming outlining specifications, including Special Event Parking regulations, dates and times. Should you have any questions and/or concerns regarding a Permit or its specifications, please contact the Engineer at the Municipal Hall.

When on callout, the attending Police member has the discretion, if appropriate, to approve a request to move to an unpermitted location.

POLICE CALL-OUT PROCEDURE

MOVE-INS / SET-UPS

Police provide, at no cost, on-duty members for move-ins/set-ups. These requests are made through the Office of the Detachment Commander (days) or the Watch Commander (nights, weekends). This duty should not exceed approximately 15 minutes. Any abuse of this service should be reported to the Office of the Detachment Commander.

AUTHORITY ON SET

Police will liaise with the Location Manager while on set. Any regulation of traffic on any Municipal Street is under the authority of the Police member on set. A Permit to film is not an open invitation to take over any area within the Municipality.

If filming is not taking place in a safe manner, or the disruption to the surrounding neighbourhood is unacceptable, the Film Company will be informed, through Locations personnel, to stop filming. The attending Police member and the Film Company will seek a reasonable solution. If this cannot be done, filming will not continue. Attempts must be made to contact the Duty Watch Commander before any Film Company is shut down.

ON SET CATERING

No provisions have been made to provide police members with on-set meals or breaks. It is at the member's discretion whether to accept an invitation to dine with the crew, however, that offer would also be at the Film Company's discretion.

CONCLUSION OF CALLOUT

The end time on any callout is approximate. If Police feel that leaving the movie set at the end time stated is inappropriate (*i.e. all equipment or crew not off streets, filming may continue after the Police leave*) the Location manager will be informed. If they do not agree to extend the callout time, the member should inform Location personnel that Police will remain on set until appropriate. This should be noted in a Callout Report and the Office of the Detachment Commander will invoice accordingly.

ENFORCEMENT

General traffic enforcement (*i.e. radar, seatbelt road-blocks*) will not take place on a movie set. Police are on set to control traffic and/or minimize the film impact on the neighbourhood.

Enforcement regarding Film Companies or their personnel is at the member's discretion.

Members may contact the Watch Commander where immediate concerns include:

- ◆ Production is not complying with the terms of Municipal Permits (*Film and/or Special Effects*)
- ◆ Production is not complying with Police on-site requests;
- ◆ Production is using civilians to control Municipal streets;
- ◆ A member is considering a request to stop filming or production.

Any non-immediate type concerns will be forwarded in writing to the Office of the Detachment Commander.

A GENERAL REPORT IS MANDATORY FOR EACH CALLOUT ATTENDED

SCHEDULE OF FEES



The District of North Saanich
1620 Mills Road, North Saanich, BC V8L 5S9
(250) 656-0781 Fax (250) 656-0782 E-mail: admin@northsaanich.ca

SCHEDULE OF FEES FOR FILM PRODUCTION

PERMIT APPLICATION FEE:

To Be Determined

ELECTRICAL PERMIT FEES:

Established by Provincial Government Electrical Safety Branch

The applicant must hold a valid electrical qualification certificate issued by the Chief Electrical Inspector of B.C. (Safety Branch) and must apply and pay a fee for an Entertainment Permit and/or Permit for a Temporary Entertainment Installation from the Province of British Columbia, Electrical Safety Branch.

DAMAGE DEPOSIT:

A clean-up and Damage Deposit of \$500.00 for facilities included for "shoots" involving locations; or the use of facilities on Municipal streets; or in Municipal buildings and structures (*over the daily charge rate*).

POLICE: Minimum four-hour callout

To Be Estimated

Fees subject to estimates based on services and equipment requirements with a minimum four hours callout and a 24-hour cancellation notice.

FIREFIGHTERS:

To Be Estimated

Fees subject to estimates based on services and equipment requirements with a minimum four-hours callout and a 24-hour cancellation notice.

SCHEDULE OF FEES

SPECIAL EFFECTS (PYROTECHNIC) REMEDIATION DAMAGE DEPOSIT **\$5,000.00**

or additional adequate proof of insurance which will indemnify and save harmless the Municipality, the policy will include the District of North Saanich as an additional named insured and contain a cross liability clause.

PUBLIC WORKS – Sign Shop: LABOUR & EQUIPMENT: **To Be Estimated**

(For construction, placement and removal of signs)

MUNICIPAL BUILDINGS AND STRUCTURES **To Be Estimated**

Fees for **MUNICIPAL BUILDINGS AND STRUCTURES** will be established upon request. Criteria for fees are dependent on specific area requirements and actual overhead costs.

MUNICIPAL RECREATION BUILDINGS **To Be Estimated**

Fees for **MUNICIPAL RECREATION BUILDINGS** will be established upon request. Criteria for fees are dependent on specific area requirements and actual overhead costs.

MUNICIPAL PARKS AND PLAYING FIELDS **To Be Estimated**

PRODUCTION APPLICATION



District of North Saanich
1620 Mills Road, North Saanich, BC V8L 5S9
(250) 656-0781 Fax (250) 656-0782 E-mail: admin@northsaanich.ca

PRODUCTION APPLICATION

PRODUCTION TITLE: _____

CONTACT INFORMATION

Production Company: _____ Contact Person: _____

Local Address: _____ Fax #: _____

Phone #'s _____ E-mail: _____

Executive Producer(s): _____

Producer(s) _____ Contact Person: _____

Address: _____ Phone #: Res: _____

Bus: _____

Headquarter (Parent) Co. Address: _____ Phone #: _____

Headquarter (Parent) Co. Contact Person: _____ Title: _____

Local Manager's name & Address: _____

Phone #'s: Bus: _____ Res: _____ Fax: _____

PRODUCTION INFORMATION:

Type: TV Series Animation Video Feature TV Pilot Mini Series Short MOW
 Documentary Photoshoot (Stills) Other

For TV projects, please provide:

Number of episodes _____ Hours of Television _____ Original Airing Network _____

Brief Description of Production: _____

REQUESTED FACILITIES: A refundable 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	

PRODUCTION APPLICATION

Location of Filming: _____ Dates and Times: _____

Brief Description of Requirements: _____

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 of the Municipality.

INSURANCE REQUIREMENTS:

If the application 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.

CREDITS TO THE CORPORATION OF THE DISTRICT OF NORTH SAANICH

The applicant will give credit to the District of North 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 THE APPLICANT - SIGN AND PRINT NAME Date: _____

NORTH SAANICH FIRE DEPARTMENT Notified Approved _____

SIDNEY/NORTH SAANICH R.C.M.P. Notified Approved _____

This application becomes the Permit as approved by: _____ Date: _____

FOR DISTRICT OF NORTH SAANICH Permit No: _____

INTER-MUNICIPAL FACILITIES



The District of North Saanich
1620 Mills Road, North Saanich BC V8L 5S9
(250) 656-0781 Fax (250) 656-0782 E-mail: admin@northsaanich.ca

APPLICATION FOR USE OF INTER-MUNICIPAL FACILITIES FOR FILM PRODUCTION

A Permit has been approved for the Film Company noted below in the District of North Saanich and as per this application, some minor work is requested in the following Municipalities and we request your cooperation in facilitating permission respecting your By-laws, Policy and Procedure.

<input type="checkbox"/> Town of Sidney Attention: Engineer 2440 Sidney Avenue Sidney BC V8L 1Y7 Phone #: (250) 656-1184 Fax #: (250) 655-4508 Approved by: _____	<input type="checkbox"/> Corporation of the District of Central Saanich Attention: Engineer 1903 Mt. Newton X Road Saanichton BC V8M 2A9 Phone #: (250) 652-4444 Fax #: (250) 652-0135 Approved by: _____
---	---

APPLICANT:

Local Company Name: _____ Contact Person: _____
Address: _____ Phone #: _____ Res: _____
_____ Bus: _____
Location of Filming: _____ Dates and Times: _____

Brief Description of Requirements: _____

PLEASE FIND ORIGINAL APPLICATION/PERMIT INDICATING ALL SPECIFICATIONS ATTACHED FOR YOUR INFORMATION.

INDEMNITY:

The applicant will, if approval is granted for the services or facilities requested in the application, indemnify and save harmless the Municipality noted above 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 of the above noted Municipality.

INTER-MUNICIPAL FACILITIES

INSURANCE REQUIREMENTS:

If the application 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 above noted 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 \$2,000,000 per accident or occurrence and otherwise with an insurer and deductible and on terms satisfactory to the Municipality noted above.

CREDITS TO THE ABOVE-NOTED MUNICIPALITY

The applicant will give credit to the Municipality noted above 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 of the above noted Municipality, and agree to comply with them and any additional conditions noted on the reverse of this page.

AUTHORIZED SIGNATORY OF THE APPLICANT – SIGN AND PRINT NAME

Date: _____

Attached to District of North Saanich Permit #: _____

**PLEASE RETURN THIS AUTHORIZED APPLICATION TO THE DISTRICT OF NORTH SAANICH
SEE CONTACT NUMBERS ABOVE.**

SPECIAL EFFECTS



The District of North Saanich
1620 Mills Road, North Saanich, BC V8L 5S9
(250) 656-0781 Fax (250) 656-0782 E-mail: admin@northsaanich.ca

SPECIAL EFFECTS APPLICATION

Application to be received 7 calendar days prior to date scheduled for special effect.

Location, time and date of special effect: _____

★ *Provide and attach a site diagram including property lines, buildings, vegetation, location of f/x, etc.*

Description of type of special effect: _____

Production title: _____

Production company name: _____

Production company contact: _____

Production company local address: _____

Location Manager: _____

Location Manager Phone #'s: Bus: _____ Location: _____ Fax: _____

Assistant Location Manager: _____

Assistant Location Manager Phone #'s: Bus: _____ Location: _____ Fax: _____

Name of Special Effects person(s) or company: _____

Name of Special Effects person in charge: _____

Energy, Mines & Resources Fireworks Supervisory Certificate # _____

SPECIAL EFFECTS

A detailed description of the quantity and type of pyrotechnic material and/or device being used:

Example: 1-10 inch mortar, 3-oz black powder lifer, 1-oz black powder igniter, 1 gal of gasoline

Signature of Special Effects Technician indicating above information is accurate and complete:

SIGN HERE → _____

Method of transporting pyrotechnic material and/or device being used:

Placard to be used on transporting vehicle: _____
(i.e. Explosive Class 1, Flammable Liquids Class 3.1 etc.)

Method of storing pyrotechnic material and/or device while on location:

Placard to be used on storage container/cabinet/room: _____

Duration product(s) will be stored on site: _____

Is propane going to be used on site? Yes No Quantity: _____

Fire suppression equipment to be provided on site: _____

SPECIAL EFFECTS

CONDITIONS

The Fire Chief may issue a permit under the following conditions and any additional conditions noted on completed Permit:

1. Permit will not be transferable and any change in use or operation requires a new permit.
2. Permit shall be posted on site in a conspicuous place to the satisfaction of the Fire Chief.
3. Portable fire extinguishers are required to be on site at all times.
4. If a fire hydrant is required for use during the special effect it shall be opened and closed by personnel acceptable to the District North Saanich Public Works Department and a fee for service will be charged (*see Fee Schedule*).
5. All water run off from the filming site shall be contained to the site and if contaminated, it shall be disposed of in an acceptable manner.
6. Any soil contaminated by the use of combustible or flammable liquids or the use of other products, solid, liquid or gas, shall be removed and replaced with clean fill to an acceptable degree. The contaminated soil shall be disposed of by an acceptable method.
7. A pyrotechnic remediation damage deposit of \$5,000 shall be deposited with the District of North Saanich, or additional adequate proof of insurance which will indemnify and save harmless the Municipality, the policy will include the District of North Saanich as an additional named insured and contain a cross liability clause.

The District of North Saanich Fire Department will determine the fire suppression and/or fire prevention personnel required. The Production Company will be responsible for the costs involved as outlined in the Fee Schedule.

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 damaged 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 of the Municipality.

INSURANCE REQUIREMENTS:

If the application 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 Insured 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.

Authorized signatory of applicant:

SIGN AND PRINT NAME

DATE

RECEIVED BY: FIRE DEPARTMENT PERSONNEL ONLY

SPECIAL EFFECTS PERMIT

The District of North Saanich

FIRE DEPARTMENT

1620 Mills Road, North Saanich BC V8L 5S9

(250) 656-0781 Fax (250) 656-0782 E-mail admin@northsaanich.ca



PERMIT DATE: _____

SPECIAL EFFECT DATE: _____

SPECIAL EFFECT TIME(S): _____

PERMIT TO USE SPECIAL EFFECTS

Applicant Name: _____

Special Effects Person: _____

Address: _____

Phone #(s): _____ Fax #: _____

Production Title: _____

Production Company Name: _____

Location Address: _____

PERMISSION:

Permission is hereby granted to simulate the following special effect: _____

SPECIAL EFFECT:

Using the following special effects material and device:

SPECIAL EFFECTS PERMIT

CONDITIONS:

1. This Permit is not transferable and any change in use or operation requires a new permit.
2. This Permit shall be posted on site in a conspicuous place to the satisfaction of the Fire Chief.
3. Portable fire extinguishers are required to be on site at all times.
4. If a fire hydrant is required for use during the special effect, it shall be opened and closed by personnel from the District of North Saanich Public Works Department and a fee for service shall be paid (See Fee Schedule).
5. All water run off from the filming site shall be contained to the site and if contaminated, it shall be disposed of in an acceptable manner.
6. Any soil contaminated by the use of combustible or flammable liquids or the use of other products, solid, liquid or gas, shall be removed and replaced with clean fill to an acceptable degree. The contaminated soil shall be disposed of by an acceptable method.
7. A pyrotechnic remediation damage deposit of \$5,000 shall be deposited with the District of North Saanich or additional adequate proof of insurance which will indemnify and save harmless the Municipality, the policy will include the District of North Saanich as an additional named insured and contain a cross liability clause (See Fee Schedule).
8. The District of North Saanich Fire Department will determine the fire suppression and/or fire prevention personnel required. The Production Company will be responsible for the costs involved as per the Fee Schedule.

SIGNED BY AUTHORIZED FIRE DEPARTMENT PERSONNEL ONLY