

# CITY OF ABBOTSFORD



## APPLICATION TO FILM IN THE CITY OF ABBOTSFORD

### Contents:

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

CITY OF ABBOTSFORD  
32315 SOUTH FRASER WAY  
ABBOTSFORD, B.C. V2T 1W7  
PH: 604-864-5586  
**GST #89725 6350 RT**  
**Please fax completed forms to 604-853-1934**

*Revised January 2008*

## 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 non-resident businesses is \$260.00.

**\*\*NEW\*\*** The City of Abbotsford has recently extended the duration of the Business Licences for filming from 2 months to one (1) year. Please read the following new terms of reference in relation to the new extended period for business licences for filming.

- 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 Licence will expire after one (1) year, and film companies will need to re-apply for a Business Licence 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 coordinator will coordinate the booking of the Abbotsford Police Department for Traffic Control.

The Abbotsford Police Department 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.

Private traffic direction companies do not have the authority to direct traffic on any site other than a construction site. In circumstances where the City has authorized total road closures and where traffic does not need to be manually directed, barricades will suffice. Any and all equipment and vehicles can be recalled without notice in the case of emergency and the City will not incur any liability in such cases.

**WEAPONS AND ESCORT DUTIES**

If weapons are to be used in a scene, whether being fired or not, an Abbotsford Police Officer must be in attendance.

**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.

**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.

<b>Production Type: (Please circle)</b> Series    Pilot    Feature    Commercial Photo    Mini-Series    Documentary    TV Movie    Other _____											
<b>Contact Information:</b> Location Manager: _____ Cel: _____ Asst. Location Manager: _____ Cel: _____ Producer(s): _____ Cel: _____ Production Manager: _____ Cel: _____ Special Effects Coordinator: _____ Cel: _____											
<b>Filming Information:</b> Production Title: _____ Dates Requested for Filming: From: _____ To: _____ Hours of Filming:                      From: _____ To: _____  Locations of Filming: _____ # of crew on location: _____ Length of work trucks: _____											
<b>Proposed Activities:</b> <table style="width:100%; border:none;"> <tr> <td style="border:none; width:33%; 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; width:33%; 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; width:33%; 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							
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<b>Company Information:</b> Local Production Company: _____ Address: _____ City: _____ Prov: _____ Postal Code: _____ Tel: _____ Fax: _____ Corporate Registry# _____ Parent Company (for accounting purposes) _____ Address: _____ Postal/ZIP code: _____ Tel: _____ Fax: _____											
<b>Liability Insurance:</b> Current insurance on File <input type="checkbox"/> no <input type="checkbox"/> yes – Expiry Date: _____											
Other Information required:	<table style="width:100%; border:none;"> <tr> <td style="border:none;">Proof of Insurance</td> <td style="border:none;"><input type="checkbox"/> yes    <input type="checkbox"/> no</td> </tr> <tr> <td style="border:none;">Hold Harmless Agreement</td> <td style="border:none;"><input type="checkbox"/> yes    <input type="checkbox"/> no</td> </tr> <tr> <td style="border:none;">\$350.00 + GST film support fee</td> <td style="border:none;"><input type="checkbox"/> yes    <input type="checkbox"/> no</td> </tr> <tr> <td style="border:none;">\$260.00 business licence fee</td> <td style="border:none;"><input type="checkbox"/> yes    <input type="checkbox"/> no</td> </tr> <tr> <td style="border:none;">Deposit(s) to be determined</td> <td style="border:none;"></td> </tr> </table>	Proof of Insurance	<input type="checkbox"/> yes <input type="checkbox"/> no	Hold Harmless Agreement	<input type="checkbox"/> yes <input type="checkbox"/> no	\$350.00 + GST film support fee	<input type="checkbox"/> yes <input type="checkbox"/> no	\$260.00 business licence fee	<input type="checkbox"/> yes <input type="checkbox"/> no	Deposit(s) to be determined	
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Deposit(s) to be determined											
Distribution: <input type="checkbox"/> Police <input type="checkbox"/> Fire <input type="checkbox"/> Parks <input type="checkbox"/> Engineering <input type="checkbox"/> Other _____											
<b>Applicant's Signature:</b> _____ <b>Date:</b> _____											
City Approval: _____ Date: _____											

**Fee Schedule**

<b>Item / Request</b>	<b>Fee</b>	<b>Comments</b>	<b>Use this area for fees Calculation</b>
Film Support Fee	\$350.00	Non-refundable, <b>Plus</b> GST (5%)	
Business Licence Fee	\$260.00	Non-refundable, <b>No</b> 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>	<b>8am-4pm Mon-Fri</b> Per day: \$50.00  <b>Weekends &amp; 5pm-12am Mon- Fri</b> 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		
		<b>TOTAL AMOUNT DUE</b>	\$

**GST #89725 6350 RT**

### Hold Harmless Agreement

We, \_\_\_\_\_ 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 licensee, 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, \_\_\_\_\_ agrees to indemnify and defend, hold harmless the City of Abbotsford, its officers, employees and agents against any liability, or claims of liability, brought by, or made on behalf of, any person for personal injury, bodily injury, property damage, or economic loss caused by or arising out of any act or omission of either the licensee, his agents or employees, or caused by or arising out of the condition of any City-owned or controlled property, whether real or personal, and occurring during the period and as a result of the activities for which this licence was issued.

\_\_\_\_\_  
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 Insureds 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.

- 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 as 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



32315 South Fraser Way  
 Abbotsford, BC V2T 1W7  
 Phone: 604-864-5514  
 Fax: 604-853-2219

# Filming HUP

## APPLICATION FOR HIGHWAYS USE PERMIT NO. \_\_\_\_\_ File No.: 4520-40

### Highway Use Permit - Filming

#### Application Date:

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

### 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

## CITY OF ABBOTSFORD

### SPECIAL CONDITIONS FOR HIGHWAYS USE PERMIT

The attached Highways Use Permit shall be reviewed for City approval subject to the following:

#### **BOREHOLE MONITORING**

- Provide traffic control and signing to conform to “Traffic Control Manual for Work on Roadways”, published by Ministry of Transportation;
- Ensure traffic delays do not exceed five minutes. Remove equipment and reschedule during low traffic periods if required by City;
- The Works Inspection Department shall be notified 24 hours in advance of start time of borehole monitoring, at 604-864-5514; and
- Upon completion of testing and monitoring program:
  - remove metal casing and locking cap of piezometer pipe;
  - fill hole with controlled density fill (as per Master Municipal Specifications) to within 100 mm of surface;
  - place 100 mm of compacted hot-mix asphalt ; and
  - fill hole with controlled density fill (as per Master Municipal Specifications) to surface.

#### **BUS STOP BENCHES**

When reviewing locations for proposed advertising benches the City will be assessing each based on the following criteria:

- Impact on adjoining properties;
- Impact on intersection and driveway sight lines;
- Available space on the road right-of-way;
- Impact on adjoining utilities; such as fire hydrants, manholes, hydro transformer doors, etc.;
- Future development in the area; and
- Any other criteria the City of Abbotsford may deem necessary that may affect the location.

#### **FILMING**

- Emergency vehicles will be permitted access at all times;
- Advertisement of the road intermittent closures are to be hand delivered by \_\_\_\_\_, to the local residents, announcing possible traffic delays and be advertised in one of the two local newspapers; and
- Trailers must be parked one metre from the edge of pavement, with doors opening away from the road.

**GENERAL (eg. encroachments, private utilities or driveway installation – no culvert)**

- Traffic control as needed – flag person must be certified; and
- All concrete curb, gutter, sidewalks and/or asphalt that are removed or damaged during installation are to be replaced to current City specifications.

**SIGNAGE**

- The maximum size of the sign(s) not exceed 16 ft.<sup>2</sup> (4' x 4'); and
- The placement of the sign does not obstruct the traffic sight line.

Contact Information

A.	<b>Filming Coordinator</b>  Tracy Klassen Communications Manager Email: <a href="mailto:tklassen@abbotsford.ca">tklassen@abbotsford.ca</a> Tel: 604-853-2281 ext 5704
B.	<b>Fire Department</b>  Steve Oldroyd Captain, Fire Prevention Email: <a href="mailto:soldroyd@abbotsford.ca">soldroyd@abbotsford.ca</a> Tel: 604-853-3566
C.	<b>Police Department</b>  Sgt. Dale Cresswell Email: <a href="mailto:dcresswell@abbypd.ca">dcresswell@abbypd.ca</a> Tel: 604-864-4719



32315 South Fraser Way  
Abbotsford, BC V2T 1W7 604.864.5511

## Home Occupation & Non-Resident Business Licence Application Form

<input type="checkbox"/> New	<input type="checkbox"/> Change of Address	<input type="checkbox"/> Change of Owner	<input type="checkbox"/> Change of Name	<input type="checkbox"/> Expired
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Business Operating Name			
Business Trade Name (if different)			
Business Address			Unit No.
City	Province	Postal Code	
Business Phone ( )		Fax ( )	
Email address:		Opening Date:	
Description of Business (please be precise):			

### *Businesses Located in Abbotsford Only*

Square Footage Utilized:	Total On-Site Parking:
No. of Employees (including the owner):	
Contractors Trade Qualification No. (if applicable):	
Describe any structural or plumbing changes to the Premises: <input type="checkbox"/> Proposed <input type="checkbox"/> Completed <input type="checkbox"/> None	
<u>Hair Salons Only</u> – No. of Chairs:	Are you installing any sinks?

### *Applicant Information*

Name	Last Name	First Name	
	<input type="checkbox"/> Owner <input type="checkbox"/> Authorized Agent		
Business Mailing Address (if different than business location):			
			Unit No.
City:	Province	Postal Code	

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Please Note: This is an application only. Before proceeding with your business, check with the Business Licence Division at (604) 864-5511 to see if your application has been approved. Please make cheques payable to: City of Abbotsford, 32315 South Fraser Way, Abbotsford, B.C., V2T-1W7**