

COWICHAN FILMING GUIDELINES

Film Cowichan is a film friendly initiative in the Cowichan Valley interested in promoting a cooperative and rewarding film experience for productions, public and municipalities. Film Cowichan is the first point of contact for any filming enquiries and is here to help film producers navigate through the various municipalities and governing bodies.

Initial contact for filming in the Cowichan region should be directed to:

Laura Jennifer Leppard
Film Cowichan Coordinator
Economic Development Cowichan
135 Third St.,
Duncan BC V9L 1R9
Phone: 250-732-1419
Toll Free: 1-866-746-2508
Fax: 250-746-2508
Email: LauraLeppard@gmail.com

Permits

All film productions require a filming permit when on location in the Cowichan. Production companies must notify Film Cowichan no less than two weeks prior to commencement of filming.

Film Cowichan will contact the appropriate municipalities to outline the scope and scale of filming requested prior to permits being issued. All filming proposals must be approved by Film Cowichan prior to being submitted for permitting from any of the municipalities or governing bodies within Film Cowichan. Approval from Film Cowichan will require completion of a **Filming Worksheet** and **Street Use Request Form as applicable**.

Access and Notification through Resident Letters

For filming in residential, business or commercial areas resident letters should be distributed no less than 48 hours prior to the beginning of film preparation at a location. Resident letters must be approved by Film Cowichan prior to being distributed along with a map indicating the area to be notified prior to distribution.

Resident letters should include information of the filming location, filming dates and times including prep and wrap, approximate shoot times, placement of work trucks and Location Manager and/or Assistant Location Manager's direct contact information. (Please see the attached template for information.)

If there are changes to the schedule, a follow up letter should be distributed as soon as possible. Access to businesses, churches and residences should be maintained at all times and specific business accommodation or arrangements for deliveries and access should be arranged prior to filming.

The **Resident's Letter** should also include any significant filming activity that may have an impact on the public including but not limited to; road closures, special effects, large lighting positions, stunts and truck movements. Filming in large public areas may require notices to be posted. Large or disruptive productions may require advertisements in newspapers and other local media.

All filming conducted Monday through Saturday in a Business Improvement Area (BIA) zone will require the film production to hire a member of the BIA as a liaison on set between the hours of 8:30 a.m. and 5:30 p.m.

Insurance

All productions must provide named insurance certificates carrying \$5 million liability coverage for each filming location and municipality or governing body against claims for personal injury, death or property damage occurring upon, in or about the site.

Noise

Filming is permitted between the hours of:
Monday – Thursday: 7:00 a.m. to 11:00 p.m.
Friday: 7:00 a.m. to Midnight
Saturday: 8:00 a.m. to Midnight
Sunday: 8 a.m. to 10 p.m.

Any filming outside of these times will require a curfew extension and permit from the appropriate municipality. Polling letters for curfew extensions must include specific (not approximate) filming times, significant filming activities (stunts, special effects and large scale lighting) and must also include production contact information.

In order to have a curfew extension granted in a residential or business area by a municipality a poll must be conducted no less than one calendar week prior to filming date in which a minimum of the 85% of the residents or business are in agreement with the proposal.

Any resident or business that is in full disagreement with the filming extension must have a non-monetary resolution with the film company in order for the curfew extension to be granted.

Road Use

All filming companies interested in filming on roads in the Cowichan valley should contact the Film Coordinator and provide information on their road use plans at least 10 business days prior to the filming date.

Film companies will be required to provide a traffic control plan from a certified traffic control company to Film Cowichan, the municipality and RCMP for approval prior to any permit being granted for filming on any public roadways or any private roadways that may impact a public roadway.

Some roads in the Cowichan Valley may fall under the jurisdiction of the Ministry of Transportation. Film Cowichan can provide a map of the Cowichan region indicating which roads fall under the jurisdiction of the BC Ministry of Transportation as well as contact information.

Film Cowichan will liaise with the RCMP, Road Safe BC and Traffic Works to see if there are any public projects or works that may affect the ability to film on public roadways during the planned filming time line. For productions on public roadways, a certified traffic control company will be required to be on site at all times with a traffic plan authorized by the RCMP (and Ministry of Transportation if applicable) as well as the applicable city or municipality.

Parking must be arranged and permitted through the municipalities and or governing bodies on any public roadway using a **street use request form** which can be provided by Film Cowichan. Parking arrangements on private property will require a parking agreement between production and owner of private property.

RCMP

The RCMP provides policing for the Cowichan region. RCMP should be contacted and notified in advance of all relevant filming activities that include exposed weapons, simulated gunfire, vehicle crashes and vehicular stunts. RCMP must authorize a traffic plan (along with the municipality or city and if applicable the Ministry of Transportation) for any filming that occurs on or impacts public roads.

Port Authority

There are five deep sea ports in the Cowichan Region. Permission to film in the ports requires permission from the Port Authority. Anyone planning a film production or event on Port Authority property will be required to contact the appropriate agency. Request for the approval should be submitted to the Port Authority not less than 30 days prior to the filming shoot date.