



The personal information collected on this form relates directly to, and is necessary for the administration and processing of your application.
Should you have any questions regarding the collection or use of this information, please call 604 527-2221.

*Please complete this
form and return to:*

Ministry of Transportation and Infrastructure
Suite 310 – 1500 Woolridge Street,
Coquitlam, BC V3K 0B8
Telephone: 604 527-2221
Email: Filming@gov.bc.ca
Website: www.gov.bc.ca/highwayeventpermits

Production Co. Name <i>(Ensure complete name is provided)</i>	Phone	Fax
Title of Production:		
Address, City		Postal Code
Location Manager Name	Cellular Phone	
On-site Contact Person	Cellular Phone	Email
Producer/Director Name	Phone	Email
Certificate of Incorporation No. (Must be eligible to work in BC or Canada)		

Highway Name

The above noted company requests the use of (☐ N ☐ S ☐ E ☐ W)

Between _____ and _____
Landmark Landmark

Description of filming
(attach separate page):

Requested dates for filming _____

Requested times for filming: between _____ and _____

Name and phone # of traffic control company _____

Special effects or stunts involved
(If yes, attach a schedule outlining details. ☐ Yes ☐ No

Traffic Management?: ☐ Intermittent stops ☐ Traffic Control ☐ Full Closure ☐ Parking/Other

By signing this application form, the applicant acknowledges that they have read the application instructions on the following pages and understands that submitting an incomplete application may result in delays.

Signature of Applicant

Date



APPLICATION INSTRUCTIONS:

The Ministry encourages applicants to submit completed applications as soon as possible. The Ministry will not process “rush” applications. It may not be possible to review each application as they are submitted; however, Ministry staff will strive to respond within 48 hours (2 business days) if there are any issues with your application. Failure to submit a complete application package will result in delays.

STEP 1: Complete and sign the application form on the preceding page.

STEP 2: Complete and sign the Production Activity Assessment

The applicant shall complete and sign the assessment and submit with this application form. The results of the activity review will determine the information required. Depending on the nature of your filming activities and the location of the filming, your application will fall under one of the following categories:

- Low Impact, Medium Impact and High Impact.

“MOTI Criteria”: Carefully review the MOTI criteria. Applicants are asked to make an honest assessment of their activities. Also note that filming activities do not need to meet all of the criteria to be categorized as a higher impact application. Your activities only need to meet just one of the listed criteria for your application to be considered a higher category.

“Applicant Information”: The Applicant must complete and use this to provide rationale as to why filming activities fall under a particular assessment level. Applicants must comment on the following:

- Location Type: What highway, road, or Ministry facility are you planning to use. Are there any extraordinary issues with the proposed location (e.g. is it in a highly residential area; is it within a hazard zone; is it within a park or First Nations reserve)?
- Traffic Impacts: Describe what impacts to traffic are anticipated. If no impacts, then please state as such. If there will be impacts (e.g. proposed stopping of traffic, or a rolling closure), the applicant will be required to submit a traffic plan and should engage a professional traffic control company familiar with MOTI’s traffic control policies. Hand drawn sketches or “Google maps” will not be accepted.

- Filming Activities: Please provide a detailed description of your filming activities. Depending on the scale of the setup, a site plan may be required.
- Other Impacts: Please describe if there are any other impacts, for example, to local residents (include a communications plan), other agencies (indicate if other approvals have been obtained), any other safety and/or operational risks to the public (pedestrians, cyclists, etc.)

Please note that the timelines provided is for the Ministry to render its decision and is **not a guarantee of approval**. Ministry staff will make every effort to notify the applicant within 48 hours (2 business days) of receiving the application if the request cannot be fulfilled so that alternate arrangements can be made.

Unforeseen events may arise that may impact these turnaround times.

Understating the impact level will delay your application. Ministry staff reserve the right to categorize your application to a higher impact level if deemed appropriate.

STEP 3: Complete and sign the application checklist

Each application form must include the application checklist. All information required for each application must be submitted at the time of application. The Ministry’s timing for response will not begin until all information is received.

STEP 4: Submit complete application package

Incomplete applications will not be processed and the timing will not begin until all information is received. Ministry staff will endeavor to notify the Applicant within 48 hours (2 business days) with a file number. Please note that it may not always be possible to respond within the provided timeframes, nor will the Ministry accept any responsibility if your production schedule is affected.

Currently, permits are free of charge for filming on provincial highways in British Columbia.