



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 Transit, 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 (Ensure complete name is provided), Phone, Fax, Title of Production, Address, City, Postal Code, Location Manager Name, Cellular Phone, Email, 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 Landmark and 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.

“MOTT Criteria”: Carefully review the MOTT 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 MOTT’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.



Please note: This production activity assessment must be completed and submitted with your Highway Use Application for Production Companies. Failure to submit this form will delay your application. The form will guide you to the appropriate Application Submission Checklist.

## LOW IMPACT APPLICATIONS

### MOTT Criteria

#### Location type:

- Low volume or side-road only;
  - e.g., Horseshoe Bay Drive, Brunswick Pit Rd,
  - No impact to local residents (no stopping of traffic).
- Pull out or rest area (parking or circus only for short duration).
- Low or no impacts to residents and businesses.

#### Filming activities:

- Car to car filming; filming inside of a vehicle that can be completed with regular traffic flow.
- No stopping of traffic.
- No site alterations required.
- Crew parking/circus for a maximum of one day.
- No drone filming

#### Traffic Impacts

- No stopping of traffic/traffic flow maintained throughout.
- TMP most likely not required; however, applicant must prepare and submit a site plan showing location of filming activities within MOTT right of way.

#### Other impacts:

- No other approvals required from other government agencies.
- Activity will not distract travelling public; filming activities are largely out of sight from the public.

### Applicant Information *(must be completed)*

Road/Location Name: \_\_\_\_\_

Prep Date: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Filming Date: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Wrap Date: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

No. of Cast/Crew on site: \_\_\_\_\_

### Filming Activity:

- Circus/Crew Parking (include approximate number and size of vehicles)
- Site Plan (Attach)
- Any impacts to pedestrians or cyclists? Explain.

### Notes:

---



---



---



---



---



Please note: This checklist must be completed and submitted with the **Production Activity Assessment** and **Highway Use Application for Production Companies**. Failure to submit this form will result in a delay to your application.

## **LOW IMPACT APPLICATION CHECKLIST**

A complete application package must be received a minimum 5 business days before the requested filming date.

### **Site plan/map of filming activities**

- A detailed plan showing the specific filming areas, parking and staging areas, on-site improvements, should clearly demarcate the entire area of use.
- 

### **Residents or Businesses Affected?**

- A copy of notices to local businesses and residences, when applicable.
- Confirmation that notifications have been issued a minimum of five (5) business days prior to filming activities.
- 

### **Certificate of Insurance**

- Minimum \$2 million liability insurance against 3<sup>rd</sup> party claims; preferred maximum deductible not greater than \$5,000.
- “His Majesty the King in right of the Province of British Columbia as represented by the Minister of Transportation and Transit” is added as an Additional Insured.
- Proof of insurance can be submitted on the insurance broker’s form or the Ministry’s Certificate of Insurance (must contain both pages). Scanned copies are acceptable but must come from the broker/insurer directly.
- Insurance can be submitted 1 – 2 days after the application is made.

---

*Signature of Applicant*

---

*Date (dd/mm/yyyy)*



**Locations Plan – (include GPS coordinates)**