



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 (Ensure complete name is provided) 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)

The above noted company requests the use of ( N S E W) Highway Name
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.

“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.



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.

MEDIUM IMPACT APPLICATIONS

If any of the following criteria are met, your application will be categorized as Medium Impact

MOTI Criteria

Location type:

- Medium volume roads
o Local Road where residents are impacted; and no alternate routes are available (e.g., Copper Drive, Britannia);
o All UBC Roads;
o Secondary Highways (e.g., Hwy5A between Merritt and Kamloops, Highway 99 between Pemberton and Lillooet).
• Pull out or rest area where public use is impacted (filming).

Filming activities:

- Any filming that will affect the regular flow of traffic.
• Filming that affects local residents.
• Residents to be notified a minimum 5 days in advance.
• Drone Filming.
• Minor site alterations or improvements (e.g., covering of signs).
• Crew parking/circus greater than one day.

Traffic Impacts

- Intermittent stopping of traffic. Maximum allowable time will depend on location and time.
• Rolling closures (traffic not stopped).
• Lane closures on minor highways with a reasonable detour/alternative route.
• Traffic Management Plan Category 1 – reference the 2015 Interim Traffic Management Manual for Work on Roadways for more details. Custom traffic control plans must be completed by a certified traffic control company.

Other impacts:

- Other agency approvals are required
o e.g., Municipalities, Regional Districts; other government agencies (Crown Lands/Parks); First Nations;
o Film coordinator may ask for proof of acceptance from other agencies.
• May included activities that do not impede traffic but could be a potential distraction to the travelling public, or pedestrians and cyclists.

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:

Traffic Impacts

Intermittent stops to traffic for a minute duration times per hour
Full Lane Closure with detour route
Rolling Closure (temporary slow-down of vehicles)
Single lane alternating
Police escort
Filming on Shoulder of the road
Other:

Filming Details

Filming Car to Car
Vehicle with Ultimate Arm
Site Alterations (attach separate sheet outlining details)
Drone Use (If yes, attach SFOC)
Minor Special Effects

Agency Notifications

Municipality or Regional District:
First Nation
RCMP, Fire, Ambulance
Resident Notices
Other:

Signature of Applicant

Date (dd/mm/yyyy)



## MEDIUM IMPACT APPLICATION CHECKLIST

A complete application package must be received a minimum **10 business days** before the requested filming date.

### Site plan/map of filming activities

- A detailed site plan showing the filming areas, parking and staging areas, any on-site improvements, and should clearly demarcate the entire area of use.
- Full description of the Activity, including a stunt or special effects plan (if applicable).
- Provide a Special flight Operations certificate for drone filming, and related insurance.
- Filming outside of the Lower Mainland (beyond Pemberton or Hope) requires an [H1080 form](#) submission.

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### Traffic Management Plan:

For medium impact filming activities, one of the following will suffice

- A:** Traffic control diagram figure number \_\_\_\_\_ as per the “[Traffic Management Manual for Work on Roadways](#)”, or
- B:** A traffic control plan as described in Section 2.2.1 of the “[Traffic Management Manual for Work on Roadways](#)”. The traffic control diagram must be prepared by a certified traffic control company familiar with MOTI traffic management guidelines.
  - Implementation Plan, Incident Management Plan when applicable (More information on this can be found within the manual).

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### Other Agencies Involved?

- Notifications and/or other approvals from Municipalities, Regional Districts or First Nations.
- A copy of notices to local businesses and residences, and/or,
- A Public Information Plan.
- Confirmation that notifications have been issued a minimum of five (5) business days prior to filming activities.

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### Certificate of Insurance

- Minimum \$2 Million liability insurance against 3<sup>rd</sup> party claims; preferred maximum deductible not greater than \$5,000.
- “Her Majesty the Queen in Right of the Province of British Columbia, as represented by the Minister of Transportation and Infrastructure” 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 and must come from the broker/insurer directly to the Ministry.
- Insurance can be submitted 1 – 2 days after the application is made.

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Signature of Applicant

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Date (dd/mm/yyyy)



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