



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](mailto:Filming@gov.bc.ca)  
Website: [www.gov.bc.ca/highwayeventpermits](http://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	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 \_\_\_\_\_ 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.

“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**.

## HIGH IMPACT APPLICATIONS

If **ANY** of the following criteria are met, your application will be categorized as **High Impact**

### MOTT Criteria

#### Location type:

- High volume highways:
  - Major numbered Highways (Highway 99 Sea-to-Sky corridor, Highway 5 Coquihalla, Highway 97 through the Okanagan)
  - Any bridges/structures (e.g., Lions Gate Bridge).
- Public facilities that will be closed to the public (e.g., Pullouts, rest areas).
- Any area within a natural hazard warning area.

#### Traffic Impacts

- Significant impacts to the regular flow of traffic that would be classified under the Traffic Management Plan Category 2 or greater. Reference the [Traffic Management Manual for Work on Roadways](#) for more details.
- Any traffic plan that falls under the scope of engineering. Category 3 Plans must be prepared, signed and sealed by a professional engineer.

#### Filming activities:

- Staging of traffic jams, vehicle collisions, high speed chase, etc.
- Use of non-compliant vehicles
  - Additional approvals may be required from Commercial Vehicle and Safety Enforcement (this is the Applicant's responsibility).
- Use of stunts and/or special effects.
- Drone or Helicopter Use.
- Major site alternations or improvements;
  - Including movement of any traffic devices such as median barrier, line painting, and lighting,
  - Full restoration plan is required.

#### Other impacts:

- Requires significant coordination with other agencies, municipal governments, First Nations;
  - Applicant is fully responsible for coordination of activities and necessary approvals from other agencies.
- Significant interruption to the public—may require further risk assessment.

### Applicant Information *(must be completed, check all that apply)*

#### Road/Location Name:

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

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

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

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

### Traffic Impacts

- |   |  |
|---|--|
| <input type="checkbox"/> Intermittent stops to traffic for a ____ minute duration ____ times per hour | <input type="checkbox"/> Police Escort                   |
| <input type="checkbox"/> Full Lane Closure with detour route  | <input type="checkbox"/> Filming on shoulder of the road |
| <input type="checkbox"/> Rolling Closure (temporary slow-down of vehicles)                            | <input type="checkbox"/> Other: _____                    |
| <input type="checkbox"/> Single lane alternating  |  |

### Special Effects

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Simulated Gun Fire or Explosion* | <input type="checkbox"/> Rain or Snow                              | <input type="checkbox"/> Other: _____                  |
| <input type="checkbox"/> Fire*                            | <input type="checkbox"/> Vehicle Stunts*                           | <input type="checkbox"/> Significant site alterations* |
| <input type="checkbox"/> Prop weapons                     | <input type="checkbox"/> Helicopter/Drone Use <i>(attach SFOC)</i> | <i>*May have additional requirements</i>               |

### Agency Notifications

- |  |   |
|--|---|
| <input type="checkbox"/> Municipality or Regional District: _____                              | <input type="checkbox"/> Resident Notices |
| <input type="checkbox"/> First Nation _____  | <input type="checkbox"/> Other _____      |
| <input type="checkbox"/> RCMP <input type="checkbox"/> Fire <input type="checkbox"/> Ambulance |   |

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date (dd/mm/yyyy)



## HIGH IMPACT APPLICATION CHECKLIST

A complete application package must be received a minimum **15 business days** before the requested filming date. Please note that any engineering requirements in addition to a traffic management plan will add review time.

### 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.

### Traffic Management Plan:

- ☐ A Traffic Control Plan as defined in the Ministry's "[Traffic Management Manual for Work on Roadways](#)" is required. Please note that depending on the complexity of the filming activity and traffic control needs, the following may be required:
  - A traffic control plan prepared by a certified traffic control company (this is always required),
  - Prepared, signed and sealed, by a professional engineer (if Category 3),
  - Public Information Plan, Incident Plan, Implementation,
  - More information can be found within the manual, linked above.

### Stunts or Special Effects

- ☐ Separate safety and stunt plan is attached to the application.
- ☐ Major on-site improvements must include a restoration plan,
  - Include product sheets.

### Certificate of Insurance

- ☐ "His Majesty the King in right of the Province of British Columbia as represented by the Minister of Transportation and Transit" is added as Additional Named Insured.
- ☐ Minimum \$5 million liability insurance against 3<sup>rd</sup> party claims; maximum deductible not greater than \$5,000, or as directed by Ministry Official.
- ☐ A complete [H0111](#) certificate must be submitted by the Insurance Broker to the Ministry directly and can be submitted after the application is made. Completed certificates must contain both pages.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date (dd/mm/yyyy)



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