

The Township of Esquimalt welcomes special events and filming that utilize our beautiful public spaces and contribute positively to our vibrant community. Please see below details for applying for a filming permit in the Township of Esquimalt.

## Guidelines for Filming Applications

1. **Review the Submission Timelines:** Please refer to the timelines below for important deadlines and submission requirements for Filming Applications.
2. **Complete Application:** Ensure your application is fully completed before submission. Incomplete applications cannot begin the approval process.
3. **Submit Early:** To avoid conflicts and ensure a smooth approval process, submit your application well before the deadlines. This allows us to review your application thoroughly and check for any potential scheduling conflicts.
4. **Gather Required Documents:** Include all required supporting documents. Remember to attach your Traffic Control Safety Plan, even if it has not yet been approved.
5. **Submit the Full Package:** Send all forms and supporting documents (references below) directly to the staff as a complete package.
6. **Submission of this form does not indicate approval of Filming.** A proposed filming application, including returning applications should not be advertised before obtaining approval from the Township, keeping in mind the review process timeline, the complexity of the application, and any required input from other municipal departments.

## Filming Request deadlines include:

- Major filming events and all those requesting a street closure require a **minimum of 4 months advance notice** in order to ensure adequate time for review and availability of police resources.
- Any filming event that is new, unusually large, or potentially controversial, may require Municipal Council approval. The organizer should not advertise the film at location or make financial commitments before obtaining approval from the Township.

## Booking Your Filming Event

**Note:** *Applicable only to those events where Council approval is not required.*

- STEP 1:** Submit your film application to Esquimalt Parks and Recreation – Recreation Coordinator to ensure all requirements are available. **Email:** [steph.reid@esquimalt.ca](mailto:steph.reid@esquimalt.ca)
- STEP 2:** Depending on the complexity of the event, film, or problems associated with an event in the past, stipulations may be placed on your permit. You will hear back from the Township with one of the following:
- Permit approval
  - Any Municipal requirements, changes or missing information that is required for your permit to be approved
  - Permit denial
- STEP 3:** Once all required information and approvals have been received, a contract will be issued to confirm your event. This document outlines all filming particulars and requires a signature.

Bookings will be held for one week from the time of the issuance of a contract at which time payment is required. If payment is not received, your permit will be cancelled, and the space will no longer be reserved. We will not follow up with applicants if contracts and/or payment is not received by the due date.

## APPLICATION FORM

Please complete this application form for any event and film bookings, including Block Parties, held within the Township of Esquimalt. It is recommended that applicants read the *Application Process* document before filling out and signing the Filming Application Form. Staff will not review applications if the form is submitted incompletely or is missing information.

**\*\*\* ALL SECTIONS (4) MUST BE COMPLETED \*\*\***

### SECTION 1:

Applicant Information			
Applicant Organization:			
Street Address:	City:	Postal Code:	
Email Address:		Phone Number:	
Film Organizer Contact Information			
<i>Public Liaison Name and Phone # if different from above: Please provide name and number of contact person to be supplied to public and media in the event of inquiries</i>			
On-Site Contact Name:		Email Address:	
On-Site Contact Phone Number:		Role:	
Production Details			
Film Name:		Film Date(s):	
Locations(s):	Start Time(s):	Finish Time(s):	
Production Date(s):			
<b>Type of Production:</b> <input type="checkbox"/> Feature <input type="checkbox"/> Movie of the Week <input type="checkbox"/> Video	<input type="checkbox"/> T.V. Series <input type="checkbox"/> Mini Series <input type="checkbox"/> Animation	<input type="checkbox"/> Commercial <input type="checkbox"/> T.V Pilot <input type="checkbox"/> Documentary	<input type="checkbox"/> Other:
<b>Proposed Activities:</b> <input type="checkbox"/> Gun Fire <input type="checkbox"/> Fire <input type="checkbox"/> Rain or Snow	<input type="checkbox"/> Explosion <input type="checkbox"/> Drive by <input type="checkbox"/> Car stunt	<input type="checkbox"/> Helicopter <input type="checkbox"/> Tow Shot <input type="checkbox"/> Stunt	<input type="checkbox"/> Exterior Set <input type="checkbox"/> Construction <input type="checkbox"/> Other:

**Description of Film Work:**  
 (Please describe the filming work in detail or attach a summary in letter format)

**Estimated Attendance:**  
 No. of crew and cast:  
 No. of production vehicles and types:

**Parking arrangements or requested streets or area:**

**Site Map/Plan:**  
 Please attached to your application and a clearly presented and to scale site plan or sketch.

**Road/Sidewalk/ Parking Area Closures:**

Are road closures required to host your film?  Yes  No

If yes, a closure is required the following must be included with your applications:

- a. Detailed map showcasing sites of closures (including marshalling) and
- b. Traffic Control Safety Plan

\*to be submitted with the Application Package to the Recreation Coordinator for circulation

Will you require sidewalks to be closed?  Yes  No

Are parking lot/stall closures required?  Yes  No

Please describe your plan for emergency vehicle access to the production site:

## Parking and Transportation Plan:

What impact will your event have on transportation (i.e. where will your participants, cast/crew, organizers, and/or performers park, what provisions have been made for accessibility and parking?)

Please provide a brief description of how site parking will be coordinated:

Will a shuttle bus be used if parking is not available at the main production site?  Yes  No

## Communication Plan

### Notification to Residents and Businesses

All residents and businesses directly impacted by the filming must be notified, even if they are not participants. The notice should include the following details: contact information, production type, a brief description, date, and time. Additionally, the Municipality must approve the notice for accuracy.

The notification must be distributed to all affected parties at least 7 days prior to the event. For your application, please include an example of the notification. Remember, the notice requires Municipal approval and will be part of the Agreement.

Do you understand?  Yes  No

### Communication and Signage for Street Closures

For events such filming productions requiring street closures, signs must be clearly displayed at the closure points at least seven days before filming.

With your application, please include a sample of the proposed signage, detailing dimensions and mounting methods. Additionally, provide a clear sketch or map showing the planned locations of all signs. Please note that all signage must be approved by the Municipality prior to the filming and will be included in the Filming Agreement.

Do you understand?  Yes  No

**SECTION 2:**

**Production Equipment/Activities**  
*The municipality may not be able to accommodate all request for service or assistance, sufficient notice will be provided.*

**Noise Control and Sound Level Guidelines**

While it's understood that productions may generate some noise, it is the shared responsibility of both the Township and event organizers to minimize this impact. The following measures are to be implemented:

- Production organizers and audio companies using Township of Esquimalt Parks must ensure that noise and music levels remain under control, with a maximum limit of 90 dB(A) measured from the edge of the event area within the park.
- Event organizers and/or the on-site audio team should have a sound level meter on hand to monitor and record noise levels.
- If sound levels exceed 90 dB(A), the event organizer or audio company must immediately adjust the volume to stay within the prescribed limit.

The Township of Esquimalt enforces a noise bylaw that requires compliance, with a maximum sound level of 90 dB. Staff and Police may monitor sound levels during the event.

Use of Amplified Public Access System:

Yes  No

Will generators be used:  Yes  No

Access to water source required:  Yes  No

Access to electrical power source required:

Yes  No

Will portable fences be set up:  Yes  No

Will portable toilets be set up:  Yes  No

Will any other structures be used? (Please specify)

If yes, please indicate amperage below:

How many plugs in access points do you need?  
(Please specify)

**Public Works**

Street Occupancy (attach map with marked road/lane closures)

Access to Water:

Additional Details:

## Safety and Security Plan

<p><b>First Aid provided:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please indicate number of attendants and their level of training:</p>	<p><b>Security provided:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Description:</p>
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Please describe any potential security, traffic, or safety issues the Police or Fire Services may assist you with if available. **Note: Fire Code Compliance may require evaluation and inspection prior to approval.**

### Recycling and Waste Management Requirements for Events

The Township of Esquimalt requires that all productions implement proper recycling and waste management practices. Production organizers are responsible for ensuring that there are sufficient recycling and garbage bins available, and that the event site remains clean and litter-free.

When hosting a filming event on Township-owned or managed property, production organizers are responsible for providing adequate facilities for recycling and garbage collection. This includes ensuring proper disposal of recyclables and waste, conducting litter pick-up during and after the event, and ensuring that all waste is disposed of appropriately.

**Garbage Management Plan: Please check which option you will use:**

- Will take all refuse with us when leaving municipal property
- Will hire third party to manage garbage and recycling during and immediately following event

**SECTION 4:**

**\*\*\* Please note an incomplete application will be returned. Bookings cannot be made until a completed application form is received.\*\*\***

**Have you attached the following?**

- Site Plan
- Route Map (if applicable)



# FILMING APPLICATION

- Notification Letter to residents
- Traffic Notice

Please note that the Township of Esquimalt is subject to the provisions of the Freedom of Information and Protection of Privacy Act, and therefore, cannot guarantee that any information provided can be held in confidence.

On behalf of the applicant organization, I/we acknowledge that I/we have read and understood the conditions in the guidelines outlined in the Filming Application Process and agree to comply with them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed application form ATTN: FILM PERMIT APPLICATION** by email to: [Steph.reid@esquimalt.ca](mailto:Steph.reid@esquimalt.ca) or in person at the Esquimalt Recreation Centre or Archie Browning Sports Centre.