



## Commercial Film Application Requirements List

The following requirements are part of the application and must be provided. Incomplete applications will be returned to the applicant.

**In addition to the General Application Requirements included on the Application Form, the following items are required for all Film applications.**

- A security deposit of a minimum of \$5,000.00 (in the form of a Certified Bank Draft, cash, money order, or certified cheque).
- A Certificate of Incorporation (if applicable) through the BC Companies Registry. In order to hold Crown land, the Permit holder **must** be a BC Company, or Extra-Provincially registered. Under certain circumstances, private individuals may apply on behalf of a film company.
- The Certificate of Liability Insurance must be completed by an Agent or Broker. This Certificate is issued by an authorized representative of the Minister responsible for the *LAND ACT*.
  - HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA must be included as an additional insured.
  - The minimum insurance requirement is \$3,000,000.00.
  - Under the Contractor name on the form, the name displayed as the BC Registered company must apply.
  - Under the Insured name on the form, the BC Registered Company name applies, and the umbrella company, if applicable.

**AND**

- A Film Activity Letter, signed and dated, which includes the project overview, project description and additional information as necessary. Specific information required is listed below.

### **Section B – Project Description**

#### **I. Activity Information**

- What film related activities will be undertaken on Crown land (production phases, preparation, filming, clean up).
- Number of staff who will be on the site and where the crew will be accommodated;
- Method of access to the site (crew and equipment), time required to complete the filming and if an outside company is being hired for access, what company;
- Indicate duration of working days;
- Construction of any improvements on Crown Land;
- On- site security;
- First aid and safety;
- Sanitation facilities and refuse disposal;

- Stunts and special effects - describe, when applicable, any use of fire, ignition of fuel, use of explosives, use of chemicals, etc.; and,
- Indicate if there will be any cutting of vegetation, disturbance or soil or work in or about a body of water.

*\*\*Please be as detailed as possible and cover all the points mentioned above as this information will provide the background material for those referral agencies potentially impacted by this proposal.*

*Note: You may be required to submit a set of photos showing the nature of Crown land before, during and after use.\*\**

## **II. Contact Information**

A list of names, positions and telephone numbers of the people (production managers, location managers, etc) **who are authorized to sign legal documents on behalf of the company making application.**

For a tenure to be issued the final documents must be signed by an individual from the company who has authorized signing authority or has been delegated this authority in writing, and must be signed in person (no exceptions). The legal documents cannot be sent by fax, only by courier, mail or in person.

**Note:** Applicants should restrict management plan content to information that is directly relevant to the proposed project. Management Plans should not contain statements that are biased or judgmental or which may be harmful to other applicants, other licensed users of Crown land and resources, the general public, or businesses operating on private land.