



Commercial Film

Application Requirements Checklist

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 Commercial Film applications:

- See the [Natural Resource Online Services website](#) for key requirements and advice on applications.
- You are required to provide at least two (2) [digital maps](#) (spatial data, .pdf, .jpg, or other commonly used format)
 - General Location Map
 - [Site Plan](#)
- A Certificate of Incorporation (if applicable) through the [BC Registry](#). 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.
- 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 delivered in person.

AND

- A Film Activity Letter, which can be based on a tenure [Management Plan](#) that includes the project overview, project description, and additional information as necessary. Information is provided in the [Management Plan Application Guidance Document](#). Specific requirements for Commercial Film locations are listed below – be sure to include these in the relative sections of the Management Plan template.
 - 1.1 What film-related activities will be undertaken on Crown land? (Production phases, preparation, filming, clean-up, etc.)
 - 1.1 Stunts and special effects: describe, when applicable, any use of fire, ignition of fuel, use of explosives, use of chemicals, etc.
 - 2.3 Number of staff who will be on the site and where the crew will be accommodated.
 - 2.3 Indicate the duration of working days.
 - 3.1 Construction of any improvements on Crown land.
 - 3.2 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, which company?
 - 3.5 Sanitation facilities and refuse disposal.

- 4.1 Indicate if there will be any cutting of vegetation, disturbance of soil, or work in or about a body of water.
- 4.1 If drones are being used, supply details. Drone usage must comply with [Transport Canada regulations](#).
- 5.2.2 On-site security details
- 5.2.2 First aid and safety information.

Note that you may be required to submit a set of photos showing the nature of the Crown land before, during, and after use.

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.