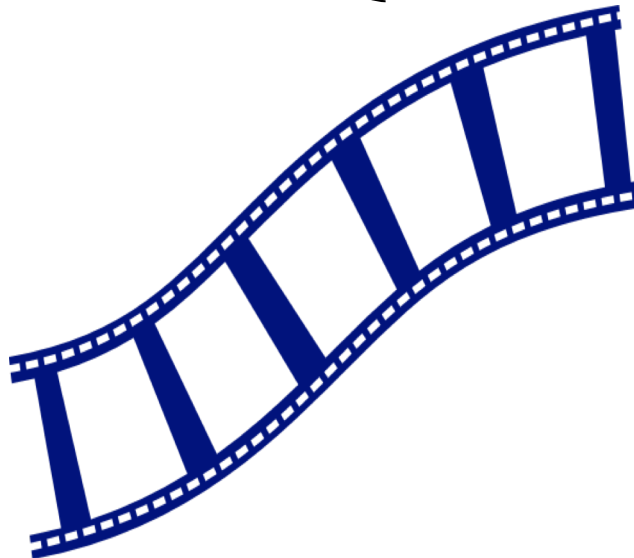


*Guide to*

# FILMING IN PORT COQUITLAM



This handout is prepared for your convenience as a general guide to requirements for filming permit applications in the City of Port Coquitlam. Changes to the information may be made where circumstances warrant. Please consult the bylaws and other documents including the City of Port [Fees and Charges Bylaw](#), [Noise Control Bylaw](#), [Fire and Emergency Services Bylaw](#) and other municipal legislation and policies as may be applicable for specific requirements or by logging into the city's website at [www.portcoquitlam.ca](http://www.portcoquitlam.ca). For further information, please contact the Development Services Department at 604-927-5420 or [filming@portcoquitlam.ca](mailto:filming@portcoquitlam.ca).

*Updated November 2017*

## INTRODUCTION

Filming locations abound in Port Coquitlam thanks to breathtaking natural vistas complimented by the original City Hall dating back to 1914 and an authentic heritage-themed downtown centre. Over the years, Port Coquitlam has cooperated with numerous film production companies to provide the 'small town' backdrop for television and motion pictures.

Since establishing a film policy and guidelines, we have successfully coordinated shoots throughout the City. We work closely with film companies, location managers and scouts to provide a one-stop service to meet all your permitting and permissions requirements.

Currently the Property Use Coordinator is assigned as the filming liaison person and you may contact directly at [filming@portcoquitlam.ca](mailto:filming@portcoquitlam.ca) or call 604-927-5266.

If you require further information about filming in the area or BC you can contact [Creative BC](#) at 604-736-7997.

## GETTING STARTED

### Application Process

Companies, organizations or filming students wishing to film in Port Coquitlam must complete and submit an application form to the Development Services Department as soon as possible (no later than five (5) working days before filming is scheduled to commence). All filming applications must be approved by the Director of Development Services before filming may take place.

Appoint and provide contact information for one company representative to address all filming issues (usually the Location Manager).

Please also include with your application an accurate location site plan showing:

- All filming locations
- Fire access routes
- All parking locations needed for crew, trailers, and equipment
- All road or lane closures needed and times of closure plus any “No Parking” signage and traffic control that may be required (fill out [Road/Lane Closure Request Form](#))
- Any City property that may be required to be relocated or removed during filming
- Alterations to grounds and buildings.

### Fees

Payment of all fees and deposits must be received by the Development Services Department a minimum of three (3) working days before the start of filming.

- A non-refundable [Permit Fee](#) to cover the cost of administration & staff time is required at the time of application. Other fees may be payable at time of application or be subject to invoicing once filming is completed.
- A minimum security deposit of \$5,000 is required at the time of application. This deposit provides a guarantee that an extraordinary costs associated to filming are recovered after filming has been completed. If no other fees or costs are required the security deposit will be returned in a reasonable time after filming is completed.

**Insurance**

A **Certificate of Insurance** is required to be submitted at time of application. A form is available from Development Services or one may be provided from the insurance company as long as the following is provided:

- The City of Port Coquitlam as the additional named insured
- Minimum insurance coverage is \$5,000,000
- No expiry, cancellation, or material change in policy shall become effective until after thirty (30) days of notice of such cancellation or change is given to the City of Port Coquitlam by registered mail.

**Other Permits**

A [Business License](#) is required and can be obtained from the Business Licence Division located at 2580 Shaughnessy Street. Please call 604-927-5238 for further assistance.

A Pyrotechnics Permit is required to light or explode High Hazard Fireworks or “Movie Pyrotechnics”. Refer to the [Fire and Emergency Services Bylaw](#) for more information and contact the Fire Department at 604-927-5466 for permit details and an application.

An electrical permit may also be required by the BC Safety Authority.

**NOTE:** All permits and documents are required prior to filming.

**LOCATIONS**

Civic facilities are usually only available after regular working hours; however, some recreation facilities may be used during working hours subject to approval from the Director of Recreation. Please visit [www.portcoquitlam.ca](http://www.portcoquitlam.ca) for virtual tours of key locations and to learn more about our facilities, parks and public areas.

**IMPORTANT INFORMATION**

While the City of Port Coquitlam is supportive of filming in BC, our main responsibility is to ensure that the residents have the opportunity to enjoy the peace and quiet of their environment with a minimum number of disruptions.

**Public Notice & Business Vitality**

A pre-approved notification letter with filming dates, times and contact information must be delivered to surrounding residents and businesses three (3) business days before the start of filming.

Arrangements with individual businesses for approval and compensation for lost business may be required. This process will not involve the City as this is a civil agreement between the production company and property owner or business tenant.

Filming details are to be provided to City Council, various City departments, Business Improvement Association and other agencies when filming is conducted in the City.

Various events are held throughout the City namely Canada Day celebrations, May Day, Grand Prix, Farmers Market and many others. To avoid a conflict please consult the City website at [www.portcoquitlam.ca](http://www.portcoquitlam.ca) for events being held during the year.

## **Traffic Control**

Traffic control measures (approved by the Director of Engineering & Public Works) are to be coordinated with the Coquitlam RCMP. Any fees are paid directly to the City. If lane closures are needed, please submit a completed Road/Lane Closure Request Form to the Engineering Division. Road closures that disturb transit services must be discussed with Translink Special Events (Call 604-453-4609).

## **Reel Green – Best Practices**



Reel Green is an initiative introduced by Creative BC about sustainable practices in the film & television production industry to help improve their overall environmental footprint in reducing carbon gases. Film production companies applying for a filming permit in Port Coquitlam are encouraged to follow the Best Practices program associated to the Reel Green initiative. To find more information about Reel Green, please [click here](#).

## **After Filming**

When filming is completed, the property must be returned to the same or better condition as when the application was received. A final inspection will be done by the City. Any repairs will be the responsibility of the production company and must be completed to the satisfaction of the Director of Development Services.

## **CONTACT INFORMATION**

### **City of Port Coquitlam**

**Development Services**  
#200 2564 Shaughnessy St.  
604-927-5238  
[filming@portcoquitlam.ca](mailto:filming@portcoquitlam.ca)

**Recreation**  
2253 Leigh Square  
604-927-7900  
[parksrec@portcoquitlam.ca](mailto:parksrec@portcoquitlam.ca)

**Fire & Emergency Services**  
1725 Broadway St.  
604-927-5466  
[fire@portcoquitlam.ca](mailto:fire@portcoquitlam.ca)

**Business Licencing**  
2580 Shaughnessy St  
604-464-1490  
[bylawlicencing@portcoquitlam.ca](mailto:bylawlicencing@portcoquitlam.ca)

**Bylaw Services**  
2580 Shaughnessy St  
604-927-5440  
[bylawservices@portcoquitlam.ca](mailto:bylawservices@portcoquitlam.ca)

**Coquitlam RCMP**  
2986 Guilford Way  
604-945-1550

### **Other**

**Port Coquitlam BIA**  
604-927-5420  
[info@downtownpocobia.com](mailto:info@downtownpocobia.com)

**Translink**  
Special Event Division  
604-453-4609

**Technical Safety BC**  
over 30 offices in BC  
1-866-566-SAFE (7233)  
[contact@technicalsaftybc.ca](mailto:contact@technicalsaftybc.ca)

**Creative BC**  
604-736-7997  
[www.creativebc.com](http://www.creativebc.com)



DEVELOPMENT SERVICES DEPARTMENT

#200 2564 Shaughnessy Street, Port Coquitlam, BC V3C 3G4
ph.: 604.927.5420 fax: 604.927.5404 filming@portcoquitlam.ca

FILMING PERMIT APPLICATION

Please print clearly

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

File #: \_\_\_\_\_

(Office Use ONLY)

CONTACT & COMPANY INFORMATION

Location Manager: \_\_\_\_\_ Cell #: \_\_\_\_\_

Production Manager: \_\_\_\_\_ Cell #: \_\_\_\_\_

Local Production Company: \_\_\_\_\_

Address: \_\_\_\_\_ (street) \_\_\_\_\_ (city) \_\_\_\_\_ (prov) \_\_\_\_\_ (postal code)

Phone # \_\_\_\_\_ Fax: \_\_\_\_\_

Parent Production Company: \_\_\_\_\_

Address: \_\_\_\_\_ (street) \_\_\_\_\_ (city) \_\_\_\_\_ (prov) \_\_\_\_\_ (postal code)

Phone # \_\_\_\_\_ Fax: \_\_\_\_\_

FILMING INFORMATION

Production Title: \_\_\_\_\_ Type: \_\_\_\_\_

Location(s): \_\_\_\_\_

Date(s) of Filming: \_\_\_\_\_

Hours of Filming: From: \_\_\_\_\_ To: \_\_\_\_\_

# of cast & crew: \_\_\_\_\_ # / type of vehicles: \_\_\_\_\_

City Services: [ ] lane closure [ ] traffic control [ ] parking [ ] city property [ ] equipment [ ] manpower

Special Effects: [ ] high speed [ ] gunfire [ ] rain/snow [ ] animals

[ ] helicopter [ ] explosion [ ] wet downs [ ] stunts

[ ] car stunts [ ] fire [ ] tow shots [ ] other \_\_\_\_\_

Details: \_\_\_\_\_



FILMING PERMIT APPLICATION

LOCATION & SCENE DETAILS

Date: \_\_\_\_\_ File # \_\_\_\_\_

Production Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Production Title: \_\_\_\_\_ Episode #: \_\_\_\_\_

Location Manager: \_\_\_\_\_ Cell: \_\_\_\_\_

LOCATION 1

Block Number(s): \_\_\_\_\_ Street: \_\_\_\_\_ Side: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Scene Details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

LOCATION 2

Block Number(s): \_\_\_\_\_ Street: \_\_\_\_\_ Side: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Scene Details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

ADDITIONAL INFORMATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INDEMNIFICATION**

The Applicant agrees to defend, indemnify and hold harmless the Corporation of the City of Port Coquitlam and its officers, agents, and employees for any and all claims, demands, actions, damages, losses and expenses, including attorney fees and costs of litigation, arising out of or relating to the Applicant’s performance under this contract, including those brought by employees or subcontractors of the Applicant.

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Print Name

Title

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Signature

Date