

GETTING STARTED - HOW TO APPLY TO FILM IN THE CITY OF PITT MEADOWS

- Familiarize yourself with the City of Pitt Meadows Filming Policy
- Complete and submit a Film Application Package to: filming@pittmeadows.ca
- The Film office will contact you with deposit fee details depending on complexity of application (cheque to be received on application)
- The Film office will contact you once the review team has had time to process your application (**allow 5 - 10 business days depending on complexity of film activities (eg. RCMP or pyrotechnics)**)
- If approved, the Film office will provide all fee information – these fees will be deducted from your deposit.
- Cheques ONLY will be accepted and processed at City Hall (located at 12007 Harris Rd.) If dropping off after hours please leave in the drop box on the west side of the building in a clearly labelled envelope listing 'Film permit fees' & production name.
- Permits will be emailed once approved
- Failure to pay for your permit fees prior to filming will result in fines and/or shutting down production

All of the forms required are available on the website – www.pittmeadows.ca/filming

***Your application will not be processed until deposit is received and all required film documentation is submitted**

Required Film Documentation:

- Completed Film Permit application – *5 – 10 business days are required to process an application
- Hold Harmless agreement
- Copy of Insurance Certificate – City as an added insurer and with 5 million in liability
- Business License application - emailed separately to dbarbosa@pittmeadows.ca
- Aerial Map Site Plan including: times, date(s), parking location(s), safety plan, & Traffic Management Plan
- Filming Notification Letter

Application may also require the following additional documentation depending on filming activities:

- Noise Abeyance application for production activities between 9:00 pm and 7:00 am
- Highway Use / Street Use Permit
- Pyrotechnic Permit (certification, material safety data sheet, and event site plan)
- Special Flight Operations Certificate from Transport Canada
- Ministry of Environment contacted & received approval

- Katzie First Nation contacted & received approval

Fees & Payments that may be applicable:

Application	\$350 (Single Location - \$150 of which is a non-refundable admin fee)
Business License	\$111 apply through Business Services (\$55.50 after July 1) valid to Dec. 31
Deposit	\$2000 - \$5000 (Varies depending on services required, filming fees are deducted from deposit once review team has confirmed application)
Highway Use Permit	\$100
Street Use Fee	\$150/day/road
Film Inspection Fee	\$75 + \$3.75 GST (pre & post inspection on public property)
Noise Abeyance	\$100
Pyrotechnic Permit	\$200
Change Fee	\$150 (revising application within 48 hours of filming date)
City Facility booking	Daily commercial rate or \$2000, whichever is greater
City Park or Field	Daily commercial rate or \$1500, whichever is greater
Parking	\$2.50 per stall
Fine-no permit	\$500 plus all applicable filming fees
RCMP Services	To be determined
Fire Services	To be determined
Hydrant Use	NOT PERMITTED