

## Parks and Protected Areas Division

### BC PARKS COMMERCIAL FILMING GUIDELINES

#### Before you apply

Before making an application you should be familiar with the following guidelines regarding commercial filming in protected areas. These guidelines supplement BC Parks' Commercial Filming Policy which may be accessed on BC Parks' website:

<http://www.env.gov.bc.ca/bcparks/permits/film/docs/commercialFilmingPolicy.pdf>

For the purpose of these guidelines, the term 'park' includes provincial parks, protected areas, recreation areas and conservancies. The term 'park' does not include ecological reserves or other conservation lands such as wildlife management areas, leases etc., as they fall under different legal frameworks. However, if the area in which you wish to film is something other than a park, the contact information provided below will also serve to direct you to the appropriate contact.

Prior to scouting potential filming locations, the film company must consult with the appropriate area contact to determine if the filming activity being proposed will be considered in that park. To determine the local area contact, please visit: <http://www.env.gov.bc.ca/bcparks/film/where.html>, or contact the Permit and Authorization Service Bureau via:

Website: <http://www.env.gov.bc.ca/pasb/>

Telephone:

Victoria 250-387-2928 (extension 3)  
Toll free in B.C. 1-866-433-7272 (1-866-433-PASB)  
Outside of B.C. 1-250-387-2928

Fax: 250-387-1695

#### First Nations Information Sharing

The area contact will also advise you on the process you must undertake to discuss your proposed commercial filming activities with local First Nations groups. For more information regarding First Nations and their relationship with the Province of British Columbia, [click here](#).

#### Submitting an application:

Once preliminary discussions with the area contact have occurred, a written application for commercial filming must be submitted to the Permit and Authorization Service Bureau. You can access an application form on the Permit and Authorization Service Bureau's website:

[http://www.env.gov.bc.ca/pasb/applications/docs/parkuse/parkuse\\_film-production.pdf](http://www.env.gov.bc.ca/pasb/applications/docs/parkuse/parkuse_film-production.pdf)

The application form requests the basic information required to do a Level 1 Preliminary Screen as part of BC Parks' Impact Assessment process. Depending on the outcome of the Level 1 Preliminary Screen, a higher Level (2 or 3) impact assessment may be required. Costs associated with the Level 2 or 3 Impact Assessments are the responsibility of the applicant. More information about BC Parks' Impact Assessment process can be found at: <http://www.env.gov.bc.ca/bcparks/conserv/impact/impact.html>.

Once all the major details have been discussed and worked out with the area contact **allow five (5) business days to review and process all film park use permit applications**. Successful applications will result in a commercial filming park use permit. Incomplete information will delay the review.

## GENERAL CONSIDERATIONS

- The film company, as the Permittee, is responsible for ensuring that they abide by all applicable acts and regulations as well as the terms and conditions of the commercial filming park use permit (PUP).
- Park users and staff must at no time be unduly inconvenienced by restricted access to the park except as approved within the PUP.
- The film company is responsible for all its contractors and employees and will supply all necessary first aid, fire fighting, toilet facilities, police and traffic control staff and equipment for the duration of the PUP.
- Where filming occurs within a Park Facility Operator's (PFO) Operating Area, any additional costs or loss of revenue incurred by the PFO that is directly associated with filming must be paid by the film company. Film companies are advised to contact the applicable PFO(s) to determine if there will be any financial impacts. PFO contact information can be accessed through the appropriate area contact.

## ANIMALS

- Animals associated with filming may only be brought into the park as approved within the PUP.
- Wildlife (as defined by the *Wildlife Act*: [http://www.bclaws.ca/Recon/document/freeside/--%20W%20--/Wildlife%20Act%20%20RSBC%201996%20%20c.%20488/00\\_96488\\_01.xml](http://www.bclaws.ca/Recon/document/freeside/--%20W%20--/Wildlife%20Act%20%20RSBC%201996%20%20c.%20488/00_96488_01.xml)) may be brought into the park provided the handler is in possession of an approved Ministry of Environment Wildlife Permit that includes possession and transport. For more information, visit: <http://www.env.gov.bc.ca/pasb/applications/process/wildlife.html> or call:
  - In Victoria: 250-387-2928
  - Toll free in B.C.: 1-866-433-7272 and press 2 and then 3
  - Outside of Canada call: 1-250-387-2928
  - Fax: 250-387-1814
- All wildlife and animals brought into the park and used in the filming must be removed from the park each day unless otherwise authorized by the PUP. (In certain circumstances only, animals (e.g., bears, wolves) may be kept overnight in the park to help reduce stress if they are kept in a manner approved by BC Parks and the Society for the Prevention of Cruelty to Animals (SPCA)).
- Domestic animals such as horses and dogs used in filming must be attended by a handler at all times. At no time will horses be left unattended, tied to trees or be left to disturb park resources, unless authorized to do so by the PUP. Feed requirements may apply.
- All excrement must be immediately cleaned up and disposed properly outside of the park.
- The film company is responsible for the safety of all associated staff and animals while in the park.
- While stunts utilizing animals are being performed, a member of the Society for the Prevention of Cruelty to Animals (SPCA) must be on site. Please refer to the BC Film Commission's Animals in Film Guidelines: [http://www.bcfilmcommission.com/production/production\\_guide.htm](http://www.bcfilmcommission.com/production/production_guide.htm)

- In cases where animals are subject to situations that could compromise their well-being, (e.g., dog swimming in cold water), a certified veterinarian must be present to ensure the animal's health is not compromised.

#### RESIDENT WILDLIFE - SPECIAL NOTE

- Bears, cougars and other potentially dangerous animals frequent parks. Staff, and in particular animal handlers, should be made aware of this situation. The film company will ensure that the film site and catering area are clean and no crew approaches, feeds or otherwise harasses wildlife.

#### ARTIFICIAL SNOW

- No use of Stepanol AM for artificial snow will be allowed in a park. The use of potato flakes "SnoBiz" (a carbohydrate rice by-product) to simulate snow may be permitted provided a comprehensive clean-up is conducted prior to completion of the PUP.
- Snow blankets are encouraged wherever possible to contain any artificial product and to minimize the use of artificial snow.

#### CRASH SCENES

- For any crash scenes, medical and emergency response agencies must be on site. The film company will ensure that no environmentally harmful substances (e.g., oil, gas or anti-freeze) are used or released in the simulated crash. Clean-up must occur immediately after the shoot and inspected by a BC Parks representative/Location Monitor (see LOCATION MONITORING). All associated costs must be paid for by the Permittee.

#### EXPLOSIONS (EXPLOSIVES, GUNFIRE, HAZARDOUS MATERIALS)

- No chemicals or hazardous materials will be brought into or used in a park except as approved within the PUP.
- The film company may use simulated gunfire provided that the number of shots is minimized and the resulting noise is of little impact to adjacent land owners, other park users and park fauna. If complaints are received or the BC Parks representative/ Location Monitor deems the noise excessive, approval for simulated gunfire will be rescinded.
- The production armourer, special effects department and props department must be made aware that full load simulated gunfire will not be permitted. Quarter load ammunition may be permitted.
- The use of mortars, lifters, squibs, and b-lines will be evaluated on a case by case basis.

#### HELICOPTERS

- The use of helicopters will be minimized and helicopter staging areas will be predetermined in the PUP and cordoned off for public safety. The staging area will be monitored during all helicopter activities.
- All staff working near helicopters will have appropriate training/orientation.

## HOLDING TANKS / SANITATION

- The film company must, at its own expense, collect and properly dispose of all garbage and refuse resulting from the filming activity, to an area outside the park boundaries.
- Food service areas and any other location where the crew will be congregating will be equipped with both garbage and cigarette butt receptacles.
- Except where public toilets are available, the film company must provide and maintain approved toilet facilities. Toilet wastes must be properly disposed of outside the park boundaries.
- Dumping of any holding tanks is not permitted in a park. The film company will advise any catering company or other contractors they employ that they cannot drain their tanks within a park.
- No vehicle washing is permitted within a park.

## RECYCLING

- Recycling boxes must be available for aluminum cans, glass bottles and paper. Please refer to the Reel Green BC website for more information about reducing the environmental impacts related to filming activities:  
[http://www.bcfilmcommission.com/reel\\_green\\_bc](http://www.bcfilmcommission.com/reel_green_bc).

## HOURS OF OPERATION AND SCHEDULING

- Administration hours are between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday.
- Except as approved within the PUP, filming activity may be restricted on weekends, statutory holidays and in high-use areas due to the volume of park users during these periods. (Filming may be further restricted in areas of special conservation concern).
- Except as approved within the PUP, filming activity is restricted to the hours of 7:00 a.m. to 11:00 p.m.
- After the PUP has been issued, all substantial changes must be submitted in writing to BC Parks for approval (permit amendment).

## LOCATION MONITORING

- The film company is responsible for paying for the services of a representative designated by BC parks as a Location Monitor.
- The Location Monitor must be introduced to the crew during any safety meetings. They will briefly relate PUP conditions to the film crew.
- The Location Monitor can halt or suspend production at any time for any reason stipulated in the PUP.

## LOSS OF PRODUCTION TIME OR REVENUE

- The Province will not be responsible for loss of production time or revenue occasioned by loss, or damages by fire, matters concerning public safety, smoke, lightning, floods, earthquakes, hailstorms, windstorms, impact of aircraft or vehicles, acts of God, stop production orders as stipulated or for any other causes.

## PUBLIC CONSIDERATION AND SAFETY

- The film company must have an appropriate number of people wearing high-visibility safety vests to secure areas for public safety.
- Care and attention will be given to crew traffic patterns. If congestion develops or a safety hazard exists, the Location Manager will ensure that a qualified flag person, wearing safety vest and having radio contact is provided to ensure the area is safe.
- The film company will limit the number of vehicular trips to transport people and equipment to the shoot locations. Every effort will be made to have people walk to locations.

## RADIOS

- A radio must be made available for the Location Monitor.
- See VEHICLE USE, ACCESS AND CONTROL for more information.

## SAFETY MANUAL/PLAN

- A copy of the film company's safety manual/plan must be made available to the BC Parks representative/ Location Monitor prior to any activity.

## SEARCH AND RESCUE

- The film company will be responsible for the initial search and rescue for people under its guidance. Any search and rescue costs incurred as a result of the PUP will be at the expense of the Permittee.
- The film company is responsible for ensuring that proper rescue equipment and properly trained and skilled first aid and rescue personnel are on hand at all times while shooting film or setting up in the park.
- The film company will report all accidents or near accidents and any searches to the Location Monitor and the area supervisor as soon as possible.

## SIGNS

- A sign may be required to be placed at each location with the film company's name, the dates on which filming will take place and a message apologizing for any inconvenience to the public.

## SIMULATED FIRES

- Open fires are prohibited in parks unless they are in a designated fire pit. All fires are prohibited when enacted under the *Wildfire Act*.
- Controlled simulated campfires are preferred. The propane must be turned off any time filming is not in progress. The ground beneath the area must be covered to prevent damage from heat or friction. The fire is to be attended at all times and fire extinguishers must be on hand. Upon completion of filming, all debris is to be removed from the park and the area restored to its original condition.
- The film company will have a water storage tanker available during all takes with a potential fire hazard. All firefighting costs incurred as a result of filming activities will be at the expense of the Permittee.
- If any smoke or fire is used as special effects, the film company must ensure that the local fire departments and the Wildfire Management Branch of the British Columbia Ministry of Forests and Range are notified.

## SPECIAL EFFECTS

- BC Parks normally discourages filming special effects and stunts within parks. Requests for special effects and stunts will be reviewed on a case by case basis.
- When stunts are permitted in parks, stunt vehicles must be drained of hazardous fluids in case of leakage. Minimal fuel is to be in vehicle during the stunt.
- Spill kits will be on hand in the event of an accidental spill from vehicles, generators, gas powered fans, etc. Spill kits are mandatory and must accompany set trucks that are being fuelled in the park. Any special effects with a possibility of fire will have an appropriate number of fire extinguishers on hand.
- A sign must be erected notifying the public of possible noises created by special effects.

## VEGETATION

- No foreign (non-native) plants or plant material will be brought into the park without prior approval within the PUP.
- For any equipment or props that must be secured to existing trees; each tree trunk will be protected with burlap or rubber matting. No nails, screws or any other similar equipment will be inserted into the vegetation. Rigging and overhead wiring must be installed in such a way as to not damage vegetation (dead or alive).
- Pruning of tree branches, removal of stumps, displacement of large logs, rocks and other vegetation (dead or alive) is not permitted unless pre-approved by the PUP.
- In areas where filming is done off a trail or road, the entry and exit paths for set-up and filming are to be the only ones used. No additional paths are to be developed in and out of a site. This is particularly true when the ground is saturated with water and large crews are present in fragile environments. BC Parks representative/ Location Monitor must be consulted to identify entry and exit paths of a filming site.

- In sensitive areas where filming is done off a trail or road, all filming activities will take place on boardwalks and platforms.

## VEHICLE USE, ACCESS AND CONTROL

- At no time will any vehicle leave the road or parking lot surfaces unless specifically authorized by PUP. All vehicles that require access into the park must display proper film company identification. Vehicles will be operated in safe professional manner.
- Vehicles must park only in designated parking areas except as approved within the PUP. If required, the film company, at its own expense, will provide a shuttle service from the designated parking areas to the filming location.
- The film company must not stop the normal flow of traffic at any time except as approved within the PUP. While filming on any road, traffic control will consist of traditional traffic control techniques and apparatus, including radio contact, and will be carried out by trained staff. All traffic control personnel must have “Worksafe BC” certification and all regulations of the *Workers Compensation Act* must be adhered to at all times. Road closures will be limited to a maximum three minute shut down with five minute openings.
- Radios used by film companies often have inadequate range to communicate between the upper and lower lock-up positions on mountain roads. Dedicated long range radios are suggested.
- If filming occurs between dusk and dawn, traffic personnel must be equipped with flashlights and flashing barricades.
- The film company is responsible for ensuring that any disturbance or damage to the road surface, road shoulders, park resources or trails will be repaired or restored to BC Parks' specifications, or the Ministry of Transportation and Highways' specifications when they pertain to roads.
- Vehicles and equipment used must be in sound mechanical condition. Vehicles or equipment displaying oil leaks, deteriorating hydraulic hoses and/or other fluid leaks will not be used in the park.
- Vehicles and equipment contaminated with extraneous material (mud, vegetation, sludge, etc.) are prohibited from entering into the park until cleaned to BC Parks' satisfaction. This is to prevent the introduction of non-native plant species and contaminated soil into the park.
- Vehicles or aircraft may not be permitted in parks or portions thereof where access is closed to other park users due to safety or ecological considerations, except as approved by PUP.
- The Production Location Manager will advise all crew of the speed limit within the park. Violators will be ticketed under the *Motor Vehicle Act*.