

Filming in Surrey

FILMING GUIDELINES

The City of Surrey recognizes the value the film industry and is committed to working with every production to ensure a positive experience for everyone involved. All productions require a film permit to film in the City of Surrey.

These guidelines identify the requirements that must be met before, during, and after filming takes place.

For the purposes of these guidelines, "property" refers to building, parks, roads, etc., under the City of Surrey's control.

The City of Surrey reserves the right to review all scripts. Projects which seemingly condone the breaking of provincial or federal laws or those which are expected to be released as X-rated will not be approved.

APPROVAL PROCESS

The Film Office reviews the request in consultation with the department(s) responsible for the operation and safety of the property.

The Film office will work with you to identify any special requirements or terms. The Film Office, in co-operation with the department(s) responsible for the operation of the property, will issue a film permit outlining the terms and conditions under which the approval is granted. The permit is required on set at all times.

EXCEPTIONS

- Filming and photography in association with reporting the news require no pre-approval. New media shall maintain in force liability insurance acceptable to the City of Surrey and provide a Surrey Certificate of Insurance, which shall be renewed annually upon expiration.

ADDITIONAL PERMITS

Depending on the nature of the project, the following additional permits or approvals may also be required:

- Signatures of approval from affected residents, as specified by the Film Officer

- An approved permit from the Engineering Department, if the request involves the use of City roads (processed through the Film Office)
- "Local Traffic Only" road closures require 14 working days' advance notice.
- An approved electrical permit (processed through the Film Office).
- Approval from any regional, provincial, or federal agency, if required
- Special Effect requests must be submitted to the Film Office in writing, with a minimum of 7 days' notice. Surrey RCMP and Surrey Fire Department must approve Special Effects, through the Film Office. The Film Office must also receive proof that Federal Explosives Department has been advised. Either of these bodies have the right to veto special effects, or impose specific conditions.
- "Special effect" includes, but is not limited to:
 - Fire
 - Explosives
 - Detonators
 - Guns
 - Squibs
 - Bombs/mock-ups
 - Gunfire
 - Flash powder
 - Vehicle collisions

INSURANCE

An original Surrey Certificate of Insurance for general comprehensive public liability in the amount of:

- \$10 million, for film projects using special effects.
- \$5 million for film projects using roads under the City's jurisdiction, but not using other facilities.
- \$5 million for still photography projects.
- Additional insurance may be required, as specified by the Risk Management Division.

The City of Surrey must be identified as additional insured. The policy must include a cross liability clause and specify that it will not be cancelled, unless prior notice, by registered letter, has been received by the City from the insurance company.

RCMP

The Film Office will coordinate the booking of Surrey RCMP.

Uniformed police officers, working voluntary duty on an overtime basis only may be assigned to motion picture details. Surrey RCMP may be required to conduct traffic control duties for:

Traffic

- Road Closures (temporary or long term)

- Temporary traffic stoppages (maximum 3 minutes every 15 minutes)
- Any on-street filming that will affect or interfere with traffic
- Any stunts or special effects which will require the controlling of traffic on the street

TRAFFIC MANAGEMENT PLAN

You must submit a site-specific Traffic Management Plan, designed in accordance with the Ministry of Transportation and Highways, [Traffic Control Manual for Work on Roadways \(1999 ed\)](#) with Arterial, Collector and Local roads with a significant obstruction (road closure). Follow our [Traffic Management Plan Requirements](#) to make your submission. You don't need to submit traffic management plan with local roads with intermittent traffic control.

WEAPONS & ESCORT DUTIES

- If weapons or replica weapons are to be used in a scene being filmed, whether being fired or not, a Surrey RCMP officer must be in attendance.
- Surrey RCMP are also required for travelling shots when camera vehicles are involved.

NOTICE TO COMMENCE PROJECT

In the event that the date of the filming must be revised, at least 2 days' notice prior to the revised date is required.

The film company or photographer is responsible for providing 3 days' written advance notice to all residents and businesses within an area specified by the Film Office. The Film Office will work with the production to ensure the following information is included:

- the film location,
- subject matter,
- duration of the filming,
- The name, address and phone numbers of the production company's local office and representatives.
- Surrey Film Office Contact information
- Creative BC Contact information.

PARKING

- City Streets must be posted for parking or filming 72 hours prior to call time. All production vehicles shall be visibly identified (including equipment rental vehicles) with the name of the production company. Such identification is to be placed in the windshield of each vehicle while on location.
- Crew or other personal vehicles and non-identified production vehicles are subject to existing parking bylaws.
- Generators used in residential areas must be equipped with silencing devices.
- Lighting should be directed away from neighbouring residences.
- Any vehicle, including generators, should not be parked adjacent to air intakes for air conditioning systems if their engines must remain running.
- Parking signs are to be supplied and posted by the film company, or the Film Liaison can contract a third party to supply and post signs. The City of Surrey does not provide street

signage for film activity.

- Parking signs are to state "No Parking - Special Event" with dates and times.

- The parking of production equipment overnight on city streets is prohibited without prior approval from the city.
- Parking maps outlining proposed placement of vehicles must be submitted for approval to the Film Office.

USE OF CITY PARKS

- Use of Surrey Parks is made through the Film Office.
- No tree removal or pruning of trees and plant material will be permitted without prior approval.

NOISE

- Filming done outside of the Noise By-law times of 7 am to 10 pm, 7 days a week, may require the written permission of the affected neighbourhood.

FOOD SERVICES

- If you will be having food service at the filming site in Surrey, you must contact the Fraser Health Authority at 604-930-5405 Local 765612 for inspections.

ALTERATIONS/DAMAGE TO PROPERTY

- Alteration to City property, or construction of the sets and/or staging, may be undertaken only with the permission of the Manager of Property.
- The restoration or replacement of any damaged or altered finishes or fixtures is the responsibility of the Film Company or photographer, through contractors and suppliers identified by the Manager responsible for the property.
- Damages not repaired to the satisfaction of the director(s) responsible for the property will be repaired using the damage deposit submitted as a condition of approval.

If you have questions regarding Surrey's guidelines, contact the Film Office

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