



# Filming Temporary Business Licence Application

The information provided is used to determine whether a licence will be approved and issued. All parts of the application must be completed. Parks Canada reserves the right to deny applications that do not support Parks Canada's mandate, values and principles as well as incomplete applications and requests that conflict with day-to-day operations.

**A complete application must be submitted a minimum of 20 business days prior to the first proposed day of filming** in order to provide sufficient time for review and approval. Incomplete applications will not be processed.

Parks Canada can coordinate a licence for filming in more than one national park or national historic sites. Please contact the first park or site where you wish to film (see contact information on the last page). All supporting documents should be sent to the Parks Canada contact who is coordinating the Film Licence.

## Section one – Business information

Project Name:			
Production Company:			
Mailing Address:			
Production Manager / Producer:			
Email Address:			
Phone Numbers	cell:		office:
Company Representative / Location Manager (on-site during filming):			
Phone Numbers	cell:		office:
Email Address:			

You are required to provide proof of comprehensive liability insurance policy indicating a minimum of \$2,000,000 per incident, **naming His Majesty the King in right of Canada as represented by the Parks Canada Agency as additional insured**, to be carried for the duration of the production in the park. Your application is not complete until your proof of insurance has been received by Parks Canada.

Attached





## Section two – Project information

Type of business	<input type="checkbox"/> Commercial <input type="checkbox"/> Government <input type="checkbox"/> Student Project <input type="checkbox"/> Non-profit (Please provide your non-profit charitable organization registration number ) <input type="checkbox"/> Other (Please specify )		
Primary use of footage	<input type="checkbox"/> Tourism promotion <input type="checkbox"/> Educational / documentary <input type="checkbox"/> Entertainment <input type="checkbox"/> Other		
<b>Project description</b> <i>(who, what, where, when and why, maximum 200 words).</i>			
<b>How does the film project enhance the national park or national historic site mission?</b> <i>(If not applicable, only N/A)</i>			
<b>List specific site, locations, dates and time requirements</b> <i>(You can select multiple locations)</i>			
Figgard Lighthouse	<input type="checkbox"/> Outside	<input type="checkbox"/> Inside	<input type="checkbox"/> Beaches
Batteries	<input type="checkbox"/> Upper	<input type="checkbox"/> Lower	<input type="checkbox"/> Belmont
Park area	<input type="checkbox"/> Main field	<input type="checkbox"/> Nature trail	<input type="checkbox"/> Learning Meadow
Other historic buildings and locations	<input type="checkbox"/> oTENTik camp	<input type="checkbox"/> Cavendish	<input type="checkbox"/> Parking lot
	<input type="checkbox"/> Other		
<b>List other National Parks or National Historic Sites in which this project will film.</b> <i>(Our location is composed of two national historic sites, this is our legal name, and you'll see it in full on the permit).</i>			
<input type="checkbox"/> Pacific Rim NPR	<input type="checkbox"/> Gulf Islands NPR	<input type="checkbox"/> Fort Langley NHS	
Audience and demographics	<input type="checkbox"/> Canadians (Please specify demographics ) <input type="checkbox"/> International (Please specify demographics )		
Estimated viewers (circulation / reach)			



<b>Final product(s)</b> <i>** A copy of the final product must be submitted as part of the film licence conditions. **</i>	<input type="checkbox"/> Magazine <input type="checkbox"/> Website <input type="checkbox"/> TV show <input type="checkbox"/> Ad
	<input type="checkbox"/> Social media (YouTube, Facebook, blogs, etc.)
	<input type="checkbox"/> Documentary <input type="checkbox"/> DVD <input type="checkbox"/> Brochure <input type="checkbox"/> Book
	<input type="checkbox"/> Music video <input type="checkbox"/> Stock footage <input type="checkbox"/> Other (please specify )
	Publishing deadline /air date:
<b>Storyboard / Script</b>	<input type="checkbox"/> Attached <input type="checkbox"/> Not available
<b>Crew size</b> <i>This will determine fees for each day. Crew sizes may vary between prep days and shooting days. If numbers are greater on the days off, a fee adjustment will be added. **The crew size includes talent and production crew. **</i>	<input type="checkbox"/> Between 1 - 6 <input type="checkbox"/> Between 7 - 15 <input type="checkbox"/> Between 16 - 30 <input type="checkbox"/> Between 31 - 99 <input type="checkbox"/> More than 100
<b>Number of vehicles</b> <i>(Many of the crew member also bring their own vehicle, we may need to keep these to a minimum. Vehicles staying overnight will need to be identified with a "Film Crew Overnight" sign inside the front dashboard. **The licence plate numbers may be requested. **</i>	Are any vehicles over 4500 kg? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Outline project, type of equipment, sets, props and extent of use</b> <i>- An Impact Assessment will be conducted to assess potential risks to the environmental and cultural aspect of these sites.          - List full description of locations, equipment placements, dressing requirements, etc.          - Any firearm, foreign object or substance will have to be approved and inspected.          - Full description (including MSDS sheets) of any other props that may cause damage to the environment will be required. These will need to be approved by our management and ample time is required for the assessment.          - Clean-up process will need to be outlined.)</i>	<input type="checkbox"/> Set <input type="checkbox"/> Props <input type="checkbox"/> Generator <input type="checkbox"/> Stunts <input type="checkbox"/> Special effects <input type="checkbox"/> MSDS info required
	Please provide details, if applicable.
	<input type="checkbox"/> Craft services (tent, garbage bins, catering company etc.)
	List equipment required for your production (including camera equipment). Be specific as only the equipment listed will be approved on your licence.
	Does this production involve construction or alteration of any kind? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify:



	<p>Does this production involve livestock or trained animals?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify:		
	<p>Does this production involve any alcohol, firearms or tobacco?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify how these will be used in your production:		
Filming locations in Parks Canada Coastal BC (Vancouver Island and Greater Vancouver) Please check all that apply.	<input type="checkbox"/> Fort Rodd Hill and Fisgard Lighthouse NHS <input type="checkbox"/> Gulf Island National Park Reserve <input type="checkbox"/> Pacific Rim National Park Reserve <input type="checkbox"/> Fort Langley National Historic Site <input type="checkbox"/> Other, please specify		
<b>Itinerary/Schedule</b>			
Date	Specific location	Start time	End time
<p>Please attach a separate itinerary for additional dates and locations.          Parks Canada acknowledges that production companies need flexibility and will make every effort to accommodate a schedule / date change. Changes less than five days prior to filming or after a filming licence has been approved may not be possible.</p>			
Are you considering submitting a request for an interview with a Parks Canada representative?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details:		



### Section three – Aerial filming

Activities involving aircraft, including Unmanned Aerial Vehicles (UAVs, or “drones”), are restricted under the Canada National Parks Act and National Parks of Canada Aircraft Access Regulations (<http://laws-lois.justice.gc.ca/>). Aircraft access may be approved by the Parks Canada Coastal B Field Unit Superintendent for park management and emergency purposes only.

### Section four – Fees 2022

Parks Canada reserves the right to charge the non-refundable application fee upon receiving an application for a film licence. Fees must be received prior to filming/photography activities. The Goods and Service Tax (GST) is included in all fees.

Production Crew Size	Application Fee	Location Fee (per day)
1-6	\$177.25	\$589.00
7-15	\$442.00	\$ 1178.75
16-30	\$884.00	\$ 1767.75
31-99	\$2,946.00	\$2,357.25
100+	\$3,535.50	\$2946.00

Depending on the scope, location and crew size associated with the project, monitoring fees (including overtime) will be charged to the production company in addition to the fees listed above.

### Section five – Responsibility

I hereby state that the above information given is complete and correct, and that no false or misleading information or false statements have been given. I have the full authority to represent the application / production company and the project described above.			
Signature:		Date:	
Print name:			
Person on location responsible for complying with film permit conditions:			
Signature:		Date:	
Print name:			

### Section six – Contact us

Fort Rodd Hill and Fisgard Lighthouse National Historic Sites  
Sophie Lauro, Promotions and Film Liaison Officer  
Tel: 250-213-3190 Email: [sophie.lauro@pc.gc.ca](mailto:sophie.lauro@pc.gc.ca)