

Township of  
Langley



Est. 1873

## TOWNSHIP OF LANGLEY FILMING GUIDELINES

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As a municipality, the Township of Langley is responsible for the administration of municipal lands and rights-of-way for the safety and betterment of the community. As such, filming in any neighborhood in the Township is managed through the Filming Guidelines and associated requirements.

It is the obligation of each production (Proponent) wishing to film in the Township and/or on in municipal lands and facilities to follow the Filming Guidelines and to obtain all necessary municipal and agency permits and approvals in advance of the planned works. All enquiries and requests for municipal authorization must be made through the Township's Film Coordinator. Only select, municipal staff are authorized to administer filming in the Township.

The Township of Langley expects all production companies and their cast & crews to abide by the Creative BC|BC Film Commission's Code of Conduct for Cast and Crew which outlines community expectations when filming in British Columbia.

The Township's Filming Guidelines provide general direction to all entities interested in producing film or video within the Township of Langley. All Proponents - from feature films to live broadcasts and commercials to made-for-TV movies to TV series to student projects and still photography and more - are required to follow the Township's Filming Guidelines.

The Township of Langley Mayor & Council support the film industry in our community and recognizes the economic and social benefits realized. As such, it is the role of the Township's film coordinator to monitor film frequency and neighborhood concerns. It is acknowledged that there may be some disruption to routines and thank residents, businesses & visitors for their patience and cooperation when film productions are working in our community.

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**Contact:**

Film Coordinator, Economic Investment and Development, Township of Langley  
20338 - 65 Avenue, Langley, BC V2Y 3J1  
T: 604.533.6151 F: 604.533.6098 film@tol.ca  
Monday through Friday from 8:30am to 4:30pm

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## 1. Township of Langley | Our Commitment

The Township of Langley is considered to be one of the most film-friendly municipalities in the lower mainland. This success has been achieved virtue of our residents & businesses who welcome filming to our community.

For many years, our reputation with the film industry has resulted in repeat production companies coming back to the Township for a number of reasons. These include:

- Outstanding Customer Service
  - Filming Guideline to meet the diverse needs of both our community and the film industry
  - Friendly, efficient “one stop shop” – simple, straight-forward application & permit process including timely review/approval process
  - Township Film Coordinator secures all internal services (permits, licenses, fire & protective services, etc.)
- Diverse locations and streetscapes in a growing community
- Local talent and support services
- Affordable, competitive fees
- Privacy & confidentiality
- Regional tax credit

## 2. Obligations of the Proponent | Filming in the Township

The Township’s Filming Guidelines provide general direction to all entities interested in screen-based production within the Township of Langley.

Throughout the Filming Guidelines, film productions are referred to as “Proponent”.

All Proponents - from feature films to live broadcasts, to made-for-TV movies and TV series, from commercials to still photography and to student films - are required to follow the Township’s Filming Guidelines.

1. All enquiries and requests to film in any community in the Township must be made solely through the Township’s Film Coordinator.
2. The Township of Langley expects each Proponent and their cast & crews to abide by the Creative BC|BC Film Commission’s Code of Conduct for Cast and Crew which outlines community expectations when filming in British Columbia.
3. At all times, it is the expectation and responsibility of each Proponent and its cast & crew to conduct authorized filming in accordance to the terms stipulated in the Film Application and approved Highways Use Permit. Modifications to Township permits can only be made & approved by authorized Township staff.

4. It is the obligation of the Proponent to understand and secure authorization requirements as directed by other applicable agencies including the Agricultural Land Commission, BC Safety Authority, WorkSafe BC, Transport Canada, First Nations, etc. and to govern themselves accordingly.
5. It is the obligation of the Proponent to ensure that studio(s) within the Township of Langley are located in appropriate zones and comply with associated municipal zoning requirements. Where proposed use of a property is different than property zoning, Proponent should contact Township Film Coordinator to discuss requirements for a Temporary Use Permit.
6. Where a production is wholly contained on private property, the Proponent is required to contact the Township of Langley and make application to ensure appropriate information is communicated by the municipality to protective / emergency services and for public safety purposes.
7. The Proponent is required to have its Location Manager or Assistant Location Manager to be on-site at all times during filming.
8. All Proponents are responsible to clean the location at the end of each day with a minimum amount of noise and disturbance and to ensure that the area is returned to its original condition. It is the obligation of the Proponent to respect all properties, buildings and landscapes. The Proponent is responsible to ensure that only authorized persons are present on private properties during filming.
9. Non-compliance and/or deviation from authorized works may result in suspension or termination of filming and fines in accordance with Township of Langley's Highway and Traffic Bylaw No. 4758 as well as municipal fines. The Proponent is responsible for the consequences and/or damages resulting from non-compliance whether directly or indirectly by its cast and crew.

### 3. Getting Started | How to Apply to Film in the Township of Langley

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**It's efficient to film in the Township ... simply follow these steps:**

- A. Familiarize yourself with the Township's Filming Guidelines**
  - B. Complete and submit a Film Application Package**
  - C. Contact our Film Coordinator**
  - D. Complete and submit a completed Highways Use Permit**
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**A. Familiarize yourself with the Township's Filming Guidelines** by visiting our website at [tol.ca](http://tol.ca)  
Under *Business*, select *Film Production*  
This section also contains application forms, sample polling and notification letters, etc.

**B. Submit a completed Film Application Package**, including:

- A. Film Application Form and \$100 fee\*\*\*
- B. Proof of valid Liability Insurance Coverage\*
- C. Proof of valid Township Business Licence
- D. Identified Security Deposit \*\*
- E. Sample of intended Neighborhood Notification Letter / Notice of Intent

Proponents should remit completed packages to the Township's Film Coordinator at least fourteen (14) days prior to the projected filming start to enable processing.

One Film Application is required for each filming occurrence. For example, if a production were shooting a Made-for-TV movie involving two separate locations on two separate set of dates, two Film Applications would be required – one for each location/set of dates. One, total fee of \$100 would be required. Application must include sufficient detail regarding proposed filming otherwise Application may be denied.

Once the remitted package has been received and reviewed, additional requirements may be deemed necessary by the Township. Proponents will be notified as to status of their application. Where application is approved, Proponents are required to complete 3. below. Packages that propose larger scope productions may require additional processing time and may require advertising. Proponents should contact the Township's Film Coordinator for clarification.

See Appendix A for sample Neighborhood Notification Letter / Notice of Intent. Once approved by Township, must be hand-delivered to impacted residents & businesses. Notification letters must be hand-delivered at least 2 business days in advance of proposed filming start date.

\* A minimum of \$3,000,000 general liability coverage is required. Smaller amounts may be acceptable where the Township determines liability exposure is lower. The Township also reserves the right to require an appropriate liability insurance coverage amount.

\*\* Security deposits are based on the total estimated cost of all Township services and/or properties that will be utilized during the production (minimum deposit is \$500). Advance payment must be received prior to filming start. The Township will determine the required amount and advise the Proponent.

\*\*\* All Township fees are contained within the Fees and Charges Bylaw 2007 No. 4616 along with annual Amendment Bylaws. In the case of a discrepancy between this Guideline and the Bylaw, the Fees and Charges Bylaw shall prevail.

**C. Contact our Film Coordinator at 604.533.6151 to discuss your application**

#### **D. Submit a completed Highways Use Permit**

For all approved film applications where film-related activities impact traffic and parking and/or where roadways, boulevards, sidewalks, and/or public lands are impacted or used (as per Township of Langley, Highway and Traffic Bylaw No. 4758), including:

- i. \$200 fee**
- ii. Proposed traffic control plan - must:**
  - comply with (i) BC Motor Vehicle Act; (ii) Ministry of Transportation & Infrastructure Traffic Control Manual for Work on Roadways; (iii) WorkSafe BC Occupational Health & Safety Regulations, (iv) Township of Langley Highways & Traffic Bylaw No. 4758
  - comply with authorized Highways Use Permit. Modifications to permit can only be made and authorized by the Township of Langley
  - provide absolute right-of-way to Emergency Services vehicles and shall not impede them for any reason
  - limit full, temporary road closures as they are restricted
  - provide safe, unobstructed pedestrian traffic flow unless stipulated otherwise in Highways Use Permit
  - provide safe, unobstructed traffic flow during peak traffic/travel times
  - obtain approval for traffic interruptions which are limited to three minutes within any fifteen minute period
  - ensure traffic control requirements are conducted by the RCMP at the Proponent's expense unless otherwise stipulated
- iii. Proposed parking plan - must:**
  - comply with authorized Highways Use Permit. Modifications can only be made and authorized by the Township of Langley
  - minimize disruption to neighborhood
  - ensure all production vehicles are visibly identified with production company's name
  - secure permitted production parking for essential vehicles only and ensure same are identified through installed & visible parking signs
  - park non-essential production vehicles off the street
  - ensure driveways are not blocked unless with previous approval of private property owner
  - ensure sidewalks are not used for storage of equipment
  - ensure trailers parked have a motive power unit attached and be parked with its doors opening away from the road
  - ensure vehicles, including generators, are not parked adjacent to air intakes and/or air conditioning systems
  - ensure production generators must be equipped with silencing devices
  - ensure production wires, cables, etc. are channeled neatly and safely, and where of a significant size must be covered with protective mat/ramp to minimize tripping risks
  - manage catering and craft services with sensitivity especially in areas where poverty and/or homelessness is known

#### **4. Proponent Compliance Requirements**

The Township of Langley is considered a film-friendly municipality. One of the ways that this openness to filming is achieved is through advance notification and communications with residents and businesses.

The Township of Langley Film Office has sole responsibility for reviewing and approving film work in any neighborhood of the Township. The Township reserves the right to deny applications that it views as detrimental to the safety and well-being of its citizens, or that may negatively impact the environment.

Each production and its filming requirements are unique. When filming in the Township, Proponents are also required to comply with the following:

#### **4.1 Permitted Hours / Curfew Extensions**

Filming and related activities can only take place between 7:00am and 10:00pm (as per the Township of Langley Noise Bylaw 2573).

Curfew extensions to (i) complete filming where required hours of daylight or darkness are greater than the season naturally provides, or (ii) move in or out of a location must be obtained from the Township's Film Coordinator in advance and must be stipulated in approved Highways Use Permit. The Township will only consider extension requests when there are no options available and/or where there is a distinct favorable majority of those affected supporting the extension. Requests are reviewed on an individual basis.

In order to obtain a curfew extension, Proponents are required to:

1. Conduct a neighborhood, door-to-door poll to seek support for the proposed, requested extension by obtaining signatures of affected property owners indicating their support or non-support for the extension. The Township must authorize the polling letter & forms in advance of the polling and will identify the area to be polled. See Appendix B for sample polling letter and polling form.
2. Remit completed poll to the Township's Film Coordinator for review. Remittance can be complete by fax, email or hard-copy. Production will be notified of the review result by the Township's Film Coordinator.
3. Communicate polling results and/or approved curfew extension to affected property owners through neighborhood notification letter. See Appendix A for sample neighborhood notification letter.
4. Ensure all crew members use radios fitted with headsets.
5. Exterior lighting is directed away from neighboring properties and residences.

#### **4.2 Filming on Weekends, Statutory Holidays, Seasonal Periods and/or During Municipal Events**

Filming will not be permitted in the business core of Fort Langley as follows to limit disruption to businesses, tourism and community:

- on statutory holidays and may include, as required, dates preceding statutory holidays
- in December

Further, filming in all areas of the municipality will be restricted as follows:

- on Saturdays & Sundays – to between 5:00pm and 10:00pm only
- on statutory holidays – to limit disruption to businesses, tourism and community
- in July, August and December – to limit disruption to businesses, tourism and community
- during municipal special events and/or during construction periods in potential coinciding locations – to better ensure public safety and reduce disruption

### **4.3 Protective Services**

The Township will (i) identify to the Proponent where protective services are required to manage film-related activities including public safety & traffic control and (ii) coordinate arrangement for these services. Proponents should highlight these requirements in their application and provide a minimum of 48 hours to the Township to coordinate this requirement. Proponents can equally request protective services through the Township Film Coordinator. Proponents are responsible to pay for all associated costs for Protective Services.

### **4.4 Stunts & Special Effects**

With adequate lead-time and good planning, the Township is able to work with Proponents in support of stunts & special effects ... of any size.

Filming that involves stunts and/or pyrotechnics including stunts, explosions, simulated gunfire, exposed simulated weapons etc. require pre-approval coordinated through Township's Film Coordinator. Proponents should highlight these requirements in their application and provide a minimum of 5 working days notice to the Township to coordinate this requirement. A site meeting in advance of the proposed filming may be deemed necessary by the Township. Approved requests will require notification to area residents and businesses. Proponents are responsible to pay for all associated costs for Protective Services.

### **4.5 Filming on Municipal Property, Lands and/or Right-of-Way**

Proponents interested in filming on municipal property (including municipal parks, parking lots, trails, facilities, etc.) must obtain authorization from the Township of Langley and are subject to fees. Proponents should contact Township's Film Coordinator for more information. No other agency can authorize filming within the Township.

### **4.6 Filming in Commercial / Business Areas**

The Township of Langley is responsible for the administration of all municipal lands and rights-of-way. As such, filming in commercial / business areas that use or occupy these lands and/or rights-of-way is governed solely by the Township and authorized by specific municipal functions. No other agency can authorize filming within the Township.

The Township will communicate and liaise, where applicable to the business area, with the local business association and/or business improvement association as it relates to the upcoming filming.

When approved filming is to take place fronting a business, the Proponent is responsible to place approved signage proximate to the business identifying that the business remains open.

Proponents wishing to film in the Fort Langley business area must obtain approval through the Township's Film Coordinator. The Township will liaise directly with the Fort Langley Business Improvement Association. It is the responsibility of the Proponent to work/liaise directly with the municipality throughout the production.



Full, temporary road closures are restricted according to stipulations identified by the Township. Street closures in commercial / business areas will not be considered during retail business day unless majority of businesses located thereon are in agreement.

Street parking in commercial / business areas within the Township are limited. Proponents should be aware that continuity shots will be limited and stipulated according to approved Highways Use Permit. Service vehicles and residents must have access to businesses during filming. Delivery areas must not be impacted so that normal business can continue. Only essential work vehicles will be considered for permitted parking. Non-essential production vehicles must be parked off the street. Proponents are required to maintain unrestricted access to surrounding businesses. Proponents may be required, in accordance with Highways Use Permit, be required to install alternate parking signage at restricted parking locations.

Proponents are required to contact businesses directly or indirectly impacted by proposed filming in advance to secure their preliminary consent and to mitigate any conflicts. The Township remains external to negotiations and agreements between Proponents and private property owners regarding compensation and/or remuneration as a result of filming and/or loss of revenue. Township-approved filming notification and polling requirements apply.

#### **4.7 Filming in Protected Heritage Conservation Areas, Sites & Buildings**

The Township of Langley is responsible for the administration of all municipal lands and rights-of-way. As such, filming in protected heritage conservation areas, including historic Fort Langley, is governed solely by the Township of Langley.

See Appendix C for map identifying protected heritage conservation areas in the Township.

Fort Langley's downtown core is one of the Township's stipulated Heritage Conservation Areas which is a popular film destination for the film industry. As such, Proponents interested in filming in this area are advised that:

1. Pre-approval by the Township is required for any proposed filming that directly impacts any heritage building exterior and/or other designated heritage resource. Proponents are to contact the Township of Langley's Community Development Division at 604.533.6034. A Heritage Alteration Permit may also be required.
2. Pre-approval by the Township is required to leave behind film sets at the end of filming (including changed facades and signs) on municipal and private property to ensure compliance with the BC Building Code and the municipal Heritage Conservation Design Guidelines. Proponents are to contact the Township of Langley's Community Development Division at 604.533.6034.

#### **4.8 Filming in a Film-Sensitive Area**

To maintain a peaceful co-existence between industry and our community, certain neighbourhoods may temporarily become designated as "Film-Sensitive" at the Township's determination. The "Film-Sensitive" designation is only applied once every possible attempt to mitigate issues & concerns has taken place.

A "Film-Sensitive" designation increases filming restrictions applicable to a given production. Restrictions are identified in writing and through the authorized municipal Highways Use Permit.

The Township considers the following three (3) factors when determining a “Film-Sensitive” designation:

1. Have there been three or more different film productions in the neighbourhood within the past 90 days?
2. Has the total number of filming days in the neighbourhood exceeded 20 within the past 90 days (including set-up and tear-down)?
3. Has a significant number of independent, legitimate complaints by neighborhood residents and/or businesses been registered with the Township’s Filming Coordinator within the past 90 days?

Where an area has been designated “Film-Sensitive”, the Township will:

1. Notify Creative BC|BC Film Commission
2. Require Proponent to obtain favorable neighborhood polling for:
  - i. any additional filming and/or
  - ii. each curfew extension as part of any additional filming

In the event that a designated “Film Sensitive” area is subject to additional, legitimate complaints from area residents and/or businesses, this designation may be upgraded by Council authority to a “Film Hotspot” designation. A “Film Hotspot” designation immediately stops all filming in the defined area and applies a six (6) month no-filming period to the defined area.

#### 4.9 Student Films

The Township of Langley welcome student film productions. Student film productions are considered as Proponents as referenced throughout this Filming Guideline and must comply with the following:

1. All student film projects are subject to the Township of Langley’s Filming Guidelines and applicable by-laws.
2. Approval must be obtained in advance through the Township’s Film Coordinator prior to any filming activity.
3. A completed Film Application must be received at last ten business days in advance of the proposed film start date along with a \$50 fee for film school projects which meet the following criteria:
  - i. The school is an accredited and recognized education institution.
  - ii. The school must sign all legal documents and provide current insurance of no less than five million dollars in place with the Township of Langley. *Note: if a) and b) are met, \$50 fee is waived*
  - iii. The project must be assigned by the instructor and be part of the curriculum.
  - iv. All personnel working on the project are doing so without financial compensation.
  - v. The project is for academic use only, not to be used for commercial gain.

Any deviations from the original Filming Application must be approved through the Township’s Film Coordinator prior to the commencement of filming.

4. A security deposit will be required before filming activity can begin for services such as traffic control, supervised stunts and/or special effects; and/or for use of municipal lands, buildings and/or rights-of-way.
5. A project contact must be assigned as Location Manager and must be on set throughout all filming activity. The assigned Location Manager is responsible to the Township and our community for all filming activity.