

# Filming Toolkit for Residents

The motion picture industry in British Columbia collaborates closely with local communities when filming on location. This toolkit is designed to help you understand the filming process.

## Who do I reach out to for questions?

Before and during filming, the **Assistant Location Manager** can help resolve problems quickly. Questions after filming finishes should be directed to the **Location Manager**, or you can reach out to the [film offices/representatives](#) in your municipality.

Contact information can be found on the notification letter you received prior to filming taking place. Alternatively, you can also reach out to the Provincial Film Commission at Creative BC.

## FAQ

### What is a Polling Letter?

The municipality may require a neighbourhood poll to gauge support if a production requests filming activity that requires a bylaw exemption or is considered more impactful (i.e. early/late hours, street closures, etc.).

If you have any questions about the proposed activity, communicate them to production at the contact information included.

### What are Location Agreements?

The location agreement discusses specific details such as dates, license fees, production company information, rights of photography, insurance and indemnity, permission to enter and remain in the property, etc. Specific details related to filming activity like areas of use will be noted ahead of time in an email or itemized proposal.

### What about insurance?

Your standard Homeowner Insurance Policy will be sufficient. Also, the production company will have insurance and will provide you with proof of coverage.

### I rent my house. Can I host filming?

The owner of the property must agree as, generally, only the owner may sign the location agreement. However, there can be exceptions. The tenant is obligated to inform the production that they are renting the property. Production will determine the best way to proceed.

### What are Filming Notifications?

Productions distribute a notification letter detailing dates, parking requirements, filming activities prior to arriving in your neighbourhood.

We encourage you to keep the notification letter until after the production is wrapped, should you need to communicate with production for any reason.

### What is the Standard Location Fee?

There is no standard location fee for filming activities on your property. The location fee will vary based on the type of property, impact to the homeowner/ property, number of activity days requested, special requests, etc.

### How do I host filming on my property?

If you are interested in having filming on your property, start by registering your property in the [Creative BC Locations Library](#). Productions use the library to source locations that fit the look called for in the script. The library is password protected and accessible only by vetted locations professionals.

### What happens to the tenant in the basement suite, or carriage house, etc.?

Ideally, the location team will work directly with the tenant to address their needs. However, each case is unique and may require a tailored approach to ensure a satisfactory arrangement.

For further information contact  
[communityaffairs@creativebc.com](mailto:communityaffairs@creativebc.com)



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**Understand the production process and know who you're working with**

## Locations Team

### LOCATION MANAGER (LM)

Oversees Scouting, Logistics, Budgeting

### ASSISTANT LOCATION MANAGER (ALM)

On Set & Prep/Wrap, on-location logistics, key point of contact on set.

### LOCATION SCOUT (SCOUT)

Finds the locations used for filming.

### TRAINEE ASSISTANT LOCATION MANAGER (TAL)

Supports the location manager with administration and logistics.

### PRODUCTION ASSISTANT (PA)

Assists the LM/ALM in handing out notification letters, communicating with the public, and on set activities.

## Production Process

### Location Scout

The creative team visits and selects locations. Crew tech surveys.

### Confirm

The location department contacts locations, obtains film permit. Notification letters are distributed.

### Prep

A smaller crew may be on site to prepare the property in the days leading up to filming.

### Filming

The full crew, and equipment trucks are on site for filming.

### Wrap

A smaller crew may be on site to return the property to its original or better condition.

Learn more about Filming in British Columbia  
[creativebc.com/film-commission](http://creativebc.com/film-commission)

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