

## 7.6 Provincial Property Film Location Requests and Activity

### Policy Statement

The Government of Nova Scotia is committed to the film and television (“film”) industry in Nova Scotia, as an important economic generator, an employer of Nova Scotia residents, and as a means to showcase the province and its cultural and natural resources.

Provincially owned property is often seen and chosen as film locations for film activity. In keeping with the government’s commitment, government departments involved with film activity will work toward ensuring film requests are processed in an efficient and timely manner, within respective department parameters. Projects that have the potential to harm or damage cultural, natural and heritage resources will not be considered for filming on provincial owned property.

### Policy Objectives

The purpose of this policy is to provide an approach to the processing and facilitation of film requests and activity on provincial government property; specifically to establish consistent guidelines for the film industry and provincial government departments with regard to film requests and on-site film activity.

### Application

This policy applies to the following government departments and agencies:

- Transportation and Infrastructure Renewal (TIR)
- Natural Resources
- Waterfront Development Corporation
- Film Nova Scotia

And any other provincial department, Crown corporation, agency, or board that from time to time is charged with or is responsible for provincially owned property.

## Policy Directives

- Film Nova Scotia will distribute and intake film request applications and forward these applications to all related responding departments.
- Each department, division or agency will identify an appropriate contact within the department that will be the film industry contact and will assume responsibility for processing film requests.
- Each department will identify an employee who will serve as on-site contact for the production during periods of film activity on provincial government property, when, in the opinion of the department, on-site supervision is required.
- Departments will charge the production company for incremental costs directly attributable to the film activity that are over and above the recurring or normal operating costs of the department.
- Costs will be invoiced by and paid directly to the department and disbursed accordingly.
- Film requests must be made in writing and include all information requested.
- Film Nova Scotia will track film requests and activities across all departments.
- The Provincial Film Location Requests & Activity Policy and related procedures & application form will be posted on the Film Nova Scotia website.

## Policy Guidelines

- When a film request is received the department contact will review the application against the guidelines outlined in the procedures section and within department defined parameters and will process the application accordingly.
- Complete film request applications will receive a response within 5 business days. This may be extended for more complicated requests and/or to accommodate the risk assessment associated with the use of cultural, natural and heritage resources.

## Accountability

### FILM NOVA SCOTIA

- distribution and intake of film request applications to responding departments, verifying the legitimacy of the request
- initial communication to government departments of upcoming requests
- tracking of film requests and activities across all responding departments
- overall management of this policy.

**RESPONDING DEPARTMENT**

- processing and approval of film requests in a timely fashion
- consulting/communicating with occupants/users of the proposed film location
- upon approval of request, notifying occupants/users of the upcoming film activity
- notifying building services of the filming and details relating to the premises
- drafting and executing Letters of Authority
- ensuring timely and accurate invoicing
- ensuring necessary government staff are on hand during filming (i.e., business services, security, etc.) as appropriate to ensure filming occurs within parameters as defined in the Letter of Authority or contract.

**ON-SITE SUPERVISION:**

- on-site government contact during film activity
- monitoring on-site film activity
- termination of film activity that does not comply with activities outlined in the Letter of Authority
- in the event of termination of filming, notifying immediately the department contact
- approving non-substantive changes to the Letter of Authority
- working with the building operator to ensure the building is being operated in a proper manner.

**Monitoring**

Film Nova Scotia will formally evaluate the policy on an annual basis.

**References**

TBD

**Enquiries**

Chief Executive Officer  
Film Nova Scotia  
(902) 424-7179

## Appendices

Appendix 7-G Department of Transportation and Infrastructure Renewal Managed Properties

Appendix 7-H Department of Natural Resources Managed Properties (partial list)

Appendix 7-I Provincial Government Film Contacts

Appendix 7-J Application for Filming on Provincial Owner/Operated Property

Appendix 7-K Letter of Authority

Appendix 7-L Letter of Authority Approved Film Activities

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Approval date: **July 18, 2006**  
Approved by: **Executive Council**

Effective date: **July 18, 2006**  
Administrative update: **June 22, 2010**

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# Provincial Property Film Location Requests & Activity Guidelines and Procedures

## Purpose

The purpose of this document is to outline the guidelines and procedures for making a request for and to carry out film activity on provincially owned and/or operated property.

## Authority

Provincial Film Location Requests & Activity Policy  
*Beaches Act*  
*Provincial Parks Act*  
*Crown Lands Act*

## Application

These guidelines apply to all location filming (film, television, commercial and video), with the exception of current affairs and newscasts, which would like to film on properties managed by the following provincial government departments:

### **DEPARTMENT OF TRANSPORTATION AND INFRASTRUCTURE RENEWAL**

TIR manages the Provincial Government holdings found in Appendix 7-G. In addition, the department maintains 3,800 bridges and nearly 26,000 kms of road through four district offices, located in Sydney, Truro, Bridgewater and Bedford. TIR operates four cable ferries and three self-propelled ferries.

### **DEPARTMENT OF NATURAL RESOURCES**

The Department of Natural Resources has broad responsibilities relative to the development, management, conservation and protection of forest, mineral, parks and wildlife resources and the administration of the province's Crown land, including provincially designated parks and beaches. A partial list of DNR-managed property may be found in Appendix 7-H.

### **WATERFRONT DEVELOPMENT CORPORATION LIMITED**

The Corporation is responsible for the waterfronts of Halifax, Bedford, Dartmouth and Lunenburg.

Complete contact information for the organizations listed above is included in Appendix 7-I – Provincial Government Film Contacts.

## Definitions

### **CONTACT PERSON**

The person designated as the primary contact in regards to providing assistance to applicants requesting the use of provincial property for film activity.

### **FILM ACTIVITY**

All film production activity including feature films, television series, movies of the week (MOWs) or specials, commercials or videos. Includes the activity conducted during preparation, principal photography and wrap.

### **LETTER OF AUTHORITY**

The formal, written authorization that permits an individual group, company or corporation, to engage in an activity not normally extended to visitors. A sample letter of authority can be found in Appendix 7-K.

### **INCREMENTAL COSTS**

Costs associated with film activity that is over and above normal operating costs for the facility/location being used for film activity. Incremental costs may include, but are not limited to: wages/salaries for staff assigned to monitor film activity, undertake post-film remediation or process a film request; overtime for staff; travel expenses when staff travel is required; and revenue loss for service providers located on provincial property.

### **LOCATION MANAGER**

The crewmember responsible for managing various aspects of filming on location, such as arranging with authorities for permission to shoot in specific places.

### **ON-SITE SUPERVISOR**

The provincial government employee designated as the on-site contact during the period when film production activity is conducted on provincial property.

### **PREPARATION (PREP)**

The period required for preparing a location for film activity. It can include modifying a location to accommodate script requirements and preparing the location to minimize the impact of film activity.

**PRINCIPAL PHOTOGRAPHY**

The period involving the filming of major or significant components of the film that involves lead actors. Can also be called Production, although this generally refers to the entire project.

**PRODUCTION COMPANY**

The company or organization undertaking the film activity.

**RESPONDING DEPARTMENT**

The provincial government department responsible for processing requests for filming on provincial government property and issuing the Letter of Authority.

**WRAP OR STRIKE**

The period when a location is cleaned up and returned to its original state.

**General Guidelines**

1. All film production activity conducted on provincially owned property must be approved by the responding department for that property prior to the start of the filming. Permission to film will be issued by way of a Letter of Authority signed by the Minister or his/her designate and agreed to by an authorized person on behalf of the applicant. In the case of a Crown corporation, the Letter of Authority shall be signed by the corporation's Chief Executive Officer or designate. Filming may only begin after both parties have signed the Letter of Authority.
2. Film production activity should be carried out in such a way as to minimize the impact to visitors and/or users of the area or facility.
3. Film production activity should be carried out in such a way as to minimize any potential harm to the province's cultural, heritage and/or natural resources.
4. The responding department will invoice the production company for recovery of incremental costs directly attributed to the film activity.
5. The guidelines contained herein do not override the requirement to comply with other applicable municipal, provincial or federal legislation, by-laws or guidelines.
6. The province reserves the right to refuse to permit filming on provincial property by a production company or individual who has failed in the past to adhere to these guidelines.
7. The province reserves the right to revoke an existing permit if it deems the production company or individual is not acting in compliance with these guidelines or the activity outlined in the permit.

8. It is the responsibility of the production company to ensure cast and crew behave in a safe and professional manner and within the parameters of the Letter of Authority.

## Procedures

### LOCATION SURVEYS

Scouting of provincial locations must be communicated to Film Nova Scotia and approved by the responding department or departments for that property in advance of the survey. Film Nova Scotia will initially notify the responding department after which the Location Manager will deal directly with the department(s) contact. Contact information can be found in Appendix 7-I.

### FILM REQUESTS

Film Nova Scotia should be notified at the earliest possible opportunity when a production company believes a provincially owned property may be required for filming purposes. Film Nova Scotia maintains regular communication with provincial departments involved with filming and will notify the appropriate government department(s) of the request. A complete guideline and application package is available on the Film Nova Scotia website <<http://www.filmnovascotia.com>> or from the Film Nova Scotia office. Completed applications should be submitted to the Film Nova Scotia Director of Marketing or the Locations Officer. Film Nova Scotia will deliver the application to the responding department(s).

The designate from the responding department(s) should receive the filming application as soon as possible - even if not complete. However, a minimum of five business days is required to process filming applications commencing from the day a completed application is received. This period may be increased depending on the nature and complexity of the proposed film activity or to accommodate the necessary risk assessment when cultural, natural or heritage resources will be impacted. Permits for location filming will be issued by the responding department(s) by way of a Letter of Authority.

An application, found in Appendix 7-J, should be completed by the Location Manager and submitted to Film Nova Scotia who will forward to the responding provincial government department. All information identified in this application should be completed and includes:

- A shooting schedule outlining the dates and times of prep, photography and strike (also identifies proposed rain dates);



- Total number of cast and crew expected on-site each day of prep, photography and strike;
- A story synopsis, a description of the scene or scenes to be filmed on-site and portions of the script related to these scenes;
- A list of equipment required on-site;
- Total number of production vehicles and site parking plans (please note that the Letter of Authority will not cover crew vehicle parking unless a request is made and approved in advance);
- Identification of required on-site construction or modifications to the existing state of the property and use of property services that may be required (restrooms, water, electricity, etc.);
- An outline of notification, if required – see Section 6.3;
- Location for cast and crew meals if on-site;
- Other relevant details such as special effects, stunts, use of picture vehicles, wild or domestic animals and non-native plant species, and discharge of firearms among other items identified in the application form;
- The application must be signed by a representative able to legally bind the production company;
- Any environment mitigation procedures that may be employed.

#### **NOTIFICATION**

Film Nova Scotia will notify all departments identified in Section 3.0, and other government contacts as appropriate, of the film request. The department contact that is processing a film request is responsible to communicate with occupants/users of the proposed film location and other government departments, as appropriate. Once a request has been approved, the contact is responsible to notify occupants of the film location as well as any department that may be impacted by the film activity, in advance of filming. Each department maintains its own procedures for internal notification and communication.

The Location Manager is responsible to notify any neighboring off-site residents or businesses that may be impacted by the film activity in advance of filming. Please provide as much detail as possible so residents/business owners may know what to expect. Notification should include, at a minimum, the Location Manager's name and number, the name of the production, all dates and times you will be on location, a brief description of the storyline, location of production or crew vehicles that may impact the resident/business owner and any special effects or gunfire that may occur. In addition, notification should state, "*we are in the process of obtaining permission to*

*film on...".* An outline of your notification plan is required with the application. This requirement may be waived if it is deemed there will be no significant impact for neighboring residents/business owners.

#### **APPLICATION REVIEW AND APPROVAL**

Completed applications should be forwarded to Film Nova Scotia who would forward it to the responding department contact as identified in Appendix 7-I. The responding department's contact person will review the application and, if approved, will issue two copies of a Letter of Authority that will outline:

- the activities permitted
- restrictions where applicable
- associated costs

A production company representative who is legally eligible to bind the company must sign the Letters of Authority. The Letters will be counter-signed by the Minister or his/her designate. A fully executed copy will be provided to the production company for their records and one will remain on file with the responding department. A 30% deposit of the estimated costs is required upon signing of the Letter of Authority. The signed Letter, along with proof of insurance, a health and safety plan, the name of a designated Safety Representative, and required payments, should be received by the responding department three business days in advance of the commencement of preparation.

A Letter of Authority will not be issued until all approvals, insurance, a health and safety plan, and cheques for departmental costs have been received. This includes approvals from other agencies outside of the government approval process.

Film request applications may be rejected if the following circumstances apply:

- The potential for physical and environmental damage to cultural, natural, and heritage resources exists;
- The subject of the film is considered objectionable;
- The request places unreasonable burdens on available resources;
- The applicant fails to obtain the required approvals (federal, provincial and municipal, where applicable);
- The film activity will seriously impact with the public or occupant's use of the area or facility;
- The activity conflicts with policy, legislation, guidelines or procedures of the responding department.

**RESTRICTIONS AND SPECIAL CONSIDERATIONS****Sensitive Areas**

Specific areas having environmental and/or heritage concerns may not be open to filming at any time or may require that the production company adhere to specific restrictions.

**Animals**

No animals may be used for filming purposes unless specifically approved in writing. The use of domestic or tame animals may be permitted only if humane treatment is accorded the animals at all times. Use of animals is not permitted if their inclusion could affect, damage, or threaten resident wildlife populations. The responding department may also require a certification of disease free status, or sterility of domestic animals. Animals imported from outside the province require the appropriate provincial and federal permits. The Society for the Prevention of Cruelty to Animals (SPCA) shall be consulted regarding the use of animals in filming.

**Smoking**

No smoking is permitted in any workplace or enclosed space owned by the Government of Nova Scotia, nor is smoking permitted within four metres of a ventilation system, window or entrance of a place of employment. The Location Manager shall designate an exterior smoking area and provide appropriate receptacles for disposal of cigarettes.

**Hours of Filming**

Letters of Authority authorizing filming on provincial property between the hours of 11:00 p.m. to 7:00 a.m. where neighboring residential communities may be affected by noise or lighting will not be permitted unless all affected residents have been notified. Depending on the impact for the community, a majority of affected residents will have to give their approval for filming to occur in these circumstances before the department will issue a Letter of Authority.

**HELICOPTER FILMING**

Permission for helicopters to land and take-off or fly at low altitudes over property owned by the Government of Nova Scotia must be approved in advance of filming and identified in the Letter of Authority. The following information is required:

- Approvals from Transport Canada;
- General Comprehensive Public Liability in the amount of ten million dollars;
- A cross liability/severability of interest clause;
- A detailed description of the scene or event involving the helicopter.

### **MONITORING & SUPPORT**

A minimum of one government department employee will be designated as an on-site supervisor that will monitor film activity conducted on provincial property. The contact shall, after consultation with the Location Manager, have the authority to halt or suspend production that is not in compliance with these guidelines and activities outlined in the permits. The contact will notify the responding department and Film Nova Scotia immediately if filming is suspended and shall only recommence upon approval by the responding department. The province is not responsible for any costs associated with the suspension of film activity.

Where applicable, a minimum of one provincial building operator will be on-site during film activity conducted on provincial property. In addition, one electrician will be on-site to ensure electrical and other technical requirements are in keeping with the capabilities of the location. Electrical power plans requiring tie-in to site systems must be approved by the building operator in advance. All cabling must be cable matted.

Where applicable, a minimum of one security staff person will be on-site during film activity conducted on provincial property.

These numbers may be increased depending on the nature and complexity of the proposed film activity. These requirements may be waived if, in the department's estimation, they are not required.

### **CHANGES TO ORIGINAL APPLICATION**

If an alternate shoot date is required, a Letter of Notification should be directed to the responding department, but the application period is waived. The Letter of Notification should outline the date and time changes from what was approved in the original Letter of Authority.

## **Standard Terms and Conditions for Letter of Authority**

### **INSURANCE**

The responding department must receive the following insurance requirements prior to a Letter of Authority being issued:

- a. General Comprehensive Public Liability in the amount of two million dollars per occasion with coverage for the duration of filming.
- b. The Province of Nova Scotia must be named as an additional insured and all policies shall contain a cross liability clause and a severability of interest clause.

Such policies may not be cancelled or amended without prior written consent from the Province of Nova Scotia.

- c. For high-risk filming, at the discretion of the responding department, the General Comprehensive Public Liability insurance is required in the amount of ten million dollars per occasion.

**SECURITY DEPOSIT**

An applicant may be required to post a security deposit payable to the responding department, in an amount determined by that department, but not exceeding \$5,000. Payment will be required upon the signing of the Letter of Authority and prior to the commencement of filming and may be a certified cheque or money order. This security deposit may be waived if the department anticipates no damage and that the activities being permitted will not require clean up or restoration.

This amount will be applied to costs arising from damage to any facility, infrastructure or site during the period of film activity or environmental damage that requires clean up. The production company will be invoiced for any outstanding amount if the cost associated with damage repair or clean up exceeds the security deposit. A partial or full reimbursement of the security deposit will be issued should limited or no repairs or restoration be required. The department will refund the production company the amount of the security deposit within thirty days of completion of wrap.

**COST RECOVERY FEES**

The production company will be notified, in advance of filming, the costs directly attributable to filming on a provincial property. Once filming begins, if there are any changes to these costs, the department contact will notify the company immediately.

Companies will be invoiced on a cost recovery basis for incremental costs associated with the film production activity and said costs are over and above normal recurring or operating costs.

There is a minimum four hour payment requirement per staff position assigned on-site to a film production. The Location Manager, in consultation with the department contact, is responsible to confirm the total number of hours worked by provincial employees while on set in order to ensure appropriate billing.

Retail or service businesses which operate on a public property that is used for filming will be reimbursed for lost business, based on receipts provided for a previous and similar time period.

Responding departments will invoice the production company directly for services rendered. Payment is required upon receipt of invoice and shall be directed to the attention of the department contact.

**TERMINATION OF LETTER OF AUTHORITY**

The department reserves the right to terminate a Letter of Authority via written notice to the Production Company. The Letter of Authority will be revoked or suspended without notice if, in the opinion of the department, site resources or facilities are immediately threatened, notwithstanding any other applied term or condition to the contrary. The on-site supervisor will report the termination immediately to the department contact and the Locations Officer of Film Nova Scotia. The department shall not be liable for any costs to the production company associated with the cancellation of the Letter of Authority.

Letters of Authority are non-transferable and non-assignable.

**On-Site Requirements**

**PRE AND POST SITE INSPECTIONS**

The responding department contact or a designate will, along with the Location Manager, inspect the site or facility prior to the commencement of filming. Upon completion of filming the site will be inspected to ensure it has been returned to the pre-filming state.

**VEHICLE ACCESS AND PARKING**

Film activities must not interfere with the normal flow of traffic (vehicular and pedestrian) through an area unless prior written approval was obtained and identified in the Letter of Authority.

Production vehicles must be identified on-site with signs placed in the windshield noting the name of the production, the Location Manager name and contact number. Parking is designated in the areas identified in the Letter of Authority or contract. Production vehicles must not block access/egress points.

**HIGHWAY CLOSURES & TRAFFIC CONTROL**

All production vehicles must comply with appropriate traffic regulations, unless stated otherwise in the Letter of Authority. Qualified flag persons will be required by the Department of Transportation and Infrastructure Renewal to control traffic at road closures. Intermittent traffic stoppage will be limited to three minutes.

**OTHER CONSIDERATIONS**

The Government of Nova Scotia is not responsible for any theft or damage of production company equipment left on-site during the period covered by the Letter of Authority.

Under no circumstances is life saving equipment to be compromised (sprinklers covered, fire hoses blocked, etc.). Exits and stairwells must be accessible at all times during filming.

Occupancy loads based on fire codes must not be exceeded.

**CLEAN UP**

Production companies are required to clean up the site at the end of each day.

Upon completion of filming, the site must be cleaned up and returned to its original condition, unless otherwise approved by the department and noted in the Letter of Authority. All costs associated with clean up and site restoration are to be borne by the production company.

## Appendix 7-G

# Department of Transportation and Infrastructure Renewal Managed Properties

## Buildings

### **EASTERN DISTRICT**

Antigonish Justice Centre  
Baddeck Provincial Building  
Port Hawkesbury Provincial Building  
St. Peter's Provincial Building

### **WESTERN DISTRICT**

Annapolis Royal Courthouse  
Bridgewater Provincial Building  
Bridgewater Courthouse  
Digby Courthouse  
Digby Provincial Building  
Kentville Provincial Building  
Yarmouth Provincial Building

### **CENTRAL DISTRICT**

AVTC – Dartmouth  
Central Services Building – Young Street  
Government House  
Halifax Provincial Building – Hollis Street  
Hansard Building – Granville Street  
Johnston Building – Granville Street  
Lower Water Courthouse – Lower Water Street  
One Government Place – Granville Street  
Province House – Granville Street  
Spring Garden Road Courthouse – Spring Garden Road  
Art Gallery of Nova Scotia



**NORTHERN DISTRICT**

Amherst Courthouse

Pictou Courthouse

**Ferries**

**CABLE FERRIES**

LaHave – Bridgewater

Little Narrows, Inverness County

Country Harbour, Guysborough County

Englishtown, Victoria County

**THREE OCEAN-GOING, SELF-PROPELLED FERRIES**

Tancoock Island – Chester

Grand Passage at Digby Neck

Petit Passage at Digby Neck

**Appendix 7-H**

# Department of Natural Resources Managed Properties (partial list)

Amherst Shore  
Annapolis Basin Look Off  
Anthony  
Arisaig

Balmoral Mills  
Barachois  
Battery  
Bayfield  
Bayswater Beach  
Beaver Mountain  
Ben Eoin  
Blomidon  
Boylston  
Bras d' Or  
Burnt Island  
Bush Island

Cabots Landing  
Caddell Rapids Look-off  
Camerons Brook  
Cape Chignecto  
Cape Smokey  
Card Lake  
Caribou/Munroes Island  
Central Grove  
Clairmont  
Clam Harbour Beach  
Cleveland Beach  
Coldbrook  
Cookville

Cottage Cove  
Crystal Crescent Beach

Dalem Lake  
Dollar Lake  
Dominion Beach  
Dundee

East River  
Elderbank  
Ellenwood Lake

Falls Lake  
Fancy Lake  
Five IslandsFox Harbour

Glenwood  
Graves Island  
Green Hill Look-off  
Groves Point  
Gulf Shore

Heather Beach  
Hubbards

Irish Cove

Lake George  
Lake Midway  
Lake O' Law  
Laurie

Lawrencetown Beach  
Lennox Passage  
Lewis Lake  
Lochiel Lake  
Londonderry  
Long Point  
Lumsden Pond

Mabou  
MacCormack Beach  
Maitland  
Marie Joseph  
Martinique Beach  
Mavillette Beach  
McCormacks Beach  
MacElmons Pond  
Melmerby Beach  
Mira River  
Moose River Gold Mines  
Mount Uniacke  
Musquodoboit Valley

Newville Lake  
Ninevah  
North River  
Northport Beach

Oakfield

Petersfield  
Plaster  
Point Michaud Beach  
Pomquet Beach  
Pondville Beach  
Port Hood Beach  
Port Maitland Beach  
Port Shoreham Beach

Porters Lake  
Powells Point  
Provincial Wildlife Park

Queensland Beach

Rainbow Haven Beach  
Rissers Beach  
Ross Ferry  
Rushtons Beach

Sable River  
Salsman  
Salt Springs  
Sand Hills Beach  
Savary  
Scots Bay  
Second Peninsula  
Sherbrooke  
Shinimicas  
Shubenacadie Picnic Area  
Smileys  
Smuggler's Cove  
Southwest Margaree  
Spry Bay  
St. Anns  
Summerville Beach

Tatamagouche  
Taylor Head  
Ten Mile Lake  
The Islands  
Thomas H. Raddall  
Tidnish Dock  
Tor Bay  
Trout Brook

Uisage Ban Falls  
Upper Clements

Valleyview

Waterside  
Wentworth  
Wildlife Park (Shubenacadie)  
Whycocomagh

## **Appendix 7-1**

# **Provincial Government Film Contacts**

## **Department of Transportation and Infrastructure Renewal**

### **TIR BUILDINGS**

Maintenance Planner  
Department of Transportation and Infrastructure Renewal  
1672 Granville Street  
PO Box 186  
Halifax, Nova Scotia B3J 2N2  
Phone: (902) 424-2884  
Fax: (902) 424-6035

### **ROADS, BRIDGES AND FERRIES**

Executive Director, Maintenance & Operations  
Department of Transportation and Infrastructure Renewal  
Phone: (902) 424-3267  
Fax: (902) 424-0570

## **Department of Natural Resources**

### **WESTERN REGION**

(Kings, Annapolis, Digby, Yarmouth, Shelburne, Queens, Lunenburg)  
PO Box 130  
Lawrencetown, Nova Scotia B0S 1M0  
Phone: (902) 584-2327  
Fax: (902) 584-3685

### **CENTRAL REGION**

(Halifax, Hants, Colchester, Cumberland, Pictou)  
PO Box 68  
Truro, Nova Scotia B2N 5B8  
Phone: (902) 893-5638  
Fax: (902) 893-5613

**EASTERN REGION**

(Antigonish, Guysborough, Richmond, Cape Breton, Victoria, Inverness)

PO Box 610

Baddeck, Nova Scotia B0E 1B0

Phone: (902) 295-3923

Fax: (902) 295-2675

**Waterfront Development Corporation Limited**

**WATERFRONT DEVELOPMENT CORPORATION**

The Cable Wharf

1751 Lower Water Street

Halifax, Nova Scotia B3J 1S5

Phone: (902) 422-5115 ext. 106

Fax: (902) 422-7582

**Film Nova Scotia**

Director of Marketing

Film Nova Scotia

Collins Bank Building

Historic Properties, 3rd Floor

1869 Upper Water Street

Halifax, Nova Scotia B3J 1S9

Phone: (902) 424-5056

Fax: (902) 422-0617

Locations Officer

Film Nova Scotia

Collins Bank Building

Historic Properties, 3rd Floor

1869 Upper Water Street

Halifax, Nova Scotia B3J 1S9

Phone: (902) 424-7177

Fax: (902) 424-0617

**Appendix 7-J**

# Application for Filming on Provincially Owned/ Operated Property

Office Use Only

Date Received:

## PROVINCIAL PROPERTY FILMING APPLICATION

(Please print clearly)

Date: \_\_\_\_\_

Project Title: \_\_\_\_\_

Type of Production:

Feature for Cable or Theatrical Release

- TV Movie for Network
- TV Mini-series for Network
- TV Series for Network
  - ½ Hour
  - 1 Hour Episodes
- Commercial
- Other (please state): \_\_\_\_\_

Production Company: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Producer(s): \_\_\_\_\_

Director: \_\_\_\_\_

Production Manger: \_\_\_\_\_

Locations Manager: \_\_\_\_\_

Asst Locations Mgr: \_\_\_\_\_

**Production Office**

Courier Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

**Start Date: DD/MM/YY**

Pre-production: \_\_\_/\_\_\_/\_\_\_ Camera: \_\_\_/\_\_\_/\_\_\_ Wrap: \_\_\_/\_\_\_/\_\_\_

# of days: \_\_\_\_\_ # of days: \_\_\_\_\_ # of days: \_\_\_\_\_

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**Budget Information**

Please circle: Cdn. funds or US funds

Total Budget: \$ \_\_\_\_\_

NS Budget: \$ \_\_\_\_\_

TV Series: \$ \_\_\_\_\_ per episode X \_\_\_\_\_ episodes

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**Country of Origin**

- Canada
- United States
- Other: \_\_\_\_\_ (please specify)

**Please identify if applicable:**

- Canada/US Co-Venture
- International Co-pro between Canada and \_\_\_\_\_ (specify country)
- Inter-Provincial Co-pro between NS and \_\_\_\_\_ (specify province)

Release/Air Date: \_\_\_\_\_

Nova Scotia playing as: \_\_\_\_\_

Principal Cast: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Locations: \_\_\_\_\_

\_\_\_\_\_



**Film Location(s) Requested**

**Shooting Schedule for Location**

Prep start date: \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.  
Prep end date: \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.  
Number of hours per day: \_\_\_\_\_

Photography start date: \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.  
Photography end date: \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.  
Number of hours per day: \_\_\_\_\_

Wrap start date: \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.  
Wrap end date: \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.  
Number of hours per day: \_\_\_\_\_

Proposed rain dates: \_\_\_\_\_  
Total number of cast: \_\_\_\_\_  
Total number of crew: \_\_\_\_\_  
Location for meals if on-site: \_\_\_\_\_

**Notification (if applicable):**

Residents/business notified:                      yes                      no

**NOTE: Please attach your letter of notification.**

<b><u>On-site requirements</u></b>		
Number, size & type of production vehicles: _____		
_____		
Number, size & type of picture vehicles: _____		
_____		
Amount of equipment (camera, dolly track etc.): _____		
_____		
Staging Area Location: _____		
_____		
<b>NOTE: Please identify where production/picture vehicles &amp; crew parking will be located on-site, as well as required vehicle access and road closures, if applicable.</b>		
Construction/modification to site:   yes                      no		
If yes, please specify: _____		
_____		
_____		
_____		
_____		
Required Property Services:		
Restrooms	yes	no
Power	yes	no
Other (please specify): _____		
_____		

Department approval for construction/modification:	
Approved	Not Approved

<b><u>Special Requirements</u></b>		
Stunts:	yes	no
Special effects:	yes	no
Use of animals:	yes	no
Use of non-native plants:	yes	no
Use of firearms:	yes	no
Use of picture vehicles:	yes	no
Please specify for all relevant activity and include copy of related approvals:		
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The undersigned certifies that the information provided herein and attached is accurate and complete and that he/she has read and complied with the Provincial Film Location Requests & Activity Guidelines and Procedures.

\_\_\_\_\_  
**Signature of Authorized Representative of  
Production Company**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Date**

**CHECKLIST (for your application to be considered complete please ensure you have included the following):**

- A completed application
- A story synopsis
- Portions of the script that relate to the scenes to be filmed on provincial property
- Copy of notification letter, if required
- Site plan identifying location of production, picture and crew vehicles as well as staging area location.

**If approved, the following will be required prior to filming:**

- A copy of the Letter of Authority signed by a production company representative
- A 30% deposit of the estimated costs as outlined in the Letter of Authority
- Proof of insurance in the amount of \$2 million dollars, unless another amount is specified in the Letter of Authority based on the proposed film activity
- A health & safety plan and the name and contact information for the safety representative
- A security deposit if identified in the Letter of Authority
- Additional municipal or federal approvals or other agency approvals, if required
- Any other materials as identified in Appendix 7-K of the Letter of Authority.

**Appendix 7-K**

# Letter of Authority

## Letter of Authority for use of a Provincial Property for Film Production Work

This letter signed this      day of                      , 200

BETWEEN \_\_\_\_\_  
(Hereinafter called the “Department”)

AND \_\_\_\_\_  
(Hereinafter called the “Film Company”)

This letter provides authorization for the “Film Company” to enter upon and use \_\_\_\_\_  
\_\_\_\_\_ (provincial property location) to undertake  
the on-site activities related to filming a motion picture as identified in Appendix 7-L.

**DURATION**

The term of this Agreement shall be from \_\_\_\_\_ to \_\_\_\_\_  
unless terminated earlier pursuant to this Agreement or extended by mutual  
agreement in writing.

**TERMS & CONDITIONS**

1. This Letter of Authority may be revoked by the “Department” at any time for the failure of the “Film Company”, its staff, contractors, suppliers or agents to comply with the material terms and conditions of this Letter of Authority. This clause shall not be unreasonably or arbitrarily applied.
2. The “Department” shall not be liable for any costs incurred by the “Film Company” should this letter be revoked.
3. The “Film Company” must maintain General Liability Insurance covering bodily injury, personal injury or death to any person, and property damage coverage with the Province of Nova Scotia named as an insured party. The minimum limit of

coverage shall be not less \$2,000,000 with respect to each occurrence or accident, \$5,000,000 annual aggregate on an occurrence (not claims made) basis.

All such insurance policies shall be endorsed to provide a minimum advance written notice to the “Department” of not less than 30 days in the event of cancellation, termination, or reduction in coverage limits, such notice to be made to the “Department” by the Insurer.

The applicant shall be responsible for payment of any deductible with respect to such insurance policies.

Details of claims or other proceedings brought against the applicant with respect to activities conducted on provincial property are to be immediately reported to the “Department”.

The policy shall include Her Majesty the Queen in Right of the Province of Nova Scotia as a named insured.

4. Upon completion of filming, the site must be restored to the satisfaction of the “Department”. Site restoration standards are to the condition as documented by staff during the site inspection prior to the commencement of filming or as determined in consultation with “Department” representatives. (Site improvements associated with creating the conditions for the movie that benefit the property may not have to be removed or altered).  
A \$5,000 (minimum) damage deposit may be used for funding any site restoration work that has not been completed to the satisfaction of “Department” subject to a final site inspection. Any portion of the damage deposit not required will be returned to the “Film Company”. Upon agreement between the parties of the acceptable restoration of the site, the “Department” will provide a written release to the “Film Company” for the remaining funds.
5. A “Film Company” representative (Location Manager) must meet with “Department” staff on-site to review all activities associated with this Letter of Authority.
6. The “Film Company” assumes all responsibility and liability for the loss of or damage to any property, structures or other items associated with the film activity.
7. Any additional access, improvements, or the installation of temporary structures that have not been previously identified in Appendix 7-G which may become necessary within the context of the filming are subject to the approval of “Department” staff.

8. Every effort will be made by the “Film Company” to minimize the inconvenience and restrictions on public access to the site required for the activities associated with filming.
9. The “Film Company” shall maintain the site in a clean and safe condition for the duration of filming and site restoration. Garbage shall be hauled away on a daily basis and the crew and staff of the Production shall respect the site.
10. The “Film Company” must comply at all times with any applicable federal, provincial and municipal laws and regulations related to the activities authorized by this Letter of Authority. It is the sole responsibility of the “Film Company” to obtain any other permits that may be required for its proposed activities.
11. Notwithstanding the generality of Clause No. 10, the “Film Company” must fully comply with the Nova Scotia *Occupational Health and Safety Act*.
12. The Minister of the “Department” shall not be liable for any injury or damage (including death) to the person or for the loss or damage to the property of the holder of this Letter of Authority attributable in any way to the performance of any act under this Letter of Authority.
13. The holder of this Letter of Authority shall at all time indemnify and save harmless the Minister of the “Department” from and against all claims, demands, losses, costs, debts, damages, actions or other proceedings attributable in any way to the performance or purported performance of the holder of this Letter of Authority, its servants, agents or independent contractors.

The “Department” representative is:

Name: \_\_\_\_\_

Location: \_\_\_\_\_

e-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

To validate this Letter of Authority and signify acceptance of the terms and conditions contained herein, you must have the attached duplicate of this letter countersigned and returned immediately together with the following:

1. A 30% deposit of the costs identified in Appendix 7-K. A cheque or money order payable to Nova Scotia Department of \_\_\_\_\_ @ will be accepted.
2. A \$5,000.00 damage deposit in the form of a certified cheque, money order or bank draft payable to Nova Scotia Department of \_\_\_\_\_ @, if required as identified in Appendix 7-L.
3. A certificate of liability insurance in the amount of \$2,000,000.

Please return all to the attention of the “Department” representative.

\_\_\_\_\_

Date

\_\_\_\_\_

“Department” Representative

I, the undersigned Permit Holder, have read or have had read to me and fully understand and agree to abide by the above terms and conditions.

\_\_\_\_\_

Witness

\_\_\_\_\_

Permit Holder

\_\_\_\_\_

Date



***Appendix 7-K***

# **Letter of Authority Approved Film Activities**

The “Department” has approved the following film activities:

Damage deposit required:                      yes                      no

Estimated costs:

