

## **FILMING/STILL PHOTOGRAPHY PERMIT APPLICATION FORM PROVINCIAL PARKS AND RECREATION AREAS**

Filming and photography projects with specific requirements not normally extended to visitors will require a permit in most cases. A permit will be required for filming and photography-related activities that:

- require access to restricted areas;
- require park staff supervision;
- have potential for impact on park resources not consistent with traditional use;
- may interfere with other park visitor's enjoyment of the park;
- require exclusive use of an area;
- involve sets, props, models etc,
  - Are for commercial use or that require the use of a UAV

For filming/photography activities which require a permit for Provincial Parks and Recreations Areas in Kananaskis Country, the Ghost Area, and Fish Creek Provincial Park, applications for a permit must be submitted in writing and directed to the Permit Officer at the following location:

Alberta Provincial Building  
213-1 Street West, Room 101  
Cochrane, Alberta, T4C 2J7

They may be mailed or faxed to:

Alberta Environment and Parks  
Parks Division  
Box 8003  
Cochrane, Alberta, T4C 2J7

Attention: Tammi Rees

Tel. (403)851-2207

Fax (403)932-8104

OR

Email to [Tammi.Rees@gov.ab.ca](mailto:Tammi.Rees@gov.ab.ca)

Applications must be complete and include the following information:

- (a) Full company name, address and telephone numbers of contacts at head office while in Alberta. Also the name of Alberta on-site location manager and/or production manager.
- (b) Intent and nature of film project.  
Firm dates of intended film project.
- (c) Shooting locations requested, dates and times at those locations. Please include sketch maps if requested
- (d) Size of crew; number of vehicles.
- (e) Special considerations requested such as use of Public roads and Highways, use of wildlife, helicopters, or special effects, etc.

See attached application form.

## **COSTS AND INSURANCE**

Depending on the scope of the activity, photographers requiring a permit may also require proof of general (“third party”) liability insurance.

If approved, the applicant (ie. Production Company) will be issued a Filming/Still Photography Permit from the Department. Prior to issuance of a permit, the following must be provided to the Department:

- (a) Proof of liability insurance coverage(if required):

The applicant (ie Production Company) shall secure and maintain the following insurance coverage for the length of the permit:

- General Liability Insurance in an amount not less than **\$2,000,000 inclusive per occurrence**, in accordance with the Alberta Insurance Act, against bodily injury and property damage including loss of use thereof.
- Certificates of insurance shall provide that such insurance shall not be terminated or expire prior to the completion of film/photography project on Park lands. Please do not add Alberta Environment and Sustainable Resource Development as an additional insured.

- (b) Security deposit (certified cheque or money order made payable to the Government of Alberta). The amount will be determined by the Department. Depending on the nature of the project, a security deposit may or may not be required.

- (c) The permit fee (which includes the cost of an officer supervising if required by the Department). This must be paid in the form of a certified cheque or money order made payable to the Government of Alberta prior to filming activity commencement on Park lands. (See fee calculation information below)

The other operational costs to the Department, if other Department staff/equipment is requested by the production company.

- (d) Any other documents requested by the Department in relation to the filming project (ie Proof of animal health, engineers reports etc.)
- (e) The applicant agrees to contact the Kananaskis Improvement District (Phone (403) 591-7755) prior to the start of filming activity in Kananaskis Country if their activity involves or requires any of the following:

- **Ambulance Service**
- **Buildings/Tents/temporary structures/food preparation facilities**
- **Fires/Pyrotechnics/Use of Explosives**

The applicant agrees to adhere to conditions imposed by the Kananaskis Improvement District related to the above mentioned items.

Note: If your filming takes place in Kananaskis Improvement District, your Production Company is required to obtain a **business licence** from the Kananaskis Improvement District. For further information on the business Licence requirements and applications, contact Kananaskis Improvement District in Kananaskis at (403) 591-7774.  
Business License information can be found at [www.kananaskisid.ca](http://www.kananaskisid.ca) .

If approval is given, the Department will issue a permit containing:

- (a) Approval from the Department with conditions to carry out the identified filming activities as proposed in the application.
- (b) Approved dates, times and locations for filming activity.

The permit may also be conditional upon the applicant receiving approval from other government agencies including, but are not limited to, Alberta Infrastructure and Transportation, Kananaskis Improvement District, Alberta Sustainable Resource Development – Public Lands or Environment, and may require approval from Lease/licence holders in the area.

If a permit is issued, a signed copy of the permit must be carried by the permittee. The permit may be suspended or cancelled at any time by the Department for reasonable cause, including resource management closures or serious contraventions of the conditions of the permit.

## PERMIT FEE CALCULATION

Effective May 1, 2008, the fees for a Filming or Photography Permit are as follows:

1. Permit Fee for filming or photography  
(On-site supervision not required, on-site spot checks may occur).
  - \$50 / hour.
  - Maximum \$400 / day.
  
2. Permit Fee for filming or photography (e.g., a large photography shoot involving site or prop set-up and photography of fashion models, cars, etc.)  
(On-site supervision required).
  - Daily Permit Fee — \$110 / hour X Estimated Hours Film Activity in a day.
  - Total Permit Fee — Daily Permit Fee X No. of Days Filming.

For example, filming for 10 hours a day over 3 days, the fees would be:

- Daily fee — \$110 / hour X 10 = \$1,100 / day.
- Total Permit Fee — \$1,100 X 3 = \$3,300.

The Ministry will determine if supervision is required.

Preparation and cleanup supervision can usually be accomplished by spot checks and therefore supervision for those times should be based on the \$50 / hour rate.

Film scouting activities will not be charged a fee. Depending on the nature of the scouting, a separate Letter of Authority may be required for scouting.

The Permit Fee is exclusive of the Federal Goods and Services Tax (GST).

### **Operational Cost Recovery**

Ministry costs above and beyond on-site supervision that are directly related to the support of filming or photography (e.g., providing resource information, assisting with editing of scripts or videos) may be charged to the permit holder as determined by the Ministry. Rates applied will be based upon the hours and salaries of the staff involved.

All costs to be incurred by the Parks Division in support and monitoring of the project must be paid by the production company prior to the issuance of a Filming or Photography Permit. If the estimated costs for fees are exceeded (e.g., project took longer than originally scheduled), the additional amounts owed to the Ministry must be paid in full within a reasonable time frame established by the Ministry Representative, following the conclusion of the project.

**COMMERCIAL FILMING AND STILL PHOTOGRAPHY PERMIT APPLICATION**

Please print or type

NAME OF PROJECT:

DATE OF APPLICATION:

APPLICANT (PRODUCTION COMPANY):

BUSINESS ADDRESS:

PHONE NUMBER:

FAX NUMBER:

EMAIL ADDRESS:

Is the company registered within the Province of Alberta Yes: \_\_\_\_\_ No: \_\_\_\_\_

Location Manager:

Production Manager:

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**TO BE COMPLETED BY THE LOCATION MANAGER**

Name of person completing this form:

Filming/Photography experience in Alberta:

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

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

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

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

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

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

Proposed filming/photography site(s): (Name of Park, Recreation Area, Facility, Road) or provide map

\_\_\_\_\_  
\_\_\_\_\_

Dates of proposed filming/photography activities: (Include prep and clean up of site)

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Target market, viewing audience:

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Date of public release and outlet: (if known)

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Intent and nature of filming project: (Provide a copy of script, or written description including key message and them of film)

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Type of filming project (ie feature film, commercial, documentary)

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Hours of operation for proposed filming:

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Why has this location been chosen?

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Alternate location considered

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Number of cast and crew: (Number of persons involved in on-site activities) \_\_\_\_\_

Number, size and type of vehicles, trailers, etc: \_\_\_\_\_

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Highways, roads, parking: (List requirements for vehicle access, parking, etc. and time of day, traffic control)

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Food, Waste, Garbage, Sanitary disposal services: (Provide details on management and disposal of each)

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Use of Animals, Helicopters, UAV's, Special Effects, and Chemicals: (Provide specific details, where applicable)

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Location of proposed staging area(s): \_\_\_\_\_

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On-site security: (Provide details) \_\_\_\_\_

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**Note:**

The applicant must hold public liability insurance in the amount of \$2,000,000 per occurrence. A copy of the policy or certificate will be required to be posted with the Department if the application is approved

A minimum Security Deposit in the amount of \$1,000 may be required prior to the start of filming if deemed necessary by the department. The Security Deposit shall be in the form of a bank draft, certified cheque or money order payable to the Government of Alberta, Province of Alberta.

Environment and Sustainable Resource Development – Parks Division reserves the right to reject any applications.

The applicant agrees that if permission to film in a park is granted pursuant to the information provided in this application, it will abide by the *Provincial Parks Act* and related Regulations and the applicable operational directives and procedures contained in the Parks and Protected Areas Operations Manual.

APPLICANT NAME:

DATE:

SIGNATURE

for (COMPANY NAME)

TITLE

**General Permit Conditions**

**FILMING AND PHOTOGRAPHY GUIDELINES.**

Before making an application you should be familiar with the following conditions and guidelines for filming and photography in Alberta's Parks. This summary sheet provides general information only. Please refer to the *Provincial Parks Act*, related Regulations and Parks and Protected Areas (PPA) Operations Directive RMI.2 for detailed information.

1. Filming or photography in Alberta's Parks that have specific requirements require a valid Filming or Photography Permit specifying the conditions of approval.
2. A Filming or Photography application form must be completed and written approval received before any activities or filming can commence on the site. A detailed letter from the film company is accepted in lieu of an application.
3. Depending on the complexity of the filming proposal, a department employee will be assigned to monitor filming activities within the protected area. The Production Company may be charged for this service on a cost recovery basis.



4. If deemed necessary, a minimum Security Deposit of \$1,000 is required at the time the application is made to ensure site cleanup and restoration. If long term reclamation may be required, a Letter of Credit or a Letter of Guarantee will be required which may be drawn upon if reclamation is not completed to the satisfaction of the Department.
5. Film companies will be required to provide proof of a minimum \$2,000,000 per occurrence liability insurance coverage.
6. The Film Production Company must appoint a Location Manager or designate an alternate, who will be responsible for all filming activities and be on-site at all times during filming.
7. Filming or photography on weekends and statutory holidays is usually not permitted or may be subject to restrictions if it will interfere with the general public's use of the area or facility.
8. Environment and Sustainable Resource Development – Parks Division reserves the right to close an area at any time due environmental sensitivity, wildlife, fire hazard or other public safety concerns. The Department will not accept responsibility for any costs incurred by the Production Company during these closures.
9. No animals or foreign plant material may be brought into a protected area without prior written approval and then only under specified conditions.
10. Alberta Parks policies, directives and/or procedures may restrict the use of film stunts, special effects, chemicals, hazardous materials and explosives, etc. Written approval must be obtained before any of the above can be used within the protected area.
11. Production companies may not destroy, remove or relocate any item within the park or protected area without written approval from Alberta Parks.
12. No construction of film sets or facility enhancement may take place without written approval from Alberta Parks.
13. A minimum of five working days is normally required for review and issuance of a Filming or Photography Permit.
14. The Ministry reserves the right to obtain (for internal use only) a full or partial copy of the final product produced by the Production Company.
15. The Ministry reserves the right to add other conditions as may be required.