

## LATE NIGHT / EARLY MORNING FILMING SURVEY REQUIREMENTS

1. All requests to conduct late night / early morning filming in a residential area must be submitted to the *Burnaby Film Office* **one week** prior to the commencement of filming.
2. The production company must conduct a survey of the residential premises impacted. Homeowners / tenants must provide their name and signature and indicate by a *yes or no* whether they support the extended filming hours. Minor exceptions may be granted at the discretion of the *Burnaby Film Office*.

The request must include:

- (a) An explanation as to why the filming cannot be carried out between **7:00 am and 10:00 pm Mon – Sat and 9:00 am to 10:00 pm on Sun.**
  - (b) A map outlining the work area.
  - (c) A copy of the draft notification letter / survey sheet to be distributed to the residences. The notification letter must include as a minimum, sufficient information on the project and the name and phone number of a contact person who may be contacted for further clarification.
3. The area to be surveyed will be determined by *Burnaby Film Office* and will vary depending on the nature of the filming activities.
  4. Permission for late night / early morning filming will not be granted unless *Burnaby Film Office* is satisfied that the majority of residences impacted by the filming activities approve the extended hours.
  5. The survey must be completed and submitted to the *Burnaby Film Office* a minimum of **3 business days** prior to the commencement of filming activities. The survey results must include a tally of those residences contacted / not contacted and those opposed / in favour.
  6. If the production's request is approved a letter confirming the same will be provided. The production company must distribute a notice to the affected residences confirming that filming will occur.

**Note:** when conducting a survey at an apartment building, the production company **must** obtain tenants signatures. It is **not** sufficient to only obtain the signature of the building manager.

For more information contact: Susan Rae – Film Coordinator, 604.294.7314  
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