
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 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 *Filming Coordinator or Assistant Filming Coordinator*.

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 the 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 The 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 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 the Film Office: filming@burnaby.ca or 604-297-7314