



Rules and Regulations for Conducting Filming Activities

City of Rolling Hills Estates

FILM PERMIT REQUIRED

Any person who desires to conduct any “commercial filming” or “student filming” in the City must first obtain a film permit issued by the City under Chapter 5.62 of the Rolling Hills Estates Municipal Code.

DEFINITIONS

“Commercial filming” means filming for the primary purpose of commercial use, sale or distribution, including, but not limited to, filming done for compensation, the expectation of compensation, or advertising on any medium, as well as filming done by non-profit organizations as part of their organizational purposes and activities.

“Director” means the Director of the Department of Community Development or the Director’s designee.

“Filming” means and includes all activity related to the taking of any still photographs, or the staging, videotaping or filming of motion pictures, television shows or programs, serials, commercials, music videos, digital media, advertisement, training or educational videos, in any medium including film, tape or digital format, or any other type of visual recording process.

“Student filming” means filming by an individual enrolled in a recognized post-secondary educational institution and who is conducting filming for the purpose of a class assignment or school requirement. All film permit applications must include evidence of student enrollment and a letter from the school on the school’s official letterhead explaining the project requirement.

GENERAL REGULATIONS

Advance Notice

An applicant must submit a completed film permit application at least two (2) weeks in advance to conduct any filming activity for which a permit is required. Additional notice is strongly recommended and may be required for larger productions that involve set construction or special effects or traffic controls. Applicants seeking a permit for filming that will commence less than two (2) weeks from the application date will be subject to an expedited film permit fee.

Notification

All residents and businesses within a 300 foot radius of the film location must receive notice of filming at least 48 hours prior to the first day of filming. Additionally, the applicant may be required to provide advance notice and/or gain approvals from any homeowners association affected by the location of the proposed filming activity, as determined by City staff. The City will provide the permittee with a list of property addresses and homeowners associations who must receive this notice. The City reserves the right to impose additional notice if, in the City’s discretion, extraordinary circumstances of the filming warrant additional notice. The Director may waive some or all of the notification requirements.

Filming on Private Property

An applicant proposing filming on private property must obtain the property owner’s signature on the permit application.

Production Hours

Filming activity is generally limited to the hours of 7:00 AM to 10:00 PM, Sundays excluded, unless signature approvals are obtained from 75% of the property owners or tenants within 300 feet of the production location.

Adequate Parking Facilities

The City may require the provision of adequate temporary off-street parking facilities, including vehicular access and egress, in evaluating a film permit application for approval.

Special Effects

Special effects, including gunfire, explosions, helicopter flying, etc., are generally not permitted. However, the City will consider applications that include such effects subject to specific restrictions and approval by 75% of the adjacent residents, businesses, and homeowner associations.

Regulation of Nuisance Factors

The City may impose conditions of approval to avoid or minimize potential nuisance factors such as the prevention of glare or direct illumination onto adjacent properties, noise, vibrations, smoke, dust, dirt, odors, gasses, and heat.

Fee Schedule

The City film permit application fees are listed below:

Commercial Film Permit Application Fee (non-refundable)	\$ 916
Expedited Film Permit Application Fee (non-refundable)	\$ 1,347
Student Film Permit Application Fee (non-refundable)	\$ 229
Commercial Filming on Public Property (includes planning inspection fee):	\$ 1,000.00/day
Planning Inspection Fee (commercial filming on private property):	\$ 207.00/day

Liability & Insurance

Hold Harmless Agreement: An applicant for commercial filming must execute and submit the attached hold harmless agreement.

Insurance: An applicant for commercial filming must submit proof of, and if the permit is approved maintain in full force and effect during the term of the permit, a policy (or policies) of insurance from an insurance company licensed to do business in California, which policy (or policies) names the City, its officers, employees and agents as additional insureds insuring against any and all liability of permittee in connection with the filming and permittee's obligations and liabilities under its permit and any other regulations contained in this code and its indemnities, including, but not limited to, commercial general liability insurance on an occurrence basis against claims for personal injury, including death, bodily injury or property damage liability and in an amount not less than \$1,000,000, or such additional amounts the Director deems necessary to provide sufficient coverage that is adequate under the circumstances. The Director may waive the requirement of insurance or a particular type of coverage if the Director determines that the intended use does not present any significant exposure to liability for the City or to public property damage. (See attached form of insurance certificate/endorsement.)

Activity in the Public Right-of-Way

Any filming or related activity proposed to occur in the public right-of-way (i.e. vehicles, camera stand, "no parking" signs, equipment, stringing cable or generators on the street/sidewalk or driving shots) will be reviewed on a case-by-case basis. Applicants seeking to film in a public right-of-way must submit a Traffic Control Plan indicating the

type and placement of traffic controls to scale. The City's Traffic Engineer will review the Traffic Control Plan. If the permit is approved, the applicant will be responsible for supplying, placing, and removing the necessary Sheriff's Department services, traffic safety equipment, etc., as presented in the Traffic Control Plan. A permittee's failure to comply with an approved Traffic Control Plan will be grounds for immediate suspension or revocation of the film permit.

Filming in the public right-of-way and on major City arterials (Crenshaw Boulevard, Deep Valley Drive, Hawthorne Boulevard, Highridge Road, Indian Peak Road, Palos Verdes Drive North/East, Rolling Hills Road, Silver Spur Road) is generally permitted only during non-peak traffic hours of 9:30 AM to 2:00 PM and 7:00 PM to 10:00 PM. The City does not allow full road closures for any filming activity, however, the City will consider limited traffic control measures (intermittent traffic control) during non-peak traffic hours.

The posting of "No Parking" signs requires advance warning of at least 72 hours. "No Parking" signs must clearly state the times and dates of parking restrictions and must be spaced every 50 feet in front of every residence or business impacted. The signs must be posted on Type II barricades or orange delineators.

Catering services are not permitted to provide services on any public right-of-way.

Filming may not interfere with regularly scheduled solid waste collection unless alternative arrangements and approval is obtained from the City's solid waste collection contractor.

Los Angeles County Sheriff Department Services

The City of Rolling Hills Estates contracts with the Los Angeles County Sheriff's Department for law enforcement services. Applicants must contact the Sheriff's Department directly regarding any film permit application to the City. The Sheriff's Department will determine if any public safety services are necessary, including whether or not a Deputy should be assigned to be on site during filming activities, as well as any fees to be charged. Generally, public safety services are required for productions with a cast and crew of over 50 persons, driving shots, special effects, or night shots. The Sheriff's Department fees are in addition to City permit fees and are paid directly by the applicant to the Sheriff's Department. County fees are subject to change without notice. Please contact the Los Angeles County Sheriff's Lomita Substation at (310) 539-1661.

Los Angeles County Fire Department Services

The City of Rolling Hills Estates is served by the Los Angeles County Fire Department for fire safety services. Applicants must contact the County Fire Department directly regarding any film permit application to the City. The County Fire Department will determine if the services of a Fire Safety Advisor or Officer are necessary. Generally, fire safety services are required for productions with a cast and crew of over 25 persons, special effects, generators, and interior shots. The County Fire Department fees are in addition to City permit fees and are paid directly by the applicant to the Fire Department. County fees are subject to change without notice. **Please contact the Los Angeles County Fire Department's Public Safety and Film Unit at (818) 364-8240 or psfu@fire.lacounty.gov.**

Copy of Film Permit On-Site

Permittees must maintain a copy of the approved film permit on-site during the entire duration of the filming activity.

Oversight Personnel

The permittee must ensure that the necessary oversight personnel are on site during filming.

Condition of the Site

The permittee must conduct operations in a neat and orderly fashion, and upon completion of filming, the area must be promptly cleaned of trash and debris and restored to its original condition.

Changes to the Permit

No changes to a film permit will be allowed after initial permit issuance without the written approval of the City. Additionally, filming may not occur for more than fourteen (14) consecutive days—on public or private property—without approval from the Director.

These Rules and Regulations are intended to serve as the minimum regulations under typical filming circumstances. However, the City reserves the right to increase or decrease the requirements and conditions of approval on an application-by-application basis.

**PLEASE NOTE THAT THE CITY RESERVES THE RIGHT TO SUSPEND OR REVOKE A PERMIT
IN THE EVENT THAT THE PERMITEE DOES NOT ADHERE TO THE PERMIT CONDITIONS OF
APPROVAL OR THESE RULES AND REGULATIONS**



Film Permit Application

City of Rolling Hills Estates

PERMIT NO. SEP-_____

APPLICATION DATE:		COMPANY:		FED/STATE EMPLOYER ID:	
ADDRESS:		CITY:		STATE:	
PHONE #:		CELL #:		E-MAIL:	
LOCATION MANAGER:					
PRODUCTION TITLE:			PRODUCTION TYPE:		
LOCATION (Provide address and filming location on the property):					
ON-SITE PRODUCTION CONTACT NAME :			CELL # :		
ACTIVITY (Please provide a description of filming activity for each location):					
TRAFFIC CONTROL/ACTIVITY IN PUBLIC RIGHT-OF-WAY: <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If "Yes", please attach a Traffic Control Plan</i>					
PLEASE PROVIDE A PREP, STRIKE, AND FILMING SCHEDULE (ATTACH SEPARATELY)					
DATE(S):		TIME(S):		TOTAL # OF PERSONNEL (CAST, CREW, CONTRACTORS):	
VEHICLE TYPE		# OF VEHICLES		PARKING LOCATION	
SPECIAL EFFECTS (ATTACH SEPARATELY, INCLUDE SUPERVISOR NAME AND PHONE NUMBER)					
HOLD HARMLESS AGREEMENT					
<p>IN CONSIDERATION OF THE UNDERSIGNED APPLICANT BEING ISSUED A SPECIAL EVENT PERMIT IN THE CITY OF ROLLING HILLS ESTATES, IT AGREES TO DEFECT, INDEMNIFY AND HOLD THE CITY OF ROLLING HILLS ESTATES, CALIFORNIA, HARMLESS OF ANY AND ALL CLAIMS OR LAWSUITS ARISING FROM THE APPLICANT'S ACTIVITIES.</p>					
NAME: _____ COMPANY/ORGANIZATION: _____					
SIGNATURE: _____ DATE: _____					
BY ACCEPTANCE OF THIS PERMIT, PERMITTEE AGREES TO ALL THE AFOREMENTIONED CONDITIONS, INCLUDING ANY ATTACHMENTS TO THIS FORM.					
COMPANY/ORGANIZATION:			REPRESENTATIVE NAME/TITLE:		
PHONE NO.			EMAIL:		
COMPANY/ORGANIZATION REPRESENTATIVE SIGNATURE:					
PROPERTY OWNER/REPRESENTATIVE:			REPRESENTATIVE NAME/TITLE:		
PHONE NO.			EMAIL:		
PROPERTY OWNER/REPRESENTATIVE SIGNATURE:					



Film Permit Planning Inspection

City of Rolling Hills Estates

SEP-_____

PROJECT INFORMATION

- Project Address: _____
- Production Company: _____
- Onsite Contact Name/Phone: _____
- Permit Date(s)/Hours: _____
- Planning Inspector: _____

PERMIT + GENERAL COMPLIANCE

- Approved Film Permit onsite and posted
- Filming occurring within approved dates/hours
- Activity matches approved application scope
- Filming limited to approved location/site boundaries
- All conditions of approval being followed

SITE OPERATIONS

- Personnel onsite consistent with approved total crew count
- Cast/crew/background consistent with application description
- Production contact supervising operations onsite
- No unapproved staffing increases observed

- Total vehicles onsite consistent with approved plan
- Vehicle types match application (vans, trucks, trailers, etc.)
- Parking/staging consistent with approved site plan
- No obstruction of streets, driveways, trails, or fire access
- No unauthorized oversized vehicles present

Notes: _____

INSPECTION RESULT

- Compliant – No corrections required
- Corrected onsite
- Follow-up inspection required

Planning Inspector Signature: _____

Date: _____