



City of Malibu

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ADMINISTRATIVE PROCEDURES FOR THE ISSUANCE OF FILM PERMITS (AMENDED 3/10/03)

1. Malibu Municipal Code

All conditions and requirements of Chapter 5.20 "Motion Pictures, Television and Photographic Production" of the Malibu Municipal Code must be adhered to.

2. Definitions

City Permit Coordinator - A representative of the City of Malibu who is assigned to the Malibu Film Office.

Motion Picture Production - Includes all activities attendant to a staging or a shooting of commercial motion pictures, television shows or programs, and the filming of commercial radio station promotional events.

Still Photographic Production - Includes all activity attendant to the staging or shooting of commercial still photographic production.

Filming Activity – Includes staging, video taping or filming commercial motion pictures, television shows, programs or commercials and single or multiple photographs for sale or use for a commercial purpose.

Filming Days – Includes the actual days that a production company will be taking or making any motion picture, television or photographic production. Filming days will be specifically defined on the filming application/permit.

Filming Location – Is the actual property or properties that any filming activity for commercial motion picture or still photographic production is performed. In residentially zoned areas, a property that is used for motion picture filming, parking or base camp (cast and crew staging and feeding area) shall be identified as a filming location on the permit and subject to all administrative procedures listed herein.

Preparation (Prep) consists of a work day or days preceding filming activities. These activities may include set construction, or dressing, painting, landscaping, or rigging for stunts/special effects. Prep days are limited to a maximum crew of 15 people and are not counted as filming days if they fall into this definition. If a prep crew exceed 15 people, the day is considered a filming day.

Strike days: Strike days consist of work at a filming location that includes the removal of equipment at the end of filming activities. These activities may include but are not limited to set removal, re-painting, re-landscaping, and un-rigging from stunts/special effects. Strike

days are limited to a maximum crew of 15 people and are not counted as filming days so long as no motion picture, television or photographic production activity occurs that day. If a strike crew exceeds 15 people, the day is considered a filming day.

3. General Requirements for Filming Permits

Chapter 5.20 (Motion Pictures, Television and Photographic Production) of the Malibu Municipal Code requires a permit for the use of any public right-of-way or any public or private property, facility or residence for the purpose of producing, taking or making any commercial motion picture, television or photographic production. All film permits must be coordinated through the Malibu Film Office. All coordination with Homeowner Associations, schools, and other property owners and residents is the responsibility of the permittee. The filming permit cannot be assigned. **An approved filming permit must be posted in public view on the property where the filming is taking place.**

4. Application/Permitting Advance Notice Requirements

All productions must provide a complete permit application, including required signatures, two business days in advance of any filming activity to the Malibu Film Office. Staff will strive to expedite all permit applications as quickly as possible. A permit requiring traffic control, special effects, pyrotechnics or precision driving must be submitted at least four business days in advance for review and approval. The production company must give all permit application information to the City in writing. Facsimile copies of the application are acceptable. All information requested by the City must be provided by the production company prior to the issuance of the final permit or additional riders.

Any last minute changes or extensions of filming activity that affect public safety must be coordinated through the County Sheriff's and the County Fire Departments. The Malibu Film Office will coordinate faxing copies of the permit to the above Departments. The Permittee must coordinate directly with County offices for use of contracted Sheriff and Fire Safety Advisors.

5. Permit Fees, Charges and Deposits

The schedule of fees to be charged for the issuance of a film permit in the City of Malibu is found in Attachment 1 of these procedures.

Production undertaken by non-profit organizations, educational or public service television, or student films require an approved permit for which the fees shall be waived. The Permittee must submit an Agreement to Waive Permit Fees. The cancellation fee is considered payment for City administrative costs.

The City reserves the right to adjust the application and related permit fees as necessary. The production company is responsible for the cost and acquisition of all required permits (State, County, local schools, HOA's, etc.).

In addition to obtaining a filming permit, it is the responsibility of the production company to obtain property owner's permission for the use of any private property. Evidence of such permission must be presented to the City upon request.



6. Residential Notification/City Permit Monitoring

Residential notification is conducted by the Malibu Film Office to notify residents within a 500' radius of an upcoming film shoot and to provide the City and production company with contact telephone numbers. All permits require a Filming Notification sheet to be distributed to residents within 500' of the filming location at least 24 hours prior to the first day of filming. Residential notification is not required for still photographic productions with cast and crew of less than 10 people.

The Malibu Film Office will spot check all permits issued to insure that the conditions of said permits are adhered to. If necessary, a monitor will be assigned to an individual production at a cost billed to the production company.

7. Maximum Number of Filming Days Allowed:

The maximum number of filming days that will be allowed for filming activity at the same location is fourteen (14) days within the immediately prior twelve (12) month period of the date(s) for which a film permit is sought. The Malibu Film Office may grant an extension to the fourteen day rule only due to acts of God or force majeure. Any such event must be reported to the Malibu Film Office immediately in order to be evaluated for an extension of filming days.

To extend the filming period for up to and including 20 total filming days during a 12-month period, signatures from 100% of the owners of the property indicating their consent to the extra days of filming are required within a 500 foot radius of the filming location. If the production company fails to obtain 100% neighborhood consent, the company may appeal to the Planning Commission. The Commission may approve the extension if it finds the extension is not detrimental to the public's health, safety or welfare and does not unduly interfere with the neighbors' peaceful enjoyment of the neighborhood or their property. (See Section 10 – Obtaining Required Signatures)

8. Special Effects, Excessive Noise, Lighting of Premises & Helicopter Requirements and Approvals

Film shoots utilizing special effects, excessive noise, lighting of premises, off-site lighting and helicopters require signatures of approval. (See Section 10 – Obtaining Required Signatures)

Special effects such as pyrotechnics, open flame, small explosives, or like materials require a separate Special Effects Permit from the Los Angeles County Fire Department. All special effects permits require a licensed special effects pyrotechnics operator be on location and that he/she be responsible for all use, storage and handling of special effects and pyrotechnics devices and materials.

Helicopter usage will be limited to three (3) helicopter landings per permit. When helicopters are used in residential neighborhoods the flight-path shall be over vacant property where feasible. The flight plan shall be on file with the City.

“Excessive Noise” shall be defined as any level of volume that would be in excess of what is permitted under the City of Malibu Municipal Code Chapter 8.24 (Noise). This shall include any levels of sound above what is accepted as standard filming activities, sound amplifying



equipment, live music, loud playback or set construction. Notwithstanding the above definition, the volume of sound shall be controlled so as not to be unreasonably loud, raucous, jarring, disturbing or a nuisance to an individual of reasonable sensitivity. Monitors may be assigned to ensure compliance.

Lighting of Premises. Any perimeter lighting, flood lighting or other external lighting used for illumination of filming activities shall only be permitted when lighting is hooded or shielded so that no direct beams from the filming activity fall upon public streets, highways or private property (i.e. directed downward and inward toward the property). Monitors may be assigned to ensure compliance.

9. After Hour Requirements and Approvals

Normal filming hours in the City of Malibu are from 7:00 a.m. to 10:00 p.m. Filming activities occurring outside this timeframe require signatures of approval. (See Section 10 – Obtaining Required Signatures)

10. Obtaining Required Signatures

Where signature approval is required the signatures of the owners of the property or, if the property is rented or leased, the current residents within a 500 foot radius of the property lines of all filming locations is required. The signature form is to be prepared by the Malibu Film Office.

The production company must obtain signatures of approval from all residents whose properties are immediately contiguous to a filming location. The remaining properties within the 500 foot radius are required to submit signatures with an approval ratio of 80%, except as provided in Section 7 where 100% approval is required. This includes any property with a residence that will be occupied at any time during the length of the shoot. The City will provide a radius map or list of addresses. All signatures are to be on file with the Malibu Film Office two business days prior to filming activity.

If approval is not obtained the permit will not be issued. The production company may appeal the decision of the Malibu Film Office to the Planning Commission for permit consideration. (See Section 18 - Permit Appeals.)

Signatures are required for the following:

- A. Film shoots occurring during the hours of 10 p.m. and 7 a.m. (Section 9)
- B. Film shoots using special effects, excessive noise, lighting of premises, off-site lighting or helicopters (Section 8)

Signatures are not required for prep and strike days. However, a completed permit application is required in advance of all prep and strike activities. Hours for prep and strike are limited to 7am – 10pm.

11. Traffic Control

Production companies must use an on-duty Los Angeles County Sheriff's Deputy for film shoots requiring interim traffic control. Interim traffic control on roadways is limited to three (3) minutes maximum and shall not occur more than once during any twenty (20) minute period.



The production company is responsible for ordering and paying of the required officers. The following conditions apply:

- A. The production company furnishes and installs all advance warning signs and any other required traffic control devices in conformance with the Caltrans Manual of Traffic Controls.
- B. Traffic cannot be detoured across a double centerline without prior approval from the City.
- C. Camera cars must drive with the flow of traffic and must not interfere with other vehicles in the road.
- D. Stationary cameras should be mounted off the roadway. If a stationary camera is to be located in the traffic lane, all necessary lane closures must be provided and approved by the City.
- E. No existing traffic signs can be "bagged."
- F. If a production company wets the roadway for filming purposes, the filming company may not strike the set until the roadway is dry to the City's satisfaction. A professional lane closure company shall be hired to install the lane closure area for the wet-down and shall maintain said closure until the roadway is dry. "Wet Pavement" signs are required at either end of the wet-down.

12. Road Restrictions

A. General

- 1. Park all support vehicles at least 300 feet from any curve. This includes all staff and crew parking. Sight distance shall be maintained.
- 2. All vehicles to be parked completely off the roadway, behind the street's fog line. A walkway shall be maintained that is not in a travel lane.
- 3. All traffic control devices shall be clearly visible and located such that traffic will not back-up into blind curves.
- 4. Place all warning signs at least 150 feet in advance of control points and parking areas.
- 5. Posting of temporary "No Parking" signs to be placed by the permittee. Sign must indicate the time and date they were posted. Note: the parking restriction is not enforceable unless posted 48 hours in advance.

B. Filming

- 1. Malibu Canyon Road: No filming north of Civic Center Way except from 12:00 a.m. to 5:00 a.m. No weekend filming from April 1st to September 30th.
- 2. Kanan Dume Road: No filming permitted on the weekends from April 1st to September 30th and is prohibited completely from 5:00 a.m. to 10:00 p.m. from June 1st to September 30th.
- 3. Westward Beach Road: No filming is permitted on the weekends from April 1st to June 1st and is prohibited completely from June 1st to September 30th.
- 4. Encinal Canyon Road, Corral Canyon Road, Puerco Canyon Road & Latigo Canyon Road: No filming is permitted on the weekends from April 1st to September 30th.
- 5. Broad Beach Road: Filming requires Homeowner Association notification and traffic control consisting of advance warning signs stating "Road Work



Ahead" with the necessary traffic cones for tapers. Two lanes of traffic must be maintained.

6. Cross Creek Road: Filming north of Civic Center Way requires notification of the Homeowners Association.
7. Malibu Road: Filming at a residence on Malibu Road requires Homeowner Association notification.
8. Malibu Cove Colony Drive: Homeowners Association must be notified.
9. Carbon Canyon/Carbon Mesa Road: Homeowners Association must be notified.
10. All nudity associated with filming activity must be screened from public view.

C. Parking

1. Malibu Road: No parking east of 23730 Malibu Road. Parking is permitted west of the CHP office on the north side of the street if a three-foot clearance is maintained from the edge stripe. Maximum length of parking is 200 feet.
2. Broad Beach Road: Parking is limited to one side of the street.
3. Westward Beach Road: Parking is limited to one side of the street.
4. No parking within 25 feet of any driveway.

13. Los Angeles County Fire and Sheriff's Departments

The City contracts with the Los Angeles County Fire Department for fire services. When required by permit, production companies are responsible for contacting the Fire Safety Advisor Coordinator. Fire Safety Advisors are required for the following types of filming activities:

- A. Production using special effects
- B. Production using helicopters (landing, takeoffs and fueling) and stunt operations.
- C. Production occurring in native vegetation.
- D. Productions numbering over 50 cast and crew.
- E. Productions involving refueling operations in excess of 10 gallons.

The City contracts with the Los Angeles County Sheriff's Department for law enforcement services. Production companies are responsible for contacting and hiring sheriff deputies if required by their permit. Said deputies shall enforce, or if necessary for safety reasons, modify any permit issued within the City limits (i.e. City, EIDC or State/Caltrans permit).

All sheriff deputies are assigned to protect and preserve the health and safety of the community of Malibu and have the authority to enforce all filming permits issued within the Malibu city limits. They are authorized to revoke a permit due to violations or negligence.

14. Permit Revocation

Permits will be revoked or deferred and production stopped for the following reasons:

- A. In native vegetation areas during extreme fire danger.
- B. Misrepresentation of production parameters or special effects on the permit application.

If a production company is found to be filming without a permit, the film shoot will be shut down and there will be no permits issued *to the production company* or that location for a



period of one (1) year. *Production company will be assessed all applicable penalty fees.*

If the policies and procedures of the City are violated and the filming activity is shut down, the following applies:

- A. No filming shall be permitted at that property for a period of six (6) months.
- B. No permits will be issued to the production company for a period of six (6) months.

A sheriff deputy will suspend any filming activity not authorized by the necessary permit or when permit conditions are violated or where City laws or ordinances are violated.

15. Non-Profit and Student Filming

- A. Non-profit organizations should supply a certificate stating that they are exempt and classified as a non-profit under State and Federal taxing statutes.
- B. Students need to supply a written certificate from the school of their attendance that states they are currently enrolled.
- C. The organization or school must complete and sign the "Agreement to Waive Permit Fees."

16. Insurance

All production companies must provide insurance certificates listing the City and its employees as additionally insured. Each permit shall contain a statement that the production holds the City harmless from any and all liability for personal injury and property damage arising out of use of the permit and any use of City property or facilities.

17. Miscellaneous

- A. Any roadwork or construction by City crews and/or private contractors under permit or contract to the City have priority over filming activities.
- B. All parking of crew cars, trucks, etc. must be in legal parking spaces. If sufficient parking is not available, the permittee shall provide shuttle service.
- C. No stairs for dressing rooms or portable restroom trailers are allowed within 6 feet of the traveled roadway and all stairs to be parallel to the roadway.
- D. All fire lanes must remain open. Access to all private and public buildings must be maintained. Intersection sight distance must be maintained.
- E. The production company is responsible for payment of all permit and associated fees.
- F. The production company provides all necessary coordination with the Los Angeles County Sheriff Department and Los Angeles County Fire Department.
- G. The production company must allow site inspection by City staff at any time. A copy of the approved City permit must remain at the filming location.
- H. The City will not provide posting of advance parking reservations for any production company. The production company is responsible for posting of all public or private parking areas no more than 48 hours prior to the filming activity.
- I. At the City's request, a briefing with the production company may be required.
- J. No existing ordinances, regulations, policies and public safety operating procedures can be violated. The production area and all surrounding areas, including the public right-of-way must be cleaned daily by the Permittee. No litter shall remain upon completion of the filming. If the City or Homeowners



Association is required to clean up debris left by the company, the production company will be charged for the clean-up costs.

- K. There will be no interference with normal activities of any neighborhood, such as refuse collection, street sweeping, gardening, deliveries or ingress or egress to public or private property.
- L. The use of bullhorns is prohibited.
- M. Production Company is responsible for the removal and proper disposal of all trash and recyclable material. It is a violation of the municipal code to dispose of solid waste in commercial dumpsters located in the community.

18. Permit Appeals

Any condition or permit denial may be appealed to the Planning Commission prior to the issuance of a filming permit. Appeals must be submitted in writing to the Planning Department ten (10) days in advance of a scheduled Planning Commission meeting. The appeal must include copies of all pertinent material necessary to reinforce the production company's position supporting the appeal. Written notice of the appeal must be mailed to residents within a 500' radius of each filming location. Any actions of the Planning Commission shall be final.

