



# Instructions and Regulations for Conducting Filming, Videotaping and Still Photography Activities in the City of Rolling Hills Estates

## Rolling Hills Estates

### FILM PERMIT

An approved film permit from the City of Rolling Hills Estates is required to film, videotape or conduct photography on public and private property for the purpose of producing any motion picture, television production, commercial production, educational production, video production and still photography production.

Permits shall not be required for the following production activities:

- a. The filming, videotaping or other production of current news which includes reporters, photographers and camera persons employed by a newspaper, news service, cable or broadcasting station or similar entity engaged in news events.
- b. The filming, videotaping or other production solely for one's private, family use.
- c. Commercial still photography and videography on City-owned property for groups of individuals, where no props are being used and where the photographs and videos are for the private and non-commercial use of the person(s) being photographed and/or recorded; provided that no group may utilize the property for more than forty-five (45) minutes within a 24-hour period.
- d. Commercial still photography and videography on City-owned property for groups and/or individuals when occurring in conjunction with the authorized use or rental of the City-owned property for an event, pursuant to an approved rental agreement or Park Permit with the City.

### FILM PERMIT REQUIREMENTS

#### **Advance Notice**

An applicant is required to submit a completed film permit application at least two (2) weeks in advance to conduct an activity for which a permit is required. Additional notice is strongly recommended and may be required for larger productions or productions that involve set construction or special effects or traffic controls.

#### **Hours & Days of Filming**

Filming activity is generally limited to the hours of 7:00 a.m. to 7:00 p.m., Monday through Saturday. Filming is prohibited on Sundays, during overnight hours, on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. However, the City may consider exemptions from the hours of filming activity on an individual production basis.

#### **Filming on Private Property**

In addition to the terms and conditions specified, an applicant shall obtain the property owner's signature prior to the granting of a permit. Additionally, the applicant may be required to provide advance notice and/or gain approvals from all appropriate resident and homeowners associations located near the proposed film permit activity, as determined by City staff.

#### **Special Effects**

Special effects, including gunfire, explosions, helicopter flying, etc., are generally not permitted by the City. However, on rare occasions the City may grant permission with specific restrictions, pending approval by selected residents and/or homeowners associations.

**Directional Signs Prohibited**

The posting of directional signs in the City’s public rights-of-way is not permitted. Any signs posted within the public right-of-way will be removed at the expense of the permittee. However, the City may permit a single, A-frame or similar sign for larger productions to identify the location.

**Fee Schedule**

The fees listed below reflect the City’s full cost of processing film permit applications and providing support services, which directly relate to the actual cost of providing services:

Special Event Permit Fee (non-refundable):	\$350
City Business License Fee:	
Motion Picture on Private Property/Residential Only:	\$500 per day
Motion Picture on Private Public Property or any Non-Residential:	\$1,000 per day
Still Photography on Private Property:	\$100 per day
Still Photography on Public Property:	\$200 per day
Staff Costs:	Varies
SB1186: From January 1, 2018 through December 31, 2023, the State requires cities to collect a \$4.00 fee with the issuance or renewal of each business license to fund Certified Access Specialist (CASp) programs.	\$4
Sheriff Department:	Varies
Fire Department:	Varies
Traffic Control Plan Review:	Varies
Security Deposit: A refundable security deposit may be required. Deposit may cover any unanticipated staffing costs, clean-up costs, location fees, or other expenses not included with the initial Film Permit fees.	Varies

**Liability & Insurance Provisions**

A certificate of insurance and endorsement is required in the amount of one million dollars (\$1,000,000) naming the City of Rolling Hills Estates, its officers and employees as co-insured for protection against claims of third persons for personal injuries, wrongful deaths and property damage unless greater or lesser coverage is requested and approved by the Film Permit Coordinator. The certificate shall not be subject to cancellation until after thirty (30) days written notice to the City of Rolling Hills Estates. If the applicant is conducting pyrotechnics or other special effects, the amount specified in the certificate of insurance, upon request of the City Manager or designee may be increased.

An applicant must execute a Hold Harmless Agreement. The Hold Harmless Agreement must be signed by the same individual that signs as the company representative on the permit application (agreement is attached).

**Activity in the Public Right-of-Way**

Any 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 of driving shots) will be reviewed on a case-by-case basis. Applicants shall 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 approved, the applicant will be responsible for supplying, pacing, and removing the necessary Sheriff services, traffic safety equipment, etc. as presented in the Traffic Control Plan. Permittee’s failure to comply with an approved Traffic Control Plan shall result in immediate termination of the Film Permit.

Filming in the right-of-way and 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) are generally permitted only during non-peak traffic hours of 9:30 a.m. to 2:00 p.m. The City of Rolling Hills Estates does not allow full road closures for any film, video or still photography 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 seventy-two (72) hours. “No Parking” signs shall clearly state the times and dates of parking restrictions and shall be spaced every fifty (50) feet of in front of every house impacted. The signs shall be posted on Type II barricades or orange delineators.

### **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. The Sheriff’s Department must always be contracted regarding any film permit application. 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 film/video/photo or other production 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 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 shall apply directly to the County Fire Department, which 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 Fire Department fees are in addition to City 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](mailto:psfu@fire.lacounty.gov).

### **City Department Approvals**

Approval from the following City departments may be required for some productions.

**Planning Department:** Department approval is required for any environmental issues, including temporary or permanent construction of sets, grading and the review of the type of filming and its potential impacts on the area. Please contact the Planning Department at (310) 377-1577.

**Public Works Department:** Department approval is required for any film/photo/video or other related activity that occurs within the City’s public right-of-way (see Public Right-of-Way section). Please contact the Public Works Department at (310) 377-1577.

**Community Services Department:** Department approval is required for any related film/photo/video activity at any City park. Park staff may be required to be on the site for City park locations. Such staffing costs are the responsibility of the applicant and are in addition to the permit costs. (Please contact the Community Services Department at (310) 377-1577.

### **Conditions and Restrictions**

No changes to the 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 City Manager.

These procedures and guidelines are intended to serve as the minimum regulations under typical filming circumstances. However, the City reserves the right to increase or decrease the requirements on an application-by-application basis. Additionally, the City reserves the right to deny a film permit.

**FINALLY, PLEASE NOTE, THE CITY SHALL RESERVE THE RIGHT TO WITHDRAW  
A PERMIT OR STOP PRODUCTION IN THE EVENT THAT THE APPLICANT DOES  
NOT ADHERE TO THESE RULES AND REGULATIONS**



# Film Permit Application

Rolling Hills Estates

Permit No. SEP-\_\_\_\_\_

DATE:		COMPANY:		FED/STATE EMPLOYER ID:	
ADDRESS:			CITY:		STATE:      ZIP CODE:
LOCATION MANAGER NAME:			PHONE:		E-MAIL:
PRODUCTION TITLE:				PRODUCTION TYPE:	
LOCATION: (Prove address and filming location on the property):					
NAME OF PRIVATE PROPERTY OWNER/REPRESENTATIVE:				PHONE:	
ACTIVITY (Provide a description of filming activity for each location):					
TRAFFIC CONTRACT ACTIVITY IN PUBLIC RIGHT-OF-WAY:      YES      NO <i>If your answer is "Yes", please attach a Traffic Control Plan</i>					
<b>PLEASE PROVIDE A PREP, STRIKE, AND FILMING SCHEDULED (ATTACH SEPARATELY)</b>					
DATE(S):		TIME(S):		TOTAL PERSONNEL (CAST AND CREW):	
<b>VEHICLE TYPE:</b>		<b># OF VEHICLES</b>		<b>PARKING LOCATION</b>	
PYROTECHNICS:		TECHNICIAN:		LICENSE#:	
PHONE:	E-MAIL:		FIRE PERMIT #:		OTHER:
INSURANCE COMPANY:			PHONE:		
POLICY #:			EXPIRATION DATE:		
<b>By acceptance of this permit, permittee agrees to all the aforesaid conditions, including any attachments to this form.</b>					
COMPANY REPRESENTATIVE (PLEASE PRINT):				DATE:	
COMPANY REPRESENTATIVE SIGNATURE:					
PRIVATE PROPERTY OWNER/REPRESENTATIVE (PLEASE PRINT):				DATE:	
PRIVATE PROPERTY OWNER/REPRESENTATIVE SIGNATURE:					
<b>TO BE FILLED OUT BY CITY STAFF</b>					
FILM PERMIT APPLICATION		TOTAL FEES: \$		DATE PAID:	
HOLD HARMLESS AGREEMENT		MAKE CHECK PAYABLE TO: "City of Rolling Hills Estates"			
CERTIFICATE OF INSURANCE		APPROVED			
BUSINESS LICENSE		DENIED		Reason:	
STAFF SIGNATURE:				DATE:	



# Hold Harmless Agreement

City of Rolling Hills Estates

In consideration of the undersigned company/organization being issued a Film Permit in the City of Rolling Hills Estates, it agrees to defect, indemnify and hold the City of Rolling Hills Estates, California, harmless from any and all claims or lawsuits arising out of the company's/organization's activities within the City.

The undersigned represents that he/she has the authority to execute this agreement.

NAME: \_\_\_\_\_

COMPANY/ORGANIZATION NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_ Email: \_\_\_\_\_

FILMING LOCATION(S): \_\_\_\_\_

\_\_\_\_\_, Rolling Hills Estates, CA 90274

FILMING DATE(S): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## **MAILING ADDRESS**

City of Rolling Hills Estates  
ATT: Planning Department  
4045 Palos Verdes Drive North  
Rolling Hills Estates, CA 90274

## The City of Rolling Hills Estates Business License Division

# How to Apply



### Telephone

For immediate assistance, please call the City of Rolling Hills Estates Business Support Center at:

**(310) 943-6053**

A specialist will be available to assist you in the processing of your application and payment over the phone



### Online

**APPLYING ONLINE CAN BE QUICK AND EASY!**

You can apply for a Business License online from the comfort of your home or office

Please visit: <https://RollingHillsEstates.HdLGov.com>

Request an application to be sent by mail by calling:

**(310) 943-6053**

Mail your completed form to:

City of Rolling Hills Estates  
Business Support Center  
8839 N. Cedar Ave #212, Fresno, CA 93720

OR scan and email your completed form to  
[RollingHillsEstates@HdLGov.com](mailto:RollingHillsEstates@HdLGov.com)



### Mail

NOTE: No payment will be required until your application has been reviewed and accepted. You will receive an email or telephone call verifying the receipt of application. After the license fees are paid, a Business account number will be issued. A Business License will be mailed or e-mailed to you once the process is completed. Upon receipt of your Business License, the City of Rolling Hills Estates Municipal Code requires it be posted in a conspicuous place at your place of business.

#### BUSINESS SUPPORT CENTER

8839 N. Cedar Ave #212 Fresno, CA 93720-1832 | Phone: (310) 943-6053 | Fax: 909-348-0465 | E-mail: [RollingHillsEstates@HdLGov.com](mailto:RollingHillsEstates@HdLGov.com)

