

Please provide the following information when making an application:

- Proposed site
- Proposed date/s and time/s (**note:** applications for more than 6 days consecutively at any time will not be granted)
- Reason for request (e.g. recreation, commercial, private, or sporting event)
- What consideration has been given to safety and other users/neighbouring properties?

Complete the application below:

Contact information		
Event organiser's full name		
And/or		
Company name		
Phone number	Day	Mobile
Email address		
Postal address	Postcode	

Flight details			
Reason for request (<i>commercial, sporting, event, personal, other</i>)			
Intended location of flight (<i>reserve name or physical address</i>)			
Dates of planned flight			
Shoot start date		Shoot finish date	
Weather cover start date		Weather cover finish date	
Arrival time at location		Departure time at location	
Filming start time		Filming wrap time	

Is your craft greater than 25kg?

☐

Yes

☐

No

If so, please attach a copy of our certification to this application

Are you intending on flying within 4km of an airfield?

☐

Yes

☐

No

Will you be flying over waterways?

☐

Yes

☐

No

Will you be erecting any temporary structures? (If yes, provide details)

☐

Yes

☐

No

Permits and consents

I acknowledge the permits/consents will be applied for, if required, before filming starts.

Signature

Date

Drone Operation Safety Plan

The Civil Aviation Authority (CAA) is responsible for setting and enforcing the rules for flying drones, also known as Remote Piloted Aerial Systems (RPAS) or Unmanned Aerial Vehicles (UAV).

Under the New Zealand Civil Aviation Rules, there are 12 key things that are required under Part 101 - you must:

1. Not operate an aircraft that is 25 kg or larger and always ensure that it is safe to operate.
2. At all times take all practicable steps to minimise hazards to persons, property and other aircraft (i.e. don't do anything hazardous).
3. Fly only in daylight.
4. Give way to all crewed aircraft.
5. Be able to see the aircraft with your own eyes (e.g. not through binoculars, a monitor, or smartphone) to ensure separation from other aircraft (or use an observer to do this in certain cases).
6. Not fly your aircraft higher than 120 metres (400 feet) above ground level (unless certain conditions are met).
7. Have knowledge of airspace restrictions that apply in the area you want to operate.
8. Not fly closer than four kilometres from any [aerodrome](#) (unless certain conditions are met).
9. When flying in controlled airspace, obtain an air traffic control clearance issued by airways.
Find out more at: [Airshare.Co.Nz](#)
10. Not fly in special use airspace without the permission of the controlling authority of the area (e.g. military operating areas or restricted areas).
11. Have consent from anyone you want to fly above.
12. Have the consent of the property owner or person in charge of the area you are wanting to fly above (in this case the Kaipara District Council).

Please attach a flight plan and any operational areas.

A Google map with markings showing the locations you will be flying and the general area.

Training and experience

Please outline any training or experience you have with the safe operation of a drone.

Risk	Describe the controls in place to make safe?
Accidentally operating in a flight path. How have you ensured you stay out of any flight path?	
Risk: Losing site of your drone. Please describe how you will keep a clear view of your drone.	
Danger to other aircraft. Please describe the maximum height you will be flying at.	
Hitting people with the drone. Please describe how you will minimise the risk of hitting other persons in the flight area.	
Scaring livestock and other animals. Please describe how you will minimise the risk of scaring stock or other animals.	
Disturbing or invading the privacy of others. How will you manage excluding the view of private properties.	

In an Emergency	
Please outline how you will manage any emergencies	
Describe how you will respond to an emergency	
First Aider / Supplies	
Nearest Medical Centre	

Additional documentation required
Please attached a separate sheet with a flight plan (<i>please provide location address and site map, identify shoot areas, camera, lighting parking etc. Any filing on roads or filming that requires road closures will require a traffic management plan</i>).