

Request to Operate a Remotely Piloted Aircraft (Drone) Over Land Owned by Whangarei District Council

Part 101 of the Civil Aviation Authority (CAA) Rule requires that operators of 'Remotely Piloted Aircraft Systems (RPAS)' must obtain the consent of the property owner if they wish to fly their craft over land or property.

This form is for operators seeking to operate a RPA over Whangarei District Council property¹ (including parks, playgrounds, sports grounds, reserves, roads and other Council properties).

The term 'RPA' is used within this document to cover Remotely Piloted Aircraft (including drone and model aircraft) which are also referred to as Unmanned Aerial Vehicle (UAVs) and Unmanned Aerial Systems (UAS).

The CAA rule requires that:

- An operator must not use airspace above people unless they have the consent of people below the flight; and
- An operator must not use airspace above an area of property unless prior consent has been obtained from any persons occupying that property or the property owner.

Request under Section 30.2(i) of the Public Places Bylaw

This form also constitutes a request under Section 30.2(i) of the Public Places Bylaw which stipulates that no person shall land any aircraft, except in an emergency on any park or reserve, without the consent of the Chief Executive Officer or delegate.

It is important that RPA / Drone operators familiarise themselves with the CAA rules and requirements.

A full copy of the CAA rules can be accessed via <https://www.aviation.govt.nz/drones/>.

The information portal <https://www.airshare.co.nz/> is also a useful resource for RPAS operators.

You need to be 16 years or over to apply for consent, but you may apply for consent on the basis you will be supervising someone under 16 operating a Drone, UAV or RPAS.

Please complete and email this form and supporting information requirements to mailroom@wdc.govt.nz and Council will endeavour to process your request as soon as practicable.

Please note that further information may be required to enable Council to process your application.

An application for consent may be granted or refused by Council and may be subject to any conditions that the Council deem necessary to ensure safety to public, property and wildlife and the prevention of nuisance.

Please consider registering with the Air Share Website. This information helps CAA keep track of regular and non-regular UAV operators in each area.

¹ Any activities on or over public conservation lands administered by the Department of Conservation (DoC) will require a concession of authorization from DoC. Please refer to <http://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/aircraft-activities/>

**Indicates required field*

Applicant Details

*First Name: _____ *Last Name: _____

Date: _____

Organisation: _____

Position: _____

Address: _____

Phone: _____ *Mobile: _____

*Email: _____

Website: _____

☐ I am over 16 years of age

☐ I will be supervising someone under 16 operating the RPAS.

This form can also be hand delivered to our Customer Service Centre, Te Iwitihi (civic centre), 9 Rust Avenue, Whangārei or posted to Private Bag 9023, Te Mai, Whangārei 0143.

Details of Planned Flying Activity:

*Location(s): _____

Please explain your site health and safety during flight (site of take off / landing, exclusion area for other site users, use of spotter etc).

*Flight Start Date: _____ *Start Time: _____ am/pm

*Flight Finish Date: _____ *Finish Time: _____ am/pm

Postponement Date(s) - if required _____

Is your flight linked to an event? _____

Please attach an aerial photograph of proposed flight path, including take off / landing zones. Area images can be found on Google Maps or Council's GIS application:

<https://gismaps.wdc.govt.nz/GISMapsGallery/>

CAA permissions:

Is your flight location within the Low Flying Zone, Restricted Areas or 4km radius of any aerodrome (<https://www.airshare.co.nz/flying-near-an-aerodrome/>) or within a 4km radius of the NEST base at Kensington Park or Whangarei Hospital? (See affected area map – appendix 1)

☐ Yes ☐ No

If **Yes**, please attach evidence showing you have complied with CAA Part 101 and 102 rules. Correct permissions can be obtained from (<https://www.airshare.co.nz>)

*Type of RPA

☐ Drone ☐ Plane ☐ Helicopter ☐ Other (kite, hot air balloon)

Please provide **Make / Model**: _____

What is the weight of the RPA you want to fly?

- ☐ Under 15kg in full compliance with Part 101 of CAA Rules.
- ☐ 15-25kg –The UAV weighs between 15 and 25 kg and has been constructed or inspected, approved and operated under the authority of a person or association approved for this purpose by the Director of Civil Aviation and will be operated in accordance with Part 101 of CAA Rules.
- ☐ Over 25kg – you must apply to CAA for a Part 102 certificate* before applying to Council
- ☐ *Part 102 Certificate attached

*Reason(s) for flight (recreational hobby, filming, photos or video, commercial use)

Code of Conduct

Any approval to operate a RPA over Council land is subject to the Code of Conduct. This requires the operator's agreement to not undertake any of the following activities:

- Operate a RPA over a sports field if it is in use;
- Operate a RPA over a playground, parked vehicles or roads;
- Operate a RPA within 20 metres of or over other users of the public space, unless you hold their prior consent;
- Operate a RPA within 50 metres of livestock, sensitive wildlife habitats such as wetlands, or nesting or roosting birds;
- Operate a RPA within 20 metres of or fly over park buildings and overhead wires
- Operate a RPA over dry flammable vegetation.
- Operate a RPA over adjoining private properties (unless you hold the prior written agreement of the property owner).
- Operate a RPA in a Council cemetery.

The Operator of any RPA shall agree to:

- Be courteous of other members of the public.
- Keep the craft in full view at all times (e.g. not operated through binoculars, video monitor or smartphones, unless an observer is present)
- Fly in daylight hours only;
- Cease operation if requested by Council staff (or Council contractor).

Agreement of Operator

Please tick each box as an acknowledgement of these terms:

- ☐ I have read and agree to the 'Code of Conduct'.
- ☐ I have read, understood and will comply with the CAA Rules Part 101 (and Part 102 if applicable) Compliance when operating the craft or when supervising the operation of such UAV.
- ☐ I have checked <https://pilot.airshare-utm.io/info> to identify the areas in which UAV's are not permitted to fly in the Whangarei District. Currently these areas include Low Flying Zones, within a 4km radius around aerodromes (Onerahi Airport, Whangarei Hospital, and Helena Bay) and Restricted Areas (Marsden Point).
- ☐ I acknowledge that Council is entitled to impose conditions relating to UAV operation at its discretion.
- ☐ I have been authorised to bind my Organisation to this agreement (if applicable).

Name: _____ Date: _____

Signed: _____

Position / Organisation: _____

WDC Approval to Operate a RPA Over Council Land

Whangarei District Council Approval to Operate a RPA over Council Land under Part 101.207 of the Civil Aviation Authority Rules and Section 30.2(i) of the Public Places Bylaw 2014:

☐ Approval Confirmed:

Any further Council conditions of approval: _____

☐ Approval Declined:

Reason: _____

☐ Operator to supply further information or evidence of consultation

(e.g. Onerahi Airport, Northland Emergency Services Trust²) and resubmit request:

Signed: _____ Department Manager (or representative)

Date: _____

Copies to: _____

(e.g. Venues and Events / Semenoff Stadium, Council Property, Whangarei Airport, Northland Emergency Services Trust)

² Whangarei Airport contact: North.aviation@xtra.co.nz

Northland Emergency Services Trust Contacts (all parties to be included in correspondence):
generalmanager@nest.org.nz; safetyofficer@nest.org.nz; pilots@nest.org.nz

Appendix 1 Areas where CAA permissions are required.
Contact Airshare - <https://www.airshare.co.nz>

