

## Request for Approval to Fly Unmanned Aerial Vehicles in Restricted Circumstances

Southland District Council's 'Use of Unmanned Aerial Vehicle (UAV) Policy' outlines Council's stance on the use of UAVs on or above Council-owned or controlled property. Council generally permits UAV use, except in stipulated restricted situations. If you wish to fly a UAV in a restricted situation, you will need Council approval. Approval can be sought by completing this form and returning it to Council.

Your written request to fly a drone should be submitted at least 14 days prior to the date you wish to operate. Council aims to have applications processed within 7 days of receiving the application. Approval from the Council may only be given for Council-owned or controlled land.

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

As a part of the approval process, Council will ask you to confirm that you have read and will operate your UAV in accordance with all Civil Aviation Authority (CAA) rules.

<b>CONTACT DETAILS</b>			
First Name		Last Name	
Organisation			
Position			
Address			
Phone		Mobile	
Email		website	
<b>DETAILS OF FLIGHT PLAN</b>			
Planned location			
Please give a thorough description, and if need be, indicate the flight path on an aerial photograph or map			
Number of people likely to be present/attending			
Date		Time and length	
Postponement date(s) (if applicable):			
Reason(s) for using the UAV (hobby, filming, photos or video, commercial etc):			

<b>TYPE OF UAV</b>	
<input type="checkbox"/>	Drone
<input type="checkbox"/>	Plane
<input type="checkbox"/>	Helicopter
<input type="checkbox"/>	Other (kite, hot air balloon)
If other please describe	
What is the weight of the UAV you want to fly?	
<input type="checkbox"/>	Under 15kg – apply to the Council only
<input type="checkbox"/>	15-25kg – you must obtain approval from Model Flying New Zealand (MFNZ – <a href="http://www.modelflyingnz.org">www.modelflyingnz.org</a> ) before applying to Council (please attach evidence)
<input type="checkbox"/>	Over 25kg – you must apply to CAA before applying to Council (please attach evidence)
<b>SIGNIFICANT OR DISRUPTIVE EVENTS</b>	
Where the UAV activity is a significant event or it is likely to be disruptive to other people (i.e. likely to disrupt parking/traffic, requires afterhours access to Council owned or controlled property, requires Council to enable vehicle access etc), you may be asked to further discuss your plans with Council. If Council is required to spend a significant amount of time processing an application or enabling UAV use, there may be a fee. When there is likely to be a fee, Council will discuss this with the applicant, upon receipt of the application.	
<b>AGREEMENT</b>	
<input type="checkbox"/>	I have read and will abide by Council’s Use of Unmanned Aerial Vehicle Policy
<input type="checkbox"/>	I have read and will abide by all CAA rules that apply to UAVs
<input type="checkbox"/>	I am at least 16 years of age or I will be supervising someone younger than 16 operating a UAV
Signed	Date
Name	
Position and organisation (if applicable)	

THINGS TO INCLUDE WITH YOUR APPLICATION	Please indicate if this is included with your request
Approval from Model Flying New Zealand (if applicable)	<input type="checkbox"/>
Approval from the CAA (if applicable)	<input type="checkbox"/>
Any health and safety plan (if available)	<input type="checkbox"/>
Indemnity and public liability insurance information	<input type="checkbox"/>
Parking/traffic management plan (if available)	<input type="checkbox"/>

Completed forms and other documentation should be emailed or posted to Council.

Council may approve or decline an application for consent, and when consent is given, it may be subject to any conditions that the Council deem necessary to ensure public safety and the prevention of nuisance. If Council gives consent to operate a drone over Council owned or controlled land, it is only consent for that purpose. The drone operator must ensure they comply with all other applicable laws and rules. The Council does not accept any liability for an action or inaction of the drone operator.

Consent may be granted on an ongoing basis or may be granted for a single event.

COUNCIL DECISION	
<b>Approval granted</b>	<input type="checkbox"/> <i>(please tick appropriate box and <u>sign name</u>)</i>
<b>Approval granted with conditions</b> (see below for conditions)	<input type="checkbox"/>
Approval is subject to the following conditions:	
<b>Approval declined</b> (see below for reasons)	<input type="checkbox"/>