

**Title:** Drone Safety policy

South Port NZ

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## Drone Safety Policy



**DOCUMENT / REFERENCE**

Drone Safety Policy

**VERSION**

1.0

**ISSUE DATE**

04/04/2019

**PERSON RESPONSIBLE**

Health & safety and security

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### Purpose & Scope

South Port's Drone Policy defines the rules and legislative requirements for all persons that are authorised to operate an Unmanned Aerial Vehicle (UAV) Drone within South Port's boundary for aerial inspections and photography.

### Permission to Operate

Permission to operate a Drone must be obtained from South Port's Security Adviser at least 24 hours prior to flight. The Drone Operator is responsible for attaining written permission for flying over third parties that lease operational areas from South Port. Contact details for South Port's third parties can be found in the Common User Safety Protocol (CUSP) section 11.0 Restricted Areas. CUSP link:

<https://southport.co.nz/uploads/CUSP.pdf>

### Third Parties Restricted Areas

Restricted areas within the port area are shown on the map below.



### Nonconformance

No filming is permitted in restricted areas unless prior permission has been sourced from the required site operator. The Drone Operator must comply with Civil Aviation Rules Part 101 or Part 102. Any breach of this may result in authorisation being withdrawn and the Drone Operator being removed from South Port with return access revoked.

### Privacy

The Office of the Privacy Commissioner states that if you are a business or agency (or if you are taking the photo or making the recording on behalf of a business or agency) then you will need to consider the general obligations around collection of personal information (see principles 1- 4 of the Privacy Act 1993).

### Emergency Notification to Control Tower

If control of the Drone is lost and it enters aviation airspace you must immediately call the Invercargill airport control tower on 03-218 6920.

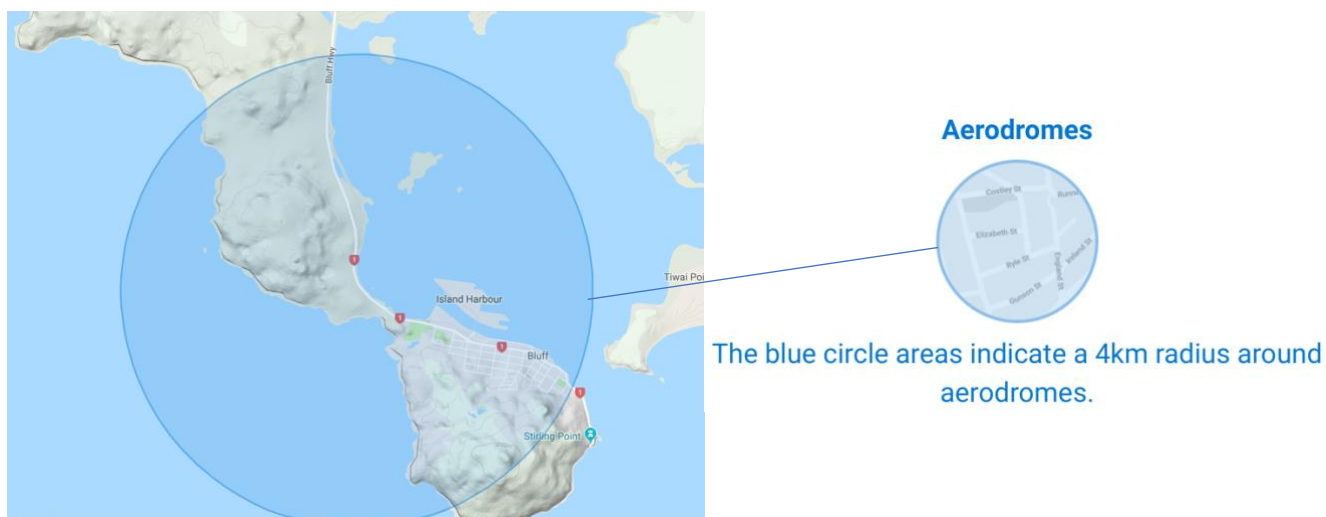
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### Notifications to Air-Share & Aerodrome Operator

South Port is within a 4km of an uncontrolled helipad watch means certain conditions have to be met. It's important you are aware of these conditions as flying near a helipad can create a hazard to other aircraft. Ocean Beach Heliport (NZOB) Contact details are Tel: (03) 219 1155 or Email: [info@teanauhelicopters.com](mailto:info@teanauhelicopters.com)



Ocean Beach Heliport is an uncontrolled helipad that means that there is no Air Traffic Control service provided. This means that there are no Airways Air Traffic Controllers managing the airspace around the airfield. It also means there is no "controlled airspace" around the airfield.

### Air-Share Compliance

If you are planning to fly over South Port all flights must be logged with Air-share.  
Link to Air-share: <https://www.airshare.co.nz>. Air-share's requirements are listed below:

#### Qualifications Required:

Firstly, you will need to hold (or be supervised by someone who holds) an approved qualification. These include the following:

- A Model Flying New Zealand Wings Badge
- A Pilot Qualification (from an Approved Person or Organisation)
- A Pilot Licence or Certificate issued under Rule Part 61 or Part 149

#### Aerodrome Operator Agreement Required:

You need to obtain agreement from the operator at Ocean Beach Heliport within the 4km zone of more than one uncontrolled aerodrome, you need permission for each aerodrome operator. To obtain agreement, we recommend:

- Logging your flight in Air-Share to find out if you are near an uncontrolled aerodrome (or other airspace restrictions). This also creates a great flight history for you!
- Using the Air-Share maps when you log your flight to get the contact details of uncontrolled aerodrome operators. (Tip: Click on the blue circle!)
- Call the aerodrome operator prior to your planned flight to ask for the agreement to operate.

#### Observer Required:

To operate within 4km of an uncontrolled aerodrome you are required to have an observer in attendance while your aircraft is in flight.

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**Additional Information:**

As well as meeting the requirements outlined above, you must not:

- Fly over any maritime vessel
- Fly over people
- Fly over or near cranes
- Fly in high winds
- Fly over third-party operational areas without permission.

**Maritime Security:**

Should the Port go to a heightened security Level 2 defined in the Maritime Security Act 2004 all drone operations must cease immediately.

### Liability insurance

All persons operating a Drone shall indemnify South Port against all or any actions, claims or demands which may be made against South Port, and against all damage or loss suffered by South Port, directly or indirectly resulting from any persons operating a Drone. All persons operating a Drone shall recompense South Port for all expenses incurred by South Port in making good any damage resulting from such use.

### Submitting safety information to South Port

South Port requires the Drone Operator to submit 24 hours before any flight:

- A risk assessment or JSA
- An emergency procedure
- Pre-flight checklist and a detailed flight map
- Flight window weather report
- Completing the drone flight application form
- Liability insurance of \$1 million
- Air-Share permissions and documents.
- Notification and confirmation from Ocean Beach Heliport operators.

Once you have submitted information with the application form to South Port's Security Adviser the documentation will be reviewed by a South Port Health & Safety Advisor and Marine Supervisor. The Security Adviser will contact you with the decision of the review.

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|  |              | Application for Unmanned Aerial Vehicle (Drone) Consent |               | APP ID#      |
|--|--------------|---|---------------|--------------|
| <b>Applicant Details</b>   |              |   |               |              |
| Name:  |              | Postal Address:   |               |              |
| Phone:   |              |   |               |              |
| Mobile:  |              |   |               |              |
| Email:   |              |   |               |              |
|  |              | Post Code:  |               |              |
| <b>The information listed below should accompany the Application for Unmanned Aerial Vehicle (Drone) Consent:</b>  |              |   |               |              |
| <input checked="" type="checkbox"/> Under 15kg – CAA Rules Part 101 applies – complete this Application form.<br><input type="checkbox"/> 15-25kg – CAA Rules Part 101 applies – you must obtain approval from Model Flying New Zealand (MFNZ) before applying to South Port.<br><input type="checkbox"/> Over 25kg – CAA Rules Part 102 applies – obtain consent from the CAA New Zealand before requesting consent from South Port.<br><input type="checkbox"/> Air-Share permissions and documents.<br><input type="checkbox"/> Approved qualification for flying a drone<br><input type="checkbox"/> Notification and confirmation from Ocean Beach Heliport operators<br><input type="checkbox"/> Permits can be issued for a maximum duration of one day.<br><input type="checkbox"/> A risk assessment or JSA<br><input type="checkbox"/> An emergency procedure<br><input type="checkbox"/> A detailed flight maps<br><input type="checkbox"/> Pre-flight checklist<br><input type="checkbox"/> Liability insurance of \$1 million   |              |   |               |              |
| <b>Details of Planned UAV Flying Activity</b>  |              |   |               |              |
| Request to operate UAV over: <input type="checkbox"/> Berth's <input type="checkbox"/> Roadways <input type="checkbox"/> Operational areas <input type="checkbox"/> Third-party areas  |              |   |               |              |
| Location:  |              |   |               |              |
| <b>Description of activity</b>   |              |   |               |              |
| Number of people involved:   |              |   |               |              |
| Pilot:   |              |   |               |              |
| Spotter:   |              |   |               |              |
| Date:  |              | Flight time:  |               |              |
| UAV make and model:  |              |   |               |              |
| Type of UAV  | Manufacturer | Model   | Weight of UAV | Range of UAV |
|  |              |   |               |              |
|  |              |   |               |              |
|  |              |   |               |              |
|  |              |   |               |              |
|  |              |   |               |              |
| <b>Declaration:</b>  |              |   |               |              |
| <input checked="" type="checkbox"/> I have read, understood and will comply with the CAA Rules Part 101 (and Part 102 if applicable) when operating the UAV or when supervising the operation of the UAV.<br><input type="checkbox"/> I am over 16 years of age or will be supervising someone under the age of 16 operating the UAV.<br><input type="checkbox"/> I acknowledge that South Port is entitled to impose conditions upon use of South Port's property at its discretion.<br><input type="checkbox"/> I acknowledge that as the Consent holder (or representative of) I am responsible for ensuring that all attendees have read and agree to South Port's Drone Policy and Terms and Conditions on the reverse page.<br><input type="checkbox"/> I am aware of the Privacy Act 2012, and will respect people's privacy by not flying my UAV over people or over third-party operational areas or adjoining private property without explicit consent.<br><input type="checkbox"/> I am aware of the Privacy Commissioners Privacy and CCTV guide and understand that these principles will apply if my UAV is fitted with a camera.<br><input type="checkbox"/> I have been authorised to bind my organisation to this agreement<br><input type="checkbox"/> I have Public Liability Insurance with a sum insured in excess of \$1,000,000 (If applicable, please contact South Port's Security Adviser for further information). |              |   |               |              |
| Applicant Signature:<br>I, the undersigned hereby declare the information given on this application is true and correct. I am authorised to make this application for a Consent and in doing so, accept the Terms and Conditions on the reverse page.  |              |   |               |              |
| Signature:   |              | Date:   |               | Time:        |

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### Terms and Conditions:

- Please respect the privacy of third-party operational areas and Port Users and neighbours. This includes operating the UAV as CAA rules dictate and in a sensible manner as to not cause a hazard, a nuisance or impinge on the privacy of others.
- Permission is granted for the activity of UAV flying in daylight hours only, unless the Consent holder is certified under Part 102.
- Consent holder to familiarise themselves with the location so as not to interfere with overhead services and to comply with South Port's Common Uses Safety Protocol (CUSP). Link: <https://southport.co.nz/uploads/CUSP.pdf>
- Consent holder agrees to operate within South Port's Property entirely at their own risk.
- Consent holders must take all reasonable steps to minimise and eliminate hazards to themselves and others in the vicinity.
- The consent holder is bound under South Port PCBU Non-conformance Policy for any non-conformances. Link: [https://southport.co.nz/uploads/Non-conformance\\_policy\\_-\\_2019.pdf](https://southport.co.nz/uploads/Non-conformance_policy_-_2019.pdf)
- South Port reserves the right to review the conditions of or cancel consents at any time due to operational activities.
- South Port accepts no responsibility or liability for UAV equipment which may be damaged while operating within South Port's property.

Information for Users of RPAS, UAV, UAS, Drones and Model Aircraft (Reproduced from the Civil Aviation Authority website: <http://www.caa.govt.nz/rpas/>)

Remotely Piloted Aircraft System (RPAS) is the official International Civil Aviation Organization (ICAO) term for such aircraft. They are also known as Unmanned Aerial Vehicles (UAVs), and Unmanned Aerial Systems (UAS), and drones.

Every person in New Zealand's civil aviation community shares responsibility for the safety and security of everyone. The Minister of Transport creates the Civil Aviation Rules to make sure it happens.

Those rules are divided into groups of related rules called Parts. The two Parts that relate directly to RPAS are:

- Part 101 Gyrogliders and Parasails, Unmanned Aircraft (including Balloons), Kites, and Rockets - Operating Rules, and
- Part 102 Unmanned Aircraft Operator Certification.

Operators of RPAS also need to be aware of other rules that affect them, for example Part 91 General Operating and Flight Rules.

### PART 101

Part 101 only applies to RPAS of 25 kg and under that can fully comply with the rules in Part 101. To operate any aircraft over this weight, and for operations that cannot comply with Part 101, the operator must be certificated under Part 102.

RPAS weighing between 15 and 25 kg must be constructed or inspected, approved and operated under the authority of a person or association approved for this purpose by the Director of Civil Aviation.

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 minimize hazards to persons, property and other aircraft (ie, 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 (eg, 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.
10. Not fly in special use airspace without the permission of the administering authority of the area (eg, military operating areas or restricted areas).
11. Have consent from anyone you want to fly above. Have the consent of the property owner or person in charge of the area you are wanting to fly above.
12. This list should not substitute for a full reading of Part 101. You should conduct a thorough assessment of your operation and understand the rules that apply to your operation before deciding whether to operate under Part 101 and 102.

### PART 102

Part 102 is based on the risk of the operations. Applicants must submit an 'exposition' showing that they have identified hazards and risks of their operation, and ways they will mitigate those risks. Each application will be considered on its merit - this allows for the wide scope of operations made possible by RPAS.

Having determined that you need to be certificated for your type of operation, we have provided some documents to help you. As well as the Part 101 compliance matrix mentioned above, there is an additional one for Part 102 - note that you need to complete both to apply for a Part 102 certificate. There's also a sample exposition that you can copy or use as a template for your exposition. See Forms. Also see the Advisory Circulars for advice on how to comply with the rules.

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