

Our operating procedures for the use of Drones within 4km of the Airport.

Please read Section 13 of HAL Operations Manual.

### **Section 13 Part 101 Remotely Piloted Aircraft Systems RPAS**

Airport Management is responsible for authorizing and monitoring the operation of Remotely Piloted Aircraft (RPA) within 4km of the aerodrome.

Procedures:

- (a) The operator is to complete Appendix 10 of the manual - the NZ Airport Association Operator Agreement / Authorisation form, for each flight with at least 24 hours notice (required for issue of a NOTAM).
- (b) If the flight is approved, Airport Management will sign the authorization and forward a copy to the operator.
- (c) The operator must comply with Civil Aviation Rules – be familiar with Rule Part 101 and in particular:
  - The operator must have an approved pilot qualification or be under the supervision instruction of an approved person (or hold a Part 61 or Part 149 pilot licence).
  - The RPA must not be flown over any part of the aerodrome unless specifically approved in the authorization.
  - In addition to the airport authorisation, the operator must have consent of the occupier or property owner of land over which the RPA is to be flown (this includes roads and local Council reserves and parks) and consent from anyone over whom the RPA is flown.
  - Must not fly the RPA higher than 400 feet above ground level without CAA approval.
  - Each pilot must have an observer in attendance while the RPA is in flight
  - The operator must at all times, take all practicable steps to minimise hazards to persons, property and other aircraft (i.e. don't do anything hazardous such as drop any object from the RPA if it creates a hazard to any person or property).
  - Must have unobstructed view of surrounding airspace, and meteorological conditions that enable visual line of sight of the RPA to be maintained.
  - Must give way to all crewed aircraft.
  - Must not operate at night unless indoors or alternatively is within 100m of, and below the top of, a natural or man-made object.
  - Must not operate in a designated low flying area or designated restricted area or military operating area unless approved by the authority responsible for that airspace.
  - Must have knowledge of airspace restrictions that apply in the area the RPA is to operate in.
  - Must not operate an aircraft that is more than 25 kg and always ensure that it is safe to operate.
- (d) The operator must comply with Hokitika Airport conditions of operation:
  - The operator and observer/supervising pilot must wear a Hi-Viz jacket.
  - An aeronautical band radio must be monitored on frequency 119.100MHz.
  - No flights will be authorised in the corridor bounded by Revell Street, Davie Street and Gibson Quay; being the approach path for runway 03/21 (unless it is a shielded operation).

A completed form is required for each flight with 24 hours' notification. Please note the Airport conditions which form part of each request.

Emergency flights can be authorised as required. Best to use the following phone contact initially with follow up by email.

Drew 03 7557820 (can leave a message) or Mobile 0297770269 (as coverage is not always available please don't leave a message).

Attached is the NZ airports form which we use to authorise each flight. The information that identifies the airport as Hokitika has been added. The form can be edited and is required each time you wish to fly within the 4km zone.

Within the form please ensure you include the following information:

**'Date issued'** is the date you wish to fly.

**'Period of Authorisation'** requires the start and finish times of the flight.

**'Description of Operation'** requires the inclusion of the radius of the flight as taken from the operator's position and the height of the flight.

**'Operations Address'** requires the latitude and longitude and the physical address.

**'RPA Details'** In one of the vacant sections please put in the name of your observer (there is no other place for this information on this version of the form). If the supervisor is also your observer, you can note this in the 'Supervisor details'.

# Hokitika AIRPORT – Remotely Piloted Aircraft (RPA) Within 4km of Airport

## Operator Agreement / Authorisation (once signed by the airport operator)

Date Issued		Period of authorisation	
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Date of Operation

Start and Finish Times

This Agreement/Authorisation is issued to:

First Name		Last Name	
Business Details			
Residential Address		Email	
Postal Address		Business Phone	
Operator Qualification		Cellphone	

RPA Details: **Please Add Observers Name**

Make		Model		Weight	Max 25kg
Make		Model		Weight	Max 25kg
Make		Model		Weight	Max 25kg

Observer Details

If over 15kg provide certification and separate supervisor details

Supervisor details (if Operator is not qualified):

Supervisor Name		Cellphone	
Licence Number		CAA Radio Licence	If intending to communicate with aircraft or ATC

Location where the RPA will be operated: **Include Latitude and Longitude Co-ordinates**

Operation Address		Description of operation	
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Attach map/diagram showing area of proposed operation

When signed by the airport operator, this document confirms that the above RPA Operator has been authorised to operate the above RPA within 4 kilometres of Hokitika Airport at the location described above, during the period of authorisation and subject to the following conditions:

1. Compliance with all aspects of Civil Aviation Rule Part 101 at all times
2. The Permission of the property owner or occupier will be obtained before operating over any property
3. The Manager of Hokitika Airport is to be notified the day before, or on the day of and prior to, operation of the RPA on each occasion (delete or modify as required)
4. Compliance with further attached conditions (delete if not required)

Declaration: I have read, understood, and will comply with all aspects of this agreement when operating the above RPA and understand that this authorisation is not transferable

Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** This only authorises RPA operations within 4km of the named airport. An additional agreement would be needed for any other airport with an area that overlaps

Signed on behalf of airport operator: \_\_\_\_\_ Date: \_\_\_\_\_



**Flying a drone within  
4km of an airport?**

**You need  
authorisation!**

Visit [www.airshare.co.nz](http://www.airshare.co.nz) the one-stop-shop for information and resources to fly your drone (RPA) safely. Airshare is quick and easy to use and provides:

**airshare**  
YOUR UAV HUB  
[www.airshare.co.nz](http://www.airshare.co.nz)

- [Maps](#): to know where to fly
- [My Flights](#): to log your flights and request access to controlled airspace
- [Top Tips](#): to understand Civil Aviation Rules
- [Council Policies](#): on consent for flying over parks and Council land
- [Buzz](#): to share your footage and [news](#)
- [Quiz](#): to test your knowledge
- [Directory](#): NZ's largest directory to find drone operators or service providers

To apply for authorisation to fly within 4km of an airport –

- For an 'air traffic controlled airport' apply for authorisation from Airways Corporation of NZ through [www.airshare.co.nz](http://www.airshare.co.nz). Note that most regional airports are not 'controlled' for 24 hours. Depending on the time of day you may need Airport Operator authorisation as well.
- For an 'uncontrolled' airport, contact the airport operator concerned. Use the attached application form to provide the necessary detail.

### **Once you have authorisation**

You need to comply with Civil Aviation Rules – be familiar with Rule Part 101. Once you have authorisation from the Airport Operator (and/or in the case of an 'air traffic controlled airport', Airways Corporation of NZ), these are some key rules you will need to comply with (in addition to any conditions attached to your authorisation/agreement):

- The operator must have an approved pilot qualification or be under the supervision instruction of an approved person (or hold a Part 61 or Part 149 pilot licence)
- The RPA must not be flown over any part of the aerodrome unless specifically approved in the authorisation
- In addition to the airport authorisation, you must have consent of the occupier or property owner of land over which the RPA is to be flown (this includes roads and local Council reserves and parks)
- Must not fly the RPA higher than 400 feet above ground level without CAA approval
- Each pilot must have an observer in attendance while the RPA is in flight
- The operator must not drop any object from the RPA if it creates a hazard to any person or property
- Must have unobstructed view of surrounding airspace, and meteorological conditions that enable visual line of sight of the RPA to be maintained
- Must not operate at night unless indoors or alternatively is within 100m of, and below the top of, a natural or man-made object
- Must not operate in a designated low flying area or designated restricted area or military operating area unless approved by the authority responsible for that airspace.