



DRONE OPERATION APPROVAL FORM

FORM INSTRUCTIONS

Approval for drone operations conducted on or outside a University campus must be sought from the Associate Director, Technical Support Services. The Associate Director, Technical Support Services will maintain a list of approved drone operations.

For outdoor flights, once the drone operation is approved, all required documentation must be submitted to the University's Remotely Piloted Aircraft Commercial License Holder, Overall Photography, via your personalized credentials supplied in your approved Drone Operator Application.

For indoor flights on a University campus, approval is also required from the relevant University space owner.

For information regarding this process, please see the [Drone webpage](#).

APPLICANT CONTACT INFORMATION

SURNAME:		GIVEN NAME(S):	
STAFF OR STUDENT #: (IF APPLICABLE)		CONTACT NUMBER:	
DIVISION / SCHOOL: (IF APPLICABLE)			
AVIATION REFERENCE NUMBER (ARN):			
REMOTE PILOT LICENSE CLASSES:			
REMOTE PILOT CERTIFICATE NUMBER:			

DRONE OPERATION

DESCRIPTION OF DRONE OPERATION(S):			
PROPOSED DRONE FLIGHT DATES AND TIMES:			
IS THIS OPERATION FOR A LEGITIMATE UNIVERSITY ACTIVITY?	Yes	No	
HAVE YOU ATTACHED A RISK ASSESSMENT FOR THIS DRONE OPERATION?	Yes	No	
HAVE YOU ATTACHED YOUR APPROVED DRONE PILOT APPLICATION?	Yes	No	N/A
IF NOT APPLICABLE, ATTACH EVIDENCE OF A LICENSE OR CERTIFICATION AS A DRONE PILOT BY CASA AND INSURANCE COVER.			



CONSULTATION AND ENDORSEMENT

IF DRONE OPERATIONS MAY BE USED FOR MARKETING OR PROMOTIONAL PURPOSES, HAS EXECUTIVE DIRECTOR, MARKETING BEEN CONSULTED?	Yes	No
WILL DRONE OPERATIONS TAKE PLACE ON CAMPUS AND/OR FOR EMERGENCY AND CRISIS MANAGEMENT PURPOSES?	Yes	No
IF YES, ENDORSEMENT MUST BE SOUGHT FROM DIRECTOR, CAMPUS SAFETY AND SECURITY		

PILOT ACKNOWLEDGEMENT AND SIGN OFF

BY SIGNING THIS FORM:

- YOU ACKNOWLEDGE THAT YOU UNDERSTAND AND WILL ABIDE BY LAWS, RULES AND REGULATIONS RELATING TO DRONES IN THE JURISTICATION YOU INTEND TO OPERATE IN.
- YOU ACKNOWLEDGE THAT DRONE PILOTS ARE PROHIBITED FROM OPERATING DRONES TO CONDUCT WORKPLACE SURVEILLANCE OR TO COLLECT, STORE OR USE PERSONAL INFORMATION ABOUT INDIVIDUALS (INCLUDING IMAGES) IN BREACH OF THE UNIVERSITY'S PRIVACY POLICY AND PRIVACY MANAGEMENT PLAN.
- YOU ACKNOWLEDGE THAT YOU UNDERSTAND THAT YOU ARE REQUIRED TO SEEK APPROVAL FOR INDIVIDUAL DRONE OPERATIONS THROUGH THE UNIVERSITY'S REMOTELY PILOTED AIRCRAFT COMMERCIAL LICENSE HOLDER (REOC), AND MUST COMPLY WITH THE REOC'S OPERATIONS MANUAL AND UNIVERSITY DRONE POLICY.

SIGNATURE:	DATE:
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ENDORSEMENT FOR ON-CAMPUS AND/OR EMERGENCY AND CRISIS MANAGEMENT OPERATIONS

NAME:		DATE:	
POSITION:		SIGNATURE:	

APPROVAL FOR DRONE OPERATION

NAME:		DATE:	
POSITION:		SIGNATURE:	