**Authorisation to fly UAVs (e.g. Drones) on University Premises**

**Applicable to flight of third party drones only**, contact [Safety Office](mailto:bb-safety-office@exmail.nottingham.ac.uk) regarding in-house owned equipment. Reference: UoN Policy on Safe Use of UAVs on University Premises

|  |  |  |
| --- | --- | --- |
| **Project/Activity/Event:** | **Responsible Person/Organiser**  Name:  Sch/Dept:  Tel:  Email: | |
| Flight date(s) and time(s): | Location(s) | |
| Drone Operator details (name, address, phone, email) | | |
| **Confirm the following:** | Yes / No | Evidence Received Yes / No |
| Risk Assessment/Method Statement and Flight Plan in place and acceptable? |  |  |
| Site Specific Risk Assessment in place and relevant to flight site(s)? |  |  |
| Civil Aviation Authority Permission for Aerial Work (CAA PfAW) evidenced and valid? |  |  |
| Data Protection – any issues addressed and arrangements in place to manage it? |  |  |
| Insurance (public liability) – for UoN and any third parties involved - evidenced and valid? |  |  |
| **Permissions / Notifications** | | **Contact Name and date** |
| UoN Estates (permission to use specific location(s) | |  |
| UoN Security (notification) | |  |
| Safety (School/Dept Safety Officer/Safety Office)  (approval) | |  |
| Other organisations as applicable – e.g. Air Traffic Control (<http://www.nats.aero/contact/>) and any landowners where flights will cross their property | |  |
| **Authorisation to Fly** |  | |
| On-the-day monitoring – name and contact details if different to Responsible Person |  | |
| Authorisation Issuer (Organiser): the flight(s) may proceed in line with the above. This Authorisation is valid only for the dates listed. | Authorisation Acceptor (Pilot): I have read and understood the above and will fly the craft in line with the risk assessment and method statement. | |
| Name  Signature  Date | Name  Signature  Date | |