# Third Party LED Drone Operation Approval Form

Remote Pilots (RP) must submit this form to Health, Safety and Resilience team for approval before a third party may operate a drone on Swansea University grounds, or if a Third Party wishes to ‘over fly’ the University estate. The form is also to be used where staff/ students commission a Third Party to fly on behalf of the University.

**A supporting Mission Plan/ Risk Assessment must also be included. The form is to be emailed to** [**healthandsafety@swansea.ac.uk**](mailto:healthandsafety@swansea.ac.uk)

**Third Party Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Company** |  |
| **Email:** |  | | |
| **Tel:** |  | | |
| **Address:** |  | | |

|  |  |
| --- | --- |
| **CAA Operational Authorisation Reference Number:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NOTE: If no CAA Operational Authorisation:** | IIf no Operational Authorisation held, please (tick) as appropriate: | | | |
| Will the flight be classed as “Open Category”? | | Yes | No |
| What Sub-Category will the flight be? | A1 | A2 | A3 |
| Flight is far from people with no overflight of uninvolved persons? | | Yes | No |
| Flight will be 150m or more from a congested area? | | Yes | No |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates of Mission[[1]](#footnote-1):** | **From:** |  |  | **To:** |  |

|  |  |
| --- | --- |
| **Mission Location[[2]](#footnote-2):** |  |

|  |  |
| --- | --- |
| **Type of Mission[[3]](#footnote-3):** |  |

|  |  |  |
| --- | --- | --- |
| **Insurance in Place for Drone operations:** | **Provider** |  |
| **Expiry Date** |  |
| **Public Liability Limit** |  |

|  |  |
| --- | --- |
| **Privacy Impact Controls (GDPR) Confirmed:** |  |

|  |  |
| --- | --- |
| **Third Party Remote Pilot Name/ Contact Details:** |  |

|  |  |
| --- | --- |
| **Remote Pilot Qualifications and Flyer ID:** |  |

|  |  |  |
| --- | --- | --- |
| **Drone Class to be used e.g. Drone Class (C0, C1, C2, C3, C4, or legacy):** |  | **Operator ID:[[4]](#footnote-4)** |

|  |  |
| --- | --- |
| **Flight Mission Plan/ Risk Assessment Attached:** | Yes  No |

|  |  |
| --- | --- |
| **Please summarise general on-site controls e.g. observers, payload master:** |  |

**Swansea University Person(s) Requesting Work**

The completed form must be submitted to Health Safety & Resilience Team, before any drone operation takes place [healthandsafety@swansea.ac.uk](mailto:healthandsafety@swansea.ac.uk)

All comments/ caveats contained in the Approval Section must be adhered to.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SU Person(s)  Requesting Work (Name):** |  | | | |
| **Contact Details:** |  | | | |
| **Relevant persons informed if ‘Over Flying’ SU estate e.g. security/ events:** | Yes | No | N/A | Date(s): |

**Approval From Health, Safety & Resilience Team**

|  |  |
| --- | --- |
| **Approved by:  Name:** |  |
| **Signature:** |  |
| **Date:** |  |
| **Comments/ Caveats:** | **NOTE:** Approval for a flight where no CAA Operational Authorisation is held by the Third Party is only given subject to the following requirements being met:   * The flight is in the ‘Open Category’. * The flight is far from people, at least 150m away from a congested area and involves no overflying of uninvolved persons. * The Third Party’s Operator ID is displayed on the drone, the Pilot has DMARES as a minimum and adequate Public Liability Insurance is in place. |

1. Approximate range of dates if exact date not known. [↑](#footnote-ref-1)
2. Sufficient information to locate the mission area. **Detail** **parts of the University estate to be ‘over flown’ on next page.** [↑](#footnote-ref-2)
3. Summary eg Video Survey, 3D Data Capture Test Flight, Gas Detection and what data will be captured. [↑](#footnote-ref-3)
4. Operator ID must be displayed on all drones to be used. [↑](#footnote-ref-4)