# New Zealand National Fieldays Society Drone Procedure

## Purpose:

- To provide clear rules for all persons that are authorised to operate Remotely Piloted Aircraft Systems (RPAS) or Drones within the Mystery Creek Events Centre boundary or any New Zealand National Fieldays Society (NZNFS) property for aerial photography, mapping, or inspections.

## Permission to operate:

- The flying of drones or Remotely Piloted Aircraft Systems (RPAS) over the Mystery Creek Events Centre site or any New Zealand National Fieldays Society (NZNFS) property requires written authorisation at least 24 hours prior to commencement. Such consent may be granted at NZNFS' sole discretion.

## Notifications:

- As the Mystery Creek Events Centre and NZNFS property are located within the Hamilton Airport Controlled Airspace Zone the following conditions and Civil Aviation Rules must be followed in the event authorisation is granted.
    - To assist operators to comply with these conditions please log into airshare.co.nz where you will find all relevant information or register and download the 'AirShare New Zealand UAV Hub' App from Google Play (Android) or Apple Store (iOS)
    - Follow link for Website: https://www.airshare.co.nz/
    - Operators must familiarise themselves with Civil Aviation Rules, especially Part 101 and Part 102 (found on the AirShare website).
    - Log your flight in "My Flights" via AirShare, click the "shielded operation" box, and follow the instructions in the automated email you will receive. Please forward a copy of this to reception@nznfs.co.nz
    - The drone is restricted to the designated airspace over the Mystery Creek Events Centre as advised by event staff.
    - The drone flight must meet "shielded operation" requirements and must not be flown more than 100m from, or higher than, the immediate buildings or trees within the flight zone.
    - If your flight is not a "shielded operation" you still need to log your flight (via AirShare), but you must call Hamilton Air Traffic Control Duty Manager on 07 843 1870, Option 9, before and after your flight to obtain final clearance.

## Health and Safety:

- Operators must submit a flight plan, including time/s of launch, duration of flight/s and health and safety documentation to Mystery Creek event staff at least 48 hours prior to the flight.

- Operators must be able to see the drone with their own eyes at all times. Don't watch it through binoculars, a monitor or smartphone.

- The pilot must have an observer with them while flying. The observer will be responsible for maintaining situational awareness and providing the pilot with information about other aircraft or persons that may be entering the flight zone.
- Drone Return Site: Position the drone return site in a 'Safe Zone' area using cones to designate your work area.

## Indemnity:

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

- Operators must have or arrange general (public) liability insurance cover with an appropriate level of cover. For amateur operators please check with your own insurance company as your home contents policy may provide cover. This insurance does not in any way limit your liability. NZNFS may require proof that such insurance cover has been arranged and will not be responsible for any claim made against the drone user's insurance policy.

## 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 2020).

- NZNFS requires that drone flight and filming must only cover the area and operation that has been previously authorised by NZNFS.

## Emergency Procedures:

- If control of the drone is lost and it enters civil aviation airspace, you must immediately call the Hamilton Air Traffic Control Duty Officer on 07 843 1870, Option 9.

Signed: _____

Name: _____

Date: _____

Please return a signed copy of this document to reception@nznfs.co.nz along with flight plans/times, a copy of the AirShare automated email, health and safety documentation and proof of insurance.

Submitting this document is not considered approval for any flights. Written approval will be issued once all documents are received.