



UAV NOTIFICATION PROCEDURE

Type:	Procedure (external)
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Content Manager:	Inventory Manager
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Related procedures:	None
Compliance category:	Mandatory

Application

1. This is a controlled document. The electronic version of this document is the most up to date and in the case of conflict the electronic version prevails over any printed version.
2. This procedure applies to the use of UAVs within the KT estate.

Purpose

3. The purpose of this procedure is to ensure that UAV operation on or over the KT estate is carried out safely and in accordance with CAA Rules and TL's UAV policy.

Scope

4. This procedure applies to all pilots with permission to use a UAV on or over to the KT estate.

Background

5. There are currently three helicopter operators and two UAV contractors operating in the airspace over the KT estate. To maintain and improve safety and to increase awareness all pilots must give notification in accordance with this procedure.

Notification

6. Pilots must:
 - (a) file a NOTAM with (Airways New Zealand) 48 hours before flight operations commence (if applicable);
 - (b) complete an airshare request (www.airshare.co.nz);
 - (c) send an e-mail to UAV_email@tll.co.nz a minimum of **24 hours** and a maximum of **48 hours before** flight operations commence with required flight information including the airshare request number (TL will supply an e-mail template that must be completed for this purpose); and
 - (d) send an e-mail to UAV_etxt@tll.co.nz between **4.00pm** and **7.00pm** the **day before** flight operations commence with required flight information (TL will supply an e-mail template that must be completed for this purpose).

Definitions

7. In this procedure:

- (a) **KT estate** means the land in the central North Island in and on which forestry operations are carried out by or on behalf of TL;
- (b) **pilot** means any TL contractor, subcontractor or any other person holding a UAV operations permit from TL;
- (c) **TL** means Timberlands Limited as manager of the KT estate; and
- (d) **UAV** includes remotely piloted aerial systems (drones), and any other item or machine as detailed in clause 101.1 of part 101 of the CAA Rules.

Key relevant documents

8. The following are key relevant documents:

- (a) UAV policy.

Document Management & Control

Version	Author	Revisions Made	Date
1	Stuart Hickman	First Draft	1 June 2018