**DRONE (UAS – Unmanned Aircraft System) NOTIFICATION FORM**

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| **Reference (Airport Use Only)** |  |  | e.g. WIC 001/2015 |  | **Retention Period: 24 Months** |

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|  **Contact Details and Licensing References**  |
| **UAS Operator Name** |  | **Contact Phone Number** |  |
| **UAS Flyer Name** |  | **Contact Details** |  |
| **Drone Registration** | **Flyer ID** |  |
| **Operator ID** |  |
| **CAA Operational Authorisation** *Required if above 400ft. ATC are not required to give approval even if CAA Authorised*  |  |

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| **Activity Details** |
| **Date**  |  | **Time (UTC)** |  |
| **Position, Location and/or Area.** **Within FRZ?** |  |
| **Height or Height Band** (Above 400ft CAA authorisation required) |  |
| **UAS Model Type**  |  |
| **Description of Activity** |  |
| **Is the UAS equipped with an electronic conspicuity device?** |  |

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| **Permission Guidance** |
| 1. Permission for a flight or a part of a flight, by a UAS in the FRZ is required regardless of the unit operational hours; the FRZ remains active when an ATSU unit is closed. As such the UAS operator, where possible, should request permission from ATS at least 24 hours in advance of the flight within the FRZ to allow sufficient time for impact assessment and NOTAM action.
2. Outside operational hours, permission must be sought from the Aerodrome Operator in accordance with MATS2/MAFIS/AIP entries. Permission may be provided on the condition that:
* The Operator has, in the case of an UAS 250g or greater, registered with the CAA and has a ‘Flyer ID’ and an ‘Operator ID’ (Operator ID required if UAS is below 250g but has a camera). CAA Drone and Model Aircraft Registration service can be found at [Register-drones.caa.co.uk](https://caa.us4.list-manage.com/track/click?u=9a13f6185a0a697970bd3de1d&id=382b84892f&e=d1ca9c8219)

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| **Permission Statement** |
| “Permission for your flight is granted within the FRZ on the condition that it remains within the stated lateral and vertical limits of your notified operating area. You must note that the flight is required to take place in accordance with the Air Navigation Order. You are responsible for avoiding all other aircraft at all times and no safety assurance by ATC against other UAS flights taking place in the same area is given or implied”.  |

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| **Refusal Statement** |
| “Unfortunately, permission for your flight is declined at this time.”  |
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| **Checklist (Add Initials) (Airport Use Only)** |
| **Permission Granted**  |  | **NOTAM** (if outside operating hours and/or above 400ft) |  |
| **Permission Statement read to Operator**  |  | **ATIS Warning** (if applicable) |  |
| **Air Traffic Situation provided to Operator/Pilot** |  | **Activity Ref No. entered in Watch Logbook** |  |

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| **Staff Name** |  | **Signature** |  |
| **Operator/Pilot Signature** | (where available) |