

# AOP08

# Drone Operations

# Procedure

Issue 05

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**Record of Amendments and SI Incorporation**

No.	Date	Detail	Amended By
1	22/09/2023	Procedure fully reviewed with amendments in accordance with how GLO currently operates.	MS

## 1. Purpose

The purpose of this procedure is to outline rules and regulations for Drone and model aircraft operations on and in the vicinity of Gloucestershire Airport. It also sets out how to obtain permission to operate within the restricted areas.

## 2. Scope

The Air Navigation Order, as amended, sets out UAS Flight Restriction Zones (FRZ) around Protected Aerodromes for Unmanned Aircraft operating in the Open and Specific categories.

The shape of the FRZ is constructed by using the airfield's existing aerodrome traffic zone and, where applicable, a Runway Protection Zone(s) with a shape five kilometres by one kilometre starting from the point known as the 'threshold' at the end of each of the airfield's runways. Both zones extend upwards to a height of 2,000 feet above the airfield. Certain exceptions apply to the shapes of FRZ(s) and RPZ(s) and, information regarding the exact dimensions of each FRZ/RPZ is published in the UK AIP (Section ENR 5.1 Prohibited, Restricted and Danger Areas).

An Aerodromes FRZ and RPZ are contiguous irrespective of how mapping tools may portray them.

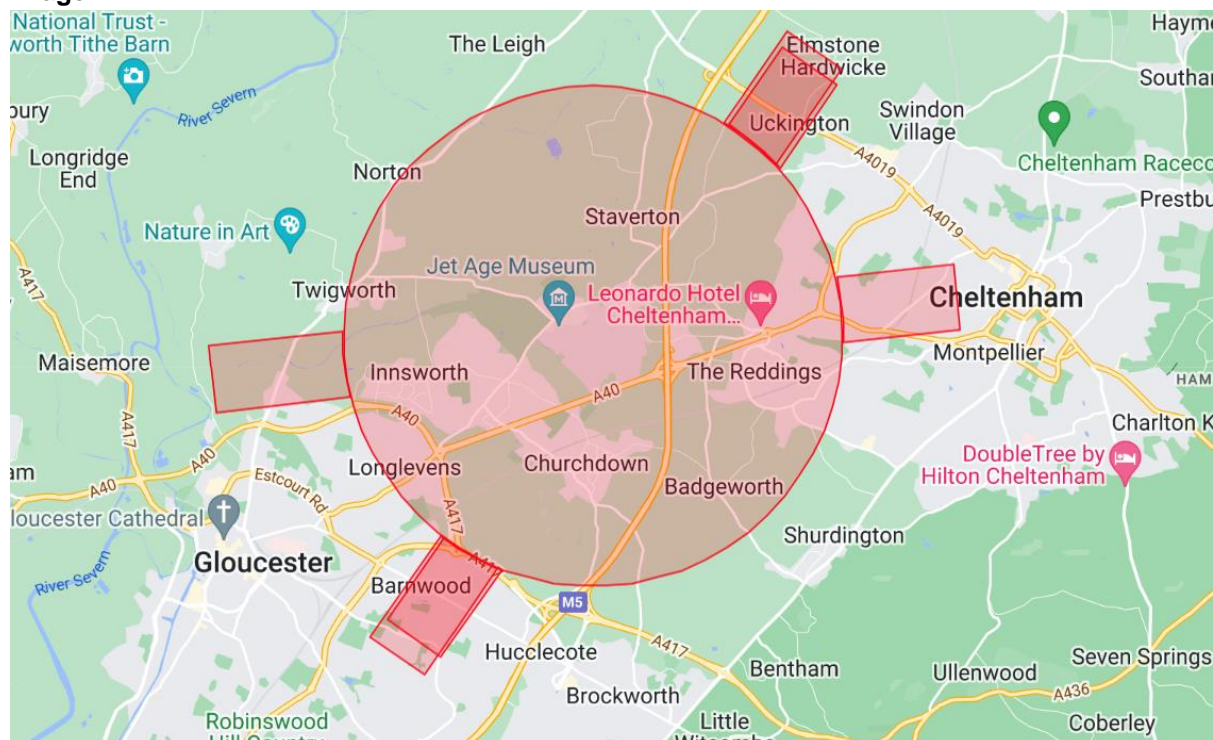
It is illegal to fly any drone at any time within these restricted zones unless you have permission from air traffic control at the airport or, if air traffic control is not operational, from the airport itself. (AIP Section ENR 1.1 contains information for UAS operators and aerodromes in relation to requesting and granting permission for any unmanned aircraft flight within an FRZ/RPZ).

A Protected aerodrome is one which is:

- > UK Licensed;
- > Certified;
- > UK Government;
- > Prescribed by the secretary of state for the purpose of being Protected.

The flight restriction zone at Gloucestershire Airport is based on the Aerodrome Traffic Zone (ATZ) which has a diameter of 2 NM centred on the ARP (centre of runway 09/27). Additionally, runway protection zones extend out from all runway thresholds (including 04/22 grass) completing the flight restriction zones.

Image 1 below offers a graphical depiction of the flight restriction zones at Gloucestershire Airport. Further details are available on the UK AIS website under the UAS restrictions tab.

**Image 1:**

### 3. Permission Process

Permission to operate an UAV anywhere within the flight restriction zone will require completing a request form to be filled out in the first instance. Any requests will be handled by The Safeguarding Team. A fee will also apply.

The operator must fill out the DOPF01 – PART A - TEMPLATE form. This must include the following details:

- Name of Company
- Company Address
- Operator Contact Name
- Operator Contact Number(s)
- Operator contact Email Address
- On-site contact name
- On-site Contact number(s)
- Operator and/or flyer ID
- Additional Operational Risk Assessment and CAA authorisation details (if applicable)
- Date of birth of on-site contact
- Start and end of operation (Date/Time)
- Full address, including postcode of where operator intends to operate
- Co-ordinates latitude/longitude
- Co-ordinates eastings/northings
- Drone type and category
- Maximum operation height (height above ground)
- Radius of operation
- Maximum elevation
  - Image of the site on which the flight profile will be carried out (If applicable)

- Additional safeguarding measures to be employed (If applicable)
- 3.1. Once the application has been received by the Safeguarding Team, the details on the DOPF01 - PART A- TEMPLATE form will then be processed through the safeguarding GDMS software.
  - 3.2. Once the report has been generated, the GDMS report, along with the relevant drone operation information, will be completed using the DOPF01 – PART B – Template. The Safeguarding team will then contact the drone operator via email and request for them to make the payment by contacting The Landside Operations Department.
  - 3.3. Once The Landside Operations department has taken payment from the drone operator, they will issue the contractor with a receipt and notify The Safeguarding Team that payment has been made.
  - 3.4. Once the payment has been made, The Safeguarding Team will issue a permit to the operator and notify VCR and the police via email.
  - 3.5. Should the permit require a NOTAM, ATC are responsible for issuing this. CAP 722 must be adhered to when issuing a NOTAM.
  - 3.6. Should any drone operations be changed (i.e., changing the day or time of operation), these details must be discussed immediately with The Safeguarding Team, and any follow up actions taken.

Permission to fly above 400 feet (120 metres) within the FRZ may be granted by ATC or AFIS unit, without requiring further permission from the CAA, providing the flight remains entirely within the FRZ. If no AFIS or ATC unit is present, then flight above 400 feet (120 metres) within the FRZ is not permitted unless permission has been granted by the CAA.

Whilst permission will not be unreasonably withheld, the decision of the aerodrome authority is final. There is no appeals process.

Should permission be granted by Gloucestershire Airport's Aerodrome Authority; it remains the responsibility of the UAV operator to ensure the safety of the flight and to ensure that they understand the definitions set out in this operational procedure and the Air Navigation Order.

The operator/flyer will carry out the flight in accordance:

- with the rules of the air,
- with their permission to operate from the CAA (if applicable),
- with the permission granted by the Gloucestershire Airport authority (or other instructions from ATC),
- with the operator's own risk assessment or operations manual.

The drone operator will be requested to contact ATC:

- if there are delays or expected changes to the timings of the flight,
- prior to, and on conclusion of, the drone sortie being carried out,
- if there are any safety issues during the flight (e.g. fly away, or other reportable incidents),
- if there is any doubt with regards to the permissions granted by Gloucestershire Airport.

The drone operator should be contactable at all times via the contact number provided.