

APPLICATION FOR PERMISSION TO FLY A DRONE WITHIN BELFAST HARBOUR ESTATE

Before applying for permission to use an Unmanned Aerial Vehicle or System (Drone) anywhere within Belfast Harbour Estate, applicants must have **written authority from Air Traffic Control (ATC) at George Best Belfast City Airport (GBBCA), irrespective of the size or weight of the drone in question.** The form along with written authority from ATC should be submitted to the *Operational Planning Sergeant, Belfast Harbour Police (no other person/organisation within Belfast Harbour can authorise the use of a Drone within the estate – this includes Titanic Quarter) together with the applicable fee (if any) and evidence of insurance and appropriate accompanying documentation associated with the ability to Operate a Drone legally and safely at all times.

Please see additional information on Appendix 'A' on Pages 3 - 4

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Applicant: This will be the Operator/Pilot and or the Company concerned who must have the '**Permission for Commercial Operations**' (PFCO) **Certificate** or '**Operational Authorisation**' to the appropriate level issued by the CAA. Companies or Pilots operating a Drone in relation to an event(s) but not necessarily for 'commercial gain' will also require a PFCO Certificate or Operational Authorisation from CAA. **Without a PFCO/Operational Authorisation your application to operate a Drone within Belfast Harbour Estate will be automatically rejected**

1. Name:
2. Address:
3. Telephone Number (include mobile):
4. Email:

Operator/Pilot: You must have completed a CAA recognised Drone **Theory and Practical** Course and be certified as a fully qualified Operator/Pilot with the CAA (UK). You must include evidence of your qualification(s) on this application. If your application is successful you will be the **only person** authorised to Operate/Fly the Drone and under no circumstances will you permit another person to operate the Drone without authorisation from The Operational Planning Sergeant, Belfast Harbour Police.

1. Name:
2. Address:
3. Telephone number (including mobile):
4. Email:
5. Include a current copy of your Operators/Pilots Qualification:

Drone and Purpose of Flight:

1. Make, Model & Weight of Drone which will be used by the above Pilot:
2. Equipment included on Drone:
3. Purpose of flight: Commercial / Non Commercial / Other – specify in all cases
Continue on separate sheet if necessary

Flight Details:-

1. Day:
2. Date:
3. Take off:
4. Landing:
5. *Location:
6. Start:
7. Finish:

***The location you request on your original application may not be appropriate nor approved and if changed you must only take off/land or fly in the area approved by The Operational Planning Sergeant, Belfast Harbour Police. See Appendix 'A' below**

Other Documents:

Please include:

1. Insurance **£10 million** (invalid without PFCO/OA – see '**Applicant**' above)
2. Risk Assessment
3. Authorisation/acknowledgment from Air Traffic Control (ATC) at Belfast City Airport (GBBCA) irrespective of size or weight of the drone in question
4. Permissions from others if applicable

Appendix 'A'

Considerations which must be satisfied prior to approval being given by Belfast Harbour Police (BHP) to Operate/Pilot a Drone within Belfast Harbour Estate

1. The individual Operator/Pilot must produce written documentation detailing the qualifications relating to his/her operational capability for the Drone in question
2. The individual Operator/Pilot must produce approval in writing from Air Traffic Control (ATC) at George Best Belfast City Airport (GBBCA) **irrespective of the size or weight of the drone**
3. Insurance details must be current and documentary evidence of insurance cover must be submitted. Insurance will not be accepted without a **Permission for Commercial Operations Certificate (PFCO)** or **Operational Authorisation (OA)** from CAA
4. If approved only the Operator/Pilot making the application will be permitted to operate/fly the Drone. Under NO CIRCUMSTANCES will any person who does not hold a CAA approved Drone Operators/Pilots Licence be permitted to operate the Drone at any time
5. The individual Operator/Pilot must be clearly visible at all times and must wear appropriate **Hi Viz Clothing** which identifies him/her as the **'Drone Pilot'**
6. The individual Operator/Pilot must have completed in full the Belfast Harbour Commissioners application form and have satisfied all aspects of the requirements of the form including any additional matters stipulated in this communication or any other communications thereafter
7. As Belfast Harbour Estate is a 'Private Place' and contains several 'sensitive' buildings / companies / organisations as well as both private, commercial and military vessels (on occasions) it is important that any person operating a Drone within the estate does so lawfully (including compliance with BHC Bye Laws) and within relevant regulations and that he/she is aware of matters relating to Data Protection (ICO Code of Practice 2015) and remains at all times fully compliant with any legal restrictions placed upon the use of the Drone in question including restrictions placed by the CAA, ATC and Belfast Harbour Commissioners and or Belfast Harbour Police
8. Before approval is given to proceed with any Drone Operation in Belfast Harbour Estate the above matters (and if necessary the views of senior representatives of local companies or organisations will be sought in advance of approval being given) will be taken into consideration by BHP before authorisation is given
9. Any restrictions relating to the use of a Drone will be detailed in any **AUTHORISATION TO WORK** issued by Belfast Harbour Police
10. **Air Navigation Order 2019 – Article 95:**
 1. The SUA (Drone) Operator/Pilot must not cause or permit a small unmanned surveillance aircraft to be flown in any of the circumstances described in paragraph (2), and the remote pilot of a small unmanned surveillance aircraft must not fly it in

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any of those circumstances, except in accordance with a permission issued by the CAA

2. (2) The circumstances referred to in paragraph (1) are:-
 - (a) **over or within 150 metres of any congested area, unless they have a Permission For Commercial Operation when it is reduced to 50 metres**
 - (b) **over or within 150 metres of an organised open-air assembly of more than 1,000 persons;**
 - (c) **within 50 metres of any vessel, vehicle or structure which is not under the control of the SUA operator or the remote pilot of the aircraft; or**
 - (d) **subject to paragraphs (3) and (4), within 50 metres of any person.**
 3. (3) Subject to paragraph (4), during take-off or landing, a small unmanned surveillance aircraft must not be flown within 30 metres of any person.
 4. (4) Paragraphs (2) (d) and (3) do not apply to the remote pilot of the small unmanned surveillance aircraft or a person under the control of the remote pilot of the aircraft.
 5. (5) In this article, "a small unmanned surveillance aircraft" means a small unmanned aircraft which is equipped to undertake any form of surveillance or data acquisition
11. The Operator/Pilot must telephone BHP Control Room on **028 9055 3000** immediately before taking off and upon finishing the operation of the Drone. The Pilot must be able to be contacted on their mobile phone by the police at all times during his/her operation of a Drone within Belfast Harbour Estate
12. The Location, take off/landing point and the flight path you initially apply for may not be appropriate and therefore not approved. An alternative take off/landing point and flight path may be approved by the Operational Planning Sergeant, Belfast Harbour Police. You must **not** deviate from the approved location, take off/landing point or flight path (or any other instructions/restrictions) without the permission of the Operational Planning Sergeant, Belfast Harbour Police as this could result in you being reported to the Public Prosecution Service (PPS) with a view to prosecution and or being expelled from the Harbour Estate.
13. The Operator/Pilot will adhere to any instructions given by a member of Belfast Harbour Police including the cessation of the operation/flight in question
14. *To qualify as a Drone Pilot/Operator a person must have passed an approved CAA Drone Pilots course from a CAA approved National Qualified Entity. If they have their own business they will have their own Permission for Commercial Operations. If they are working for another company they will need to produce their certificate of competence from their NQE and also proof of operating for another company with a PFCO (mentioned in the Drone Pilot Ops Manual)*

NB: BHP reserve the right to fully check any documentation submitted with the *originator/issuing authority* without the permission of the person/company submitting the application in order to authenticate and determine the bona fides of any material submitted

Permissions to operate a Drone may be changed, cancelled or postponed at short notice

The effective and efficient operation of The Port of Belfast and the needs of the port community and visitors will receive priority at all times

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Without written authority from Belfast City Airport Air Traffic Control to fly a Drone (irrespective of the size or weight of the drone) within the Restricted Fly Zone surrounding George Best Belfast City Airport (which takes in all of Belfast Harbour Estate) your application will be automatically rejected

The Operator or Pilot must be in possession of an AUTHORISATION TO OPERATE A DRONE IN BELFAST HARBOUR ESTATE issued by The Operational Planning Sergeant, Belfast Harbour Police at all times during the operation of a Drone. The Operator/Pilot will produce this form to any Constable on demand