

Section 1. Permit Owner Details

Licensed Drone operator Name		Valid RePL Number	
Company		Valid ReOC Number	
Drone operation area			
Start Date / Time		Completion Date / Time	
Email Address		24hr Contact No.	

Section 2. Purpose of intended flight. Include details of client and intended use of footage (if recording).

Section 3. Drone Specification

Make and Model		Weight	
Additional details			

Section 4. Flight Details

Drone take-off location		Drone Landing location	
Intended Flight height (AGL)		If above 120m, attached CASA approval.	

Section 5. Requirement Checklist

The following minimum requirements **MUST** be met / understood / attached by Permit Owner.

- Area of operation** – Approval from all applicable leaseholders over which the Drone is to be flown is to be attached.
- Port Access** – Permit owner confirms that the Drone operators hold a valid MSIC and Port Pass, if the operation area is within Port’s security zone.
- Risk Assessment** – Permit Owner confirms a risk assessment meeting the following requirements identified is attached with this application.
 - Clearly show the intended Drone operational area on a chartlet / Map identifying the extremities of the flight.
 - Emergency Procedures and a Flight Plan, or they are to be attached as a separate document(s).
 - Site specific risks to be documented.
 - Weather limits to be identified and documented.
- Drone Operator Qualifications** – Permit Owner confirms that all Drone Operators hold suitable CASA qualifications – as a minimum, a Remote Pilot Licence (RePL) for individuals or a Remotely Piloted Aircraft Operators Certificate (ReOC) held by a business employer and are ATTACHED with this application.
- Shipping & Port ops impact** - The drone must not be operated in such a way that poses a hazard or distraction to shipping activities, person or property.

Section 4. Flight Details

<input type="checkbox"/>	Visibility - The drone must only be operated in daylight, during good visibility and weather conditions (any other times will require additional specific approval). - Line of sight by the operator must be maintained. - Drone should not be flown over any person and maintain a safe distance at all times.
<input type="checkbox"/>	Emergencies - In case of emergency (local bushfire, emergency situation at the Port/City) all drone operations will be suspended until an 'all clear' is received.
<input type="checkbox"/>	Communication – The Drone operator must call the KPA Gatehouse (Mob 0419 044 765) prior to and on completion of each intended flight. The operators must not fly the Drone if clearance is not given by the Gatehouse staff for any reason.
<input type="checkbox"/>	Recording (photo/video) - No KPA personnel or asset must be captured unless specifically authorised. Prior to publishing any media, it must be provided to KPA for review and must not be published unless approved by KPA.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Works Adjacent to a Berth – Are the works adjacent to a berth, near bollards or close to vessel mooring lines? If yes, Permit Owner confirms they have reviewed the hazards associated with this activity and will maintain at least 100 metres horizontal clearance from any such asset (vessel or port infrastructure).

Section 6. Permit Owner – Acceptance of Conditions / Requirements

By signing this document, I understand and accept the Terms and Conditions of this application and declare that all information given is true and accurate. I understand that additional requirements may be placed upon me by KPA. I understand that prior to the commencement of work, this Application and supporting documentation will be subject to site review and final approval.

Permit Owner Name

Signature

Date

SECTION 7: KPA Permit Authoriser Review

- Check permit is filled out correctly and JHA/RA submitted detailing how works are to proceed safely.
- Clarify details with applicant where required.
- Check scheduling for other permits and activities
- Check with Governance manager, if there is any recording being undertaken for external (non-KPA) use.
- Confirm approval with the Harbour Master (or delegate) for any permits over the Port Jetty or near any vessel

SECTION 8: Completion Sign Off. (Provide form to Applicant and KPA Gatehouse)

Name of KPA Representative:		Signature:		Date & Time:	
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KPA Terms and Conditions

1. A copy of Application for Drone Operations Permit plus mandatory documentation is to be held on site at all times.
2. Permit Applicant accepts that no work can commence on site until this Permit and associated documentation has been reviewed and approved by KPA.
3. Permit Owner warrants that it understands the nature of the work permitted by the Permit and risks associated with it, has sufficient competence to carry out the work and accepts responsibility (including work health and safety responsibility) for the work.
4. All Workers accessing KPA sites, as a minimum are required to have completed the KPA Port Induction. Within the Landside and Waterside Restricted Zones, individuals are required to carry their own Maritime Security Identification Card (MSIC) at all times. A visitor's pass may be obtained, although all visitors must be escorted at all times by a holder of a current MSIC.
5. Any incidents (safety / environmental / damage) must be reported to KPA immediately.
6. All Drone flights must be undertaken only in compliance with CASA and local Airport requirements and regulations.

NOTES:

- This form must be submitted to KPA at least 2 working days prior to proposed commencement of work and should be sent to: operations@kimberleyports.wa.gov.au and marine@kimberleyports.wa.gov.au
- Subject of the e-mail must be: *"Drone Operators name - Drone request - dd/mm/yyyy – Broome/Derby/Yampi/Wyndham"*.
- All relevant details must be attached with the e-mail for KPA's review. Absence of any required information may delay approval.