

# Operation of model aeroplanes (including drones in public reserves)

Revised November 2019



GLEN EIRA  
CITY COUNCIL

## Permit Application Form Clause 23 of the Community Local Law 2019

### Please allow up to five working days to process this application

Note that a permit will not be granted unless all fields have been completed. You will be advised in writing when the permit is granted. Council reserves the right to refuse or grant a permit.

<b>Name of applicant</b>	
Company/organisation (if applicable, provide abn or acn)	
Address of the applicant (Include postal address if different)	
Telephone	
Email	
Will you be using the aircraft professionally or for financial gain?	<input type="checkbox"/> Yes <input type="checkbox"/> No (for recreational use only)
Casa reference: (ARN, pilot's licence, UOC, ROC or other (please specify))	
Aircraft details (including model and weight class in the case of a drone)	
Proposed period of operations (up to 12 months)	
Locations (indicate which parks or reserves you wish to visit with your aircraft)	
Registration numbers of associated vehicles	

This acknowledgement is to be completed by the applicant, or if the applicant is a company or other body, by its duly authorised officer.

I/we have read the conditions of this application and agree to abide by and comply with all the Terms and Conditions above and any other conditions that Glen Eira Council may impose as part of the issued permit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Position/title: \_\_\_\_\_

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### Privacy collection notice:

Glen Eira City Council (Council) is committed to protecting the personal information provided by you in accordance with the principles of the *Privacy and Data Protection Act 2014* (Vic) (*PDP Act*). Personal information is collected by Council only for the purpose of Council's functions set out in section 3E of the *Local Government Act 1989* (Vic). Specifically, personal information is collected to assist in the registration and processing of your application. The personal information will be used solely by Council for that primary purpose or directly related purposes. If this information is not collected, Council will be unable to process your application. In certain circumstances, we may disclose information about you where permitted or authorised under the *PDP Act* or other applicable law. If you would like to know more about privacy at Council, including your right to seek access to your personal information, contact Council's privacy officer on 9524 3333. Council's Privacy Policy is available at <https://www.gleneira.vic.gov.au/about-council/our-organisation/council-legislation-and-policies/privacy>

### Guidelines for the issue of model aeroplanes including drones (aircraft) in a public reserve permit

1. To obtain a Model Aeroplane (including Drones) Permit for operation within or above any of the City of Glen Eira's Public Reserves, the requirements listed within this document must be met in addition to any additional permit requirements or special permit conditions.
2. Applications must be on the correct form.
3. All sections of the application form must be completed.
4. The application form must contain an original signature of the applicant.
5. If the Applicant is a business, club, association, school group or not-for-profit organisation, it must submit with the Application evidence of the Operators Public Liability Insurance for a minimum sum of \$20 million, which must be current for the proposed date of the operation of the model aeroplane.
6. A permit issued is valid for the period specified in the issued Permit.
7. A permit issued is subject to such terms and conditions Glen Eira Council thinks fit and as specifies in the issued permit, including the Terms and Conditions set out below.
8. The following documents are required to be submitted in support of your application/request:
  - Remote Pilot License (RePL).
  - RPA Operator's Certificate (ReOC).
  - VHF Airband radio licence (for all locations within controlled airspace).
  - *Pedestrian Management Plan* — detailing specifically how the 30 metre exclusion zone will be implemented including the use and positioning of signage.
  - *Risk Management Plan* — to reference compliance with HLS restrictions were relevant and risks specific to the operation of the RPA.
  - Stakeholder notification.

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### Permit conditions

1. The applicant will carry a copy of the Permit and conditions, or keep a copy in the applicant's vehicle while conducting the permitted activity, and must immediately produce it to an authorised officer of Council when requested.
2. The Applicant must:
  - unless specifically authorised in the conditions for the Permit, operate only at areas available to the general public at the parks listed in the schedule to the Permit;
  - not operate in a way that annoys or creates a hazard to park visitors or property, disturbs wildlife or interferes with park management operations;
  - ensure flight activity is conducted in accordance with any requirements of the Civil Aviation Safety Authority's Rules and Regulations and Standard Operating Conditions for the permitted aircraft;
  - not use aircraft to record or photograph people without their permission; and
  - not fly over or near an emergency response operation, including but not limited to accidents, bushfires, flood emergencies, police operations and search and rescue activities.
3. It is the responsibility of the applicant to comply with all statutes, Local Laws and Regulations in force in respect of the park or reserve and all other legal requirements relevant to the operation of the aircraft and to ensure that all employees, agents and other persons associated with the operation of the aircraft comply.
4. If the applicant is a business, club, association, school group or not-for-profit organisation, the Applicant will effect and keep effected a comprehensive "all risks" liability inclusive of public liability and claims arising out of the permit of not less than twenty million dollars (\$20 000 000) for any single event.
5. The Council accepts no liability for any loss, damage or injury of any nature to the Applicant or any other person or thing arising as a consequence of the presence of the Applicant in the reserve or the Applicant's operation of the aircraft.
6. The Applicant must:
  - make good any damage to any Council asset which results from the activity or the presence of the Applicant on the park or reserve;
  - indemnify, and keep indemnified, Council and its employees and agents against all claims, demands, loss or damage to property or injury to or death to any person arising as a result of or in connection with:
    - the breach by the applicant or the neglect or failure of the applicant to observe or perform and fulfil any of the conditions contained herein;
    - the conduct of the activity by the applicant or its employees or agents; and
    - the presence of the applicant and the participants at the park or reserve.
7. The applicant must comply with all reasonable directions or requests given by any authorised officer of Council and comply with all the conditions specified in the permit. Failure to do so will result in termination of the Permit.

The Permit does not give the Applicant any rights to the exclusive use, enjoyment or occupancy of any area of the park or reserve unless specifically authorised in the Permit.