



# Drone Policy

## Port of Tauranga





## 1. Purpose

To provide clear rules for all persons that are authorised to operate an Unmanned Aerial Vehicle (Drone) within the Port of Tauranga Limited (POTL) boundary for aerial inspections, photography or emergency reconnaissance.

## 2. Permission to Operate at POTL

- Permission to operate a Drone within the port boundary must be requested from the POTL Property and Infrastructure Manager at least 24 hours prior to flight and between the hours of 8.30am and 4.00pm Monday to Friday. Applications received outside this time may not be accepted.
- The Drone operator must provide a copy of their UAV Training Certificate from an approved training organisation with their application. Incomplete applications will not be accepted.
- The POTL Health and Safety Plan must be completed before permission for flight will be considered. Incomplete or incorrect plans will not be accepted.

## 3. Mandatory CAA Accreditation and Notification

All persons operating a drone must comply with the following CAA rules:

- Civil Aviation Authority of New Zealand (CAA) rules in Part 101 unless they have been granted a variation to those rules by the CAA.
- The person operating the Drone must hold an approved qualification issued by an approved person or organisation (CAA Rule Part 101.202, 101.205) if operating under CAA Rule Part 101.
- The person operating the Drone must log the flight with Airshare <https://www.airshare.co.nz> at least 24 hours before flight unless operating in a shielded operation (under Rule 101) and out of public view.

## 4. Indemnity and Privacy

All persons operating a Drone shall indemnify POTL against all or any actions, claims or demands which may be made against POTL and against all damage or loss suffered by POTL, directly or indirectly resulting from any persons operating a Drone. All persons operating a Drone shall recompense POTL for all expenses incurred by POTL in making good any damage resulting from such use.

The Office of the Privacy Commissioner states that if you are a business or agency (or if you are taking the photo or making the recording on behalf of a business or agency) then you will need to consider the general obligations around collection of personal information (see Principles 1- 4 of the Privacy Act 1993).

## 5. Emergency Procedure

If control of the Drone is lost and it enters aviation airspace the person operating the Drone must immediately call the Tauranga Airport Control Tower Duty Controller on (07) 547 4616.



## 6. POTL Compliance

POTL requires that Drone flight and filming must only cover the area and operation that has been previously authorised by the POTL Property and Infrastructure Manager.

**No filming is permitted in unauthorised areas. Any breach of this may result in authorisation being withdrawn and the Drone Operator being removed from the port with return access revoked.**

## 7. Mandatory POTL Inductions

The person operating the Drone must have current:

- POTL Port Site Induction
- POTL Authority to Work Permit (if applicable)
- POTL Blue Road Zone Induction (if applicable)
- POTL TCT Wharf Apron Access Induction (if applicable)

## 8. POTL Health and Safety Plan and Training Documentation

As part of the application to fly a Drone at POTL the person operating the Drone must:

- Complete the POTL Health and Safety Plan at the back of this Policy document.
- Provide a copy of their UAV Training Certificate from an approved training organisation.
- Email the completed plan and proof of training to POTL at [DroneOperations@port-tauranga.co.nz](mailto:DroneOperations@port-tauranga.co.nz) at least 24 hours prior to flight and between the hours of 8.30am and 4.00pm Monday to Friday.

The Health and Safety Plan must be approved by the POTL Health and Safety Manager or other POTL delegate before the flight can be approved.

## POTL Operating Rules

1. Only trained persons that have been authorised by POTL Property and Infrastructure Manager are permitted to operate a Drone within the port boundary.
2. Check with the Tauranga Airport Control Tower Duty Controller on (07) 547 4616 for permission to begin flight (unless flying in a shielded operation).
3. Set up the Drone return site:
  - Position the Drone return site in a 'safe zone' area or designated parking area.
  - Park vehicle as close to the work site as possible.
  - Leave vehicle flashing roof light on.
  - Use cones to define your work area.
  - Whenever possible stay clear of operational areas.
4. Do not enter another operator's worksite without permission from the person controlling that specific worksite.
5. Ensure the Drone is operated at all times under Civil Aviation Rules Part 101 and all applicable safety rules.

### **IMPORTANT SAFETY NOTE!**

If the Drone becomes stranded in an operational area do not attempt to retrieve it without notifying the company operating in the area. Ask for an escort if needed.



## Key Requirements

Please email the following information to [DroneOperations@port-tauranga.co.nz](mailto:DroneOperations@port-tauranga.co.nz)

1. Copy of UAV Training Certificate from an approved training organisation.
2. Completed POTL Health and Safety Plan (on page 4).

Complete the following steps.

3. Log flight with Airshare at least 24 hours before flight and has been approved.  
(Unless operating in a shielded operation (under Rule 101) and out of public view).
4. Send application to POTL:
  - At least 24 hours prior to flight.
  - Between the hours of 8.30am and 4.00pm Monday to Friday.

## Application Acceptance

- Only completed applications with all required documentation will be accepted.
- Applications submitted outside the above hours may not be accepted.
- Application acceptance is not permission for flight.

## Permission for Flight

- Permission for flight will be granted by return email from an authorised POTL delegate.
- No flight is permitted until the POTL approval email is received.



## Drone (UAV) Health and Safety Plan

The Drone (UAV) Health and Safety Plan must be completed and sent back to [DroneOperations@port-tauranga.co.nz](mailto:DroneOperations@port-tauranga.co.nz) **at least 24 hours prior to flight and between the hours of 8.30am and 4.00pm Monday to Friday**. Applications received outside this time may not be accepted. No Drone flight is permitted until POTL approval has been granted.

HEALTH AND SAFETY PLAN					
DRONE OPERATOR DETAILS					
Name				Mobile Number	
Company Name					
FLIGHT DETAILS					
Date of Flight			Time of Flight	Start:	
Logged with Air Share (circle yes or no)	Yes	No		Finish:	
Drone Flight Requested By (this must be a company operating on the port)	Name				
	Company				
	Contact Details	Mobile			
		Email			
Location of Filming					
Purpose of Filming					
HEALTH AND SAFETY					
Site Access	<b>The company named in the Flight Details section above will:</b> <ul style="list-style-type: none"> <li>• Provide a competent port access card holder to escort and supervise the Drone Operator at all times while on the port.</li> <li>• Ensure the Drone Operator is aware of the health and safety rules of the port and in the flight area.</li> <li>• Register the Drone Operator on the POTL Visitor Register and ensure they provide approved photo ID to security before entry will be granted.</li> </ul>				
Signed (By Company that requested flight)					
Signed (Drone Operator)					