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| This permit is for the purpose of obtaining authorisation to launch, land, or operate a drone (UAS, UAV and RPAS) within and above Napier Port’s Exclusion Zone (surrounding land, harbour and pilotage areas) and to ensure that hazards associated with this work activity are controlled. This form must be submitted to **safetyadvisors@napierport.co.nz** 24 hours prior to the planned flight date. |

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| **Section 1 – Applicant Details** |
| Applicant Name: |       | Applicant Organisation: |       |
| Cell Phone No: |       | Email: |       |
|  |
| Drone Experience (Hours): |       | Drone Certification:  | [ ]  Part 101 Certificate [ ]  Part 102 Certificate |
|  |
| **Section 2 – Details of Planned Drone Flying Activity** |
| Request to operate Drone over: | Buildings [ ]  | Wharfs [ ]  | Port Operations [ ]  | Harbour Area [ ]  | Vessels [ ]  |
|  |
| Description of Activity: |       |
|  |
| Operation Start Time: |       | Operation Completion Time: |       | Date: |       |
|  |
| Number of Persons Involved: |       | Are you filming: | No [ ]  | Yes [ ]  |
|  |
| Name of Company Filming for: |       |
|  |
| Email of Company Filming for: |       | Cell Phone: |       |
|  |
| **Type of Drone** | **Manufacture** | **Model** | **Serial N°:** | **Weight of Drone** | **Range of Drone** |
|       |       |       |       |       |       |
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| **Section 3 – Access to Restricted Flying Zones Applicant to tick applicable Box** |
|  |
| [ ]  Buildings | [ ]  Thames St | [ ]  Rail Yard | [ ]  Log Yard | [ ]  Reefer Grids | [ ]  Survey Area |
| [ ]  Pilot Access | [ ]  Tug Access | [ ]  Wharf Access | [ ]  Breakwater Access | [ ]  Vessel Access | [ ]  Bluff Hill/Yard |

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| **Section 4 – safe systems of work** **Applicant to tick applicable Box** | **Yes** | **No** | **N/A** |
| Do you have a current Drone users’ Part 101 Unmanned Aircraft Operator Certificate? If so, please enclose with this permit | [ ]  | [ ]  | [ ]  |
| Do you have a current Drone users’ Part 102 Unmanned Aircraft Operator Certificate? If so, please enclose with this permit | [ ]  | [ ]  | [ ]  |
| Do you have a Site-Specific Risk Assessment for the activity you are performing? If so, please enclose with this permit | [ ]  | [ ]  | [ ]  |
| Do you have an Emergency Plan for the activity you are performing? If so, please enclose with this permit | [ ]  | [ ]  | [ ]  |
| Do you have a current Drone users Aviation Public Liability Insurance ($5m) Certificate? If so, please enclose with this permit | [ ]  | [ ]  | [ ]  |
| Do you have a Flight Plan that indicates the areas of the Port you intend to operate? If so, please enclose with this permit | [ ]  | [ ]  | [ ]  |
| Do you have consent from CAA/Air Traffic Control for the activity you are performing? If so, please enclose with this permit | [ ]  | [ ]  | [ ]  |
| Do you agree to take all practicable steps to minimise hazards to people, property, vessels and other aircraft? | [ ]  | [ ]  | [ ]  |

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| **Section 5 – statement of ACKNOWLEDGMENT**  |
| I acknowledge that the company I represent and the workers and contractors we use will have documented safe systems of work in place, use equipment that is certified (when required) and fit for purpose as per Worksafe/CAA guidelines, are competent in the type of work being undertaken, hold all required permits for regulatory compliance and will work in a safe manner at all times. I also acknowledge that if lodging this request electronically, that Napier Port will accept this communication as containing my signature for the purposes of Part 4 Electronic transactions of the Contract and Commercial Law Act 2017. |
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|  |       |  |       |  |       |  |
|  | Name of Applicant/Person in Charge (PIC) |  | Signature |  | Date |  |
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| **Section 6 – AUTHORISATION** |
| I am satisfied that the information provided to me is sufficient to show that the applicant has a documented safe system of work in place to fulfil their legal obligations to conduct works in a safe manner. This permit is approved subject to any conditions listed in Part 7 below.  |
|  |
| [ ]  Duty Safety Advisor |       |  |       |  |       |  |
| [ ]  Communications Advisor | Name |  | Signature |  | Date |  |
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| **Section 7 – specific CONDITIONS / GENERAL comments (iF ANY) PON Only** |
| [x]  Napier Port accepts no responsibility or liability for drone equipment which may be damaged while operating within and above Napier Port[x]  Napier Port/6 Wharf to raise and issue ‘Site Work Alert’ and Traffic Management Plan (if applicable) to inform any affected port users[x]  PIC/Pilot shall ensure that the safe systems of work described above remain fulfilled during the entire drone operation[x]  PIC/Pilot shall comply with all conditions of operations imposed by ATC, Napier Port and the Harbour Master at all times[x]  PIC/Pilot shall immediately notify Security on 06 833 4440, 10 minutes prior to flight and upon completion of each flight[x]  PIC/Pilot to Text +64 27 206 6705 to Close Out Permit and confirm that area is safe, and all operational activities can resume |

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| **Section 8 – INTERNAL NOTIFICATIONS by email PON Only** |
| 🗹 Harbour Master 🗹 Duty Pilot 🗹 Marine Admin 🗹 Tugs 🗹 Pania 🗹 General Cargo 🗹 Terminal 🗹 Wharf 6 🗹 Infrastructure 🗹 Comms 🗹 Security 🗹 Safety |