**This form is to be completed by a member of staff who has a need to fly a drone over University of Essex grounds. The University requires a minimum of 3 weeks’ notice for a proposed flight. Should insufficient notice be received it is not guaranteed that the flight can be carried out. Please make your submission to** **ems-ops-comms@essex.ac.uk**

**For information on flying a drone on campus please visit our webpages for** [**support with submitting your form**](https://www.essex.ac.uk/staff/event/application-to-fly-sua)**, and [for safety information.](https://www.essex.ac.uk/staff/risk-assessment/flying-unmanned-aircraft-systems)**

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| 1. **Organiser details**
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| **Organisers name** |  |
| **Organisers email address** |  |
| **Organisers University of Essex department** |  |
| **The drone pilot is** (select one) | [ ]  A staff member of the University of Essex [ ]  An external contractor or company  |
| 1. **Flight details**
 |
| **Flight date(s)**  |  |
| **Start time** (from time of set-up) |  |
| **Finish time** (location cleared) |  |
| **Location**  |  |
| **Please provide a full description of all aspects of the flight** |
| 1. **Additional documents**

The flight organiser must provide the following alongside submission of this form. Incomplete submissions will be denied. |
| IF pilot is a University of Essex staff member* Risk assessment
* Flight map
 | IF pilot is an external contractor or company * Risk assessment
* Flight map
* Operations manual
* Insurance documentation
* CAA license
 |
| 1. **Flight organiser confirmation**

I, the flight organiser, confirm that the information provided above is accurate and that I will adhere to the flight date, time and exact location approved. I also confirm that I have appropriate insurance for flying a SUA on University of Essex grounds. I will provide alongside this form a suitable and sufficient risk assessment for the proposed activity, in addition to other documentation as deemed appropriate.I understand and accept that I have a legal obligation to manage the activity safely and failure to do so may result in disciplinary / misconduct proceedings, or legal action from relevant regulatory bodies such as the Health & Safety Executive. |
| **Organiser signature:** | **Date:** |

**SECTIONS 5 AND 6 ARE FOR OFFICE USE ONLY**

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| 1. **Supporting signatories**

Signatures from an appropriate delegate may be obtained in the absence of those listed below.  |
|  |
| **Head of Grounds and Landscape** – where the flight is over the grounds |
| **Signature:** | **Date:**  |
|  |
| **Head of Operations** – where flight is over commercial properties |
| **Signature:** | **Date:**  |
|  |
| **Head of Accommodation** – where flight is over student accommodation |
| **Signature:** | **Date:**  |
|  |
| **Media Centre Manager**  |
| **Signature:** | **Date:**  |
|  |
| **Security & Campus Safety Operations Manager** |
| **Signature:** | **Date:**  |
|  |
| **Infrastructure & Environments Health and Safety**. Note: The adequacy of the risk assessment is the responsibility of the Event Organiser. The Health and Safety Adviser will also confirm if a permit is needed (e.g., work at height) for higher risk activity. |
| **Conditions of approval**  |
| **Signature:** | **Date:**  |
|  |
| 1. **Flight approval**

Approval is granted by the Chief Compliance Officer (Infrastructure & Environments) or their delegate. |
| [ ]  This activity is APPROVED [ ]  This activity is NOT APPROVED |
| **Conditions of approval** |
| **Signature:** | **Date:**  |