

Drone guidelines



Guidelines for the use of Unmanned Aerial Vehicles (UAV) within Bass Coast Shire

CASA Requirements

1. The individual piloting the craft must hold an Unmanned Aerial Vehicle (UAV) controller certificate or remote pilot certificate. This is a requirement when applying for an area approval.
2. In addition, an Unmanned Aircraft Systems (UAS) Operator Certificate must be held by the organisation engaging the certified pilot of the craft.
3. An area approval must be obtained from CASA for use of craft in the specific location if it is deemed to be a populous area or within 3 nautical miles or 5.5km of an aerodrome or helicopter landing site. *All locations within Bass Coast Shire Council's jurisdiction are within 3 nautical miles or 5.55 kilometres of an aerodrome or helicopter landing site.*
4. The pilot of the craft and or a trained observer must have the craft in visual line of sight at all times.
5. Operator must submit a risk assessment to CASA as a part of the approval process.
6. The craft cannot be flown at a height greater than 400 feet. *CASA may place additional height restrictions upon each approval as they see fit.*
7. An exclusion zone must be established to ensure that the craft is not flown within 30 metres of or above vessels, vehicles or people not involved directly with the operation of the craft.

A specific exemption from Civil Aviation Safety Regulation 101.245 is required to operate around/over people (closer than 30 metres). This is an ongoing exemption that can take up to 6 months to acquire. If this exemption is in affect it will be listed on the area approval issued and can be verified by CASA. *This exemption cannot be provided to multi-rotor craft, this includes quadcopters, octocopters and hexacopters.*

- 7.1. Once this exemption is provided to the operator, any person within the established exclusion zone (those involved with the event, not the general public) can provide informed consent to the operator; this can be either verbal or written.
 - 7.2. Only then can they operate within the 30 metre exclusion zone of people or above people not directly involved in the flight of the craft (i.e. pilot or spotter).
8. Local Council or landowner permission should be obtained before the start of operations.

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Bass Coast Shire Council Requirements

1. Craft must be operated in accordance with CASA requirements and area approvals provided.
2. Area approval issued by CASA as well as the public liability insurance of the operator and production (minimum \$20 million) must be provided prior to the permit being issued.
3. Activity will only be permitted in locations that Bass Coast Shire Council deems appropriate, during daylight hours.
4. Filming area must be clearly signposted and an exclusion zone established to ensure no members of the public encroach upon the area.
5. A risk assessment must be provided to Bass Coast Shire Council addressing the use of the UAS.
6. Nearby residences and businesses to be notified of the activity in advance.
7. It is highly recommended that a Job Safety Analysis (JSA) be performed.
8. Familiarise yourself with the current regulations [casa.gov.au/rpa](https://www.casa.gov.au/rpa) and download the flying with control handout.