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| **Event Name:** | **Location:** | **Date:** |
| **Information required** | | **Comments** |
| 1. **What is the classification of the Drone?** | |  |
| 1. **What is the weight of the Drone?**   (Drones in excess of 20 kilos will require express permission from the CAA) | |  |
| **Please provide a detailed flight plan which includes the following** | | |
| **3**. Timings of live Drone use | |  |
| 1. Is there is a demo/practice run? If so please provide date/times | |  |
| 1. Duration | |  |
| 1. Take off locations | |  |
| 1. Landing locations | |  |
| 1. Pilot | |  |
| 1. Crew | |  |
| 1. Observer locations | |  |
| 1. Separation distances | |  |
| 1. Routes | |  |
| 1. Fly Zones | |  |
| 1. **What evidence has been provided of pilot qualifications?** | |  |
| 1. **Is there a risk assessment and method statement been provided with specific hazards?** | |  |
| 1. **What evidence of PL insurance to cover aerial activity?**   (Insurance should include cover for any damage caused to buildings) | |  |
| **7. Is there pilot information provided?**   1. The pilot must always operate within of sight of the drone and must not fly within 50 meters of any person during flight(except take – off and landing where the distance is 30 m) 2. All drones must have a pilot/observer who can return it to a safe landing zone in the event of an emergency. | |  |
| **8. Other Information**   1. Drones fitted with cameras may be subject to the Data Protection Act. Please refer to the commissioner’s office website 2. The air navigation order (2016) will be amended on the 31st July 2018 this will result in legislative changes to be applied in Scotland | | <https://ico.org.uk/for-the-public/drones/>  [www.leg.gov.uk](http://www.leg.gov.uk) |