



UAS Authorisation Form

The purpose of this form is to ensure that London Southend Airport Company Limited ('LSA') and the operator comply with the Air Navigation Order 2016 (as amended), Regulation (EU) 2019/947 as retained (and amended in UK domestic law) under the European Union (Withdrawal) Act 2018 regulations associated with Unmanned Aircraft Systems(UAS)operations and air traffic management requirements. Further guidance can be found on the CAA website (caa.co.uk/drones).

From 31 December 2020 you may need to have two IDs in place before flying certain drones or model aircraft outdoors in the UK.

Please visit <https://register-drones.caa.co.uk/registration-requirements-for-drones> for registration requirements.

You will need written permission from LSA ATC before flying ANY size of drone in the LSA Flight Restriction Zone (FRZ) / Runway Protection Zone (RPZ).

Data Protection

LSA must ensure that data requirements contained in Commission Regulation EU 139/2014 and Commission Regulation EU 73/2010 (Aeronautical Data Quality) are also met. LSA are expected to demonstrate compliance during audits of aeronautical data and information activities. The operation of equipment near any aerodrome could present a serious hazard to air navigation and safety, therefore, the data provided below will be used to make an assessment on LSA's operation in respect of the hazard identification and risk assessment of aviation safety. Such data may then be provided to aerodrome and airspace users as required and relevant regulatory bodies, as required.

In providing such data, you confirm that the content is true and accurate to the best of your knowledge and you have made all relevant enquiries and undertaken enough due diligence to verify the accuracy of the information below. In operating any equipment, you ensure you strictly adhere to all operational requirements set out below by LSA; and ensure that you comply with all applicable laws, enactments, orders, regulations and other instruments in respect of operating the equipment and aviation safety.

In accordance with the Commission Regulations 73/2010 traceability of data is to be maintained for a period of at least 5 years. As such, the data below and subsequent assessment will be retained by LSA for a period of 5 years, following the final operation date.

Submission of this form does not constitute a clearance or permission to operate. Operators are to ensure that LSA ATC have provided final approval and permit number and permission has been obtained on the day before the flight commences.

Pre-Operation:

1. Applications require a minimum of 5 day's notice to guarantee they will be processed. Any application made within this time frame may not be processed.
2. Any change to the application must be notified to LSA ATC via email lsaairtraffic@southendairport.com.
3. If the Operation of the UAS is Airside and you do not hold an existing Airside pass, you will need to apply for and obtain an Airside Visitors pass through the sponsor company.

Guidance Notes:

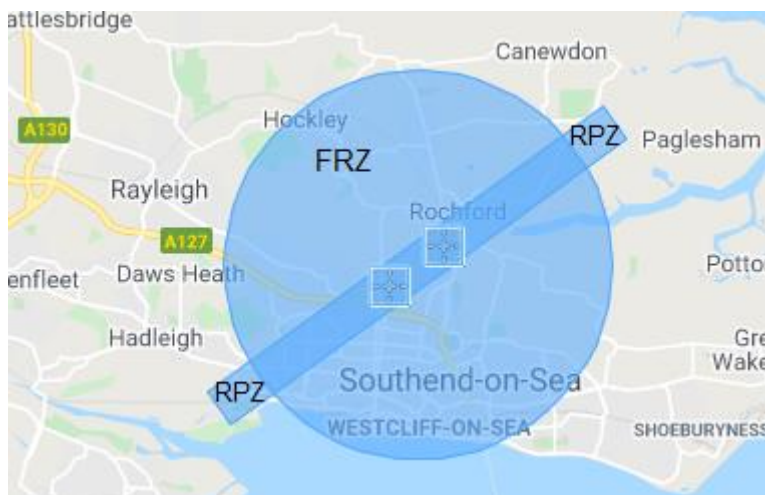
Ensure that you include;

1. User/Operator ID (if applicable).
2. CAA Authorisation / Light UAS Operator Certificate (LUC) (if applicable)
3. Proof of Insurance (only if operating within aerodrome boundary)
4. Copy of Risk Assessment submitted to CAA or CAA operational authorisation (if applicable)



5. **Please return the application in WORD format so we can edit the form and send it back to you as a PDF document.**

These documents are required for us to consider an application to operate a UAS within the Flight Restriction Zone ([FRZ](#)) or Runway Protected Zone ([RPZ](#)) of London Southend airport.



Meaning of commercial operation:

For the purposes of this Order, "commercial operation" means any operation of an aircraft other than for public transport which is available to the public; or which, when not made available to the public, is performed under a contract between an operator and a customer, where the latter has no control over the operator in return for remuneration or other valuable consideration.

Helpful Links

<https://register-drones.caa.co.uk/drone-code>

<https://register-drones.caa.co.uk/organisation/register>

Day of Operation:

1. As a UAS Operator it is incumbent on you to carry out an assessment on the day of operation of the weather conditions and other factors to confirm that it is safe to fly.
2. Follow the Drone Code and/or fly in accordance with permissions/approvals from Southend ATC and/or the CAA.
3. You must contact LSA ATC on 01702 538420 and secure final flying permission prior to the start of the operations. If there is no acknowledgement from ATC Operations, it is illegal for UAS operations to take place.
4. You must contact LSA ATC on 01702 538420 once the UAS operations have been completed.

In case of Emergency:

Contact LSA ATC immediately on **01702 538420** should there be a deviation from the approved operations, loss of positive control of the UAS or loss of visual sight.



Section 1

Permit Number: ACR/VCR

UAS Operation Details			
Date of operation		Times of operation (start and end)	
UAS Type & Weight/Class			
Maximum height requested (AGL)			
Category of flight (please circle)	Open	Specific	Certified
Will UAS remain in Visual Line of Sight?			
Will flight take place within the FRZ or RPZ? (See guidance notes)			
Location of operation (Address, Postcode or Lat/Long)			
Purpose of the Operation (see Guidance note with reference to Commercial Operations)			
UAS Operator Details			
Operator/Company name			
Name of pilot (if different to above)			
Is the operator over 16?			
Pilot/Company Address			
Pilot Contact Number (must always be available during the flight)			
Email Address			
Do you have a CAA user/operator ID?		ID Number	
Can you provide proof of CAA authorisation/LUC? (if applicable please attach)			
Can you provide proof of insurance? (if operating with Southend aerodrome boundary)			



Section 2 (To be completed by LSA ATC) *Permit Number: ACR/VCR*

DRONE APPROVAL			
Location of drone in degrees and nautical miles from runway		DEG	NM
Dates of operation			
Details of Operational Restrictions / ATC Requirements			
Permit Number:	Issue Date:	Authorised By:	
		Issued By:	