

Drone Booking

PRIVACY COLLECTION NOTICE: South Burnett Regional Council collects your personal information for the purpose of processing this form and for use in any Council matters. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will only be disclosed to a third party as per the South Burnett Regional Council Information Privacy Policy. **A hard copy of this electronic document is considered uncontrolled when printed.**

Please note we will endeavour to capture imagery to the best of our training/ability. The output will match the request below. Please include as much detail as possible to avoid disappointment. By filling in this form, your job is not automatically approved and may not be completed by your "Date Required". CASA regulations must be adhered to above all else, and at the discretion of the Chief Remote Pilot.

Job name			
Job address/location: (Please attach a snip from Google Maps)			
Date required			
Purpose			
Type of Job			
Expected result (What are you hoping to achieve with the finished product?)			
Work order number		Resource code	
Contact name			
Department		Contact phone	
Applicant name			
Applicant Signature		Date	

If you have any queries relating to your drone booking, please contact South Burnett Regional Council on (07) 4189 9100. Please attach supporting documentation if applicable, i.e., plans of projected works, maps. Email completed form to – drone@sbrc.qld.gov.au

The following items are the regulations that Council Staff are to adhere to at all times when operating a drone.

Our pilot's **must**:

- only fly one (1) drone at a time
- always fly our drone within visual line-of-sight — this means:
 - flying only during the day;
 - avoid flying in cloud, fog or heavy rain;
 - we can always see our drone with our own eyes — not by using binoculars or watching a video screen; and
 - not fly behind trees, buildings or anything else that stops us seeing our drone at all times.

Our pilot's **must not** fly our drone:

- higher than 120m (400ft) above ground level — that's about the height of a 35-storey building or length of a football field;
- closer than 30m to people — other than those helping to fly or navigate our drone;
- over or above people at any time or height;
- in a way that creates a hazard to another person, aircraft, or property;
- near [emergency situations](#) unless approved by the Disaster Management Coordinator,
- in prohibited or restricted airspace; and
- closer than 5.5km to a **controlled** aerodrome or airfield (usually those with a control tower).

Our pilot's may operate our drone within 5.5 km of a **non-controlled** aerodrome or helicopter landing site only if:

- there are no manned aircraft (one or more people inside) flying to or from the aerodrome;
- we land as soon as safely possible if we see any manned aircraft flying to or from the aerodrome; and
- we stay outside the airfield boundary

Please note: These are a broad representation of the rules as detailed by the [Part 101 of the Civil Aviation Safety Regulations 1998](#).