

AIR VEHICLE APPLICATION FOR EXTERNAL USERS

(Please allow for a minimum of **20 working days** to process this application by Risk Management)

Name of Applicant: _____

Email: _____ Phone Number: _____

Full Address: _____

Organization: _____ Phone Number: _____

PLEASE ANSWER THE FOLLOWING:

- 1. What is the purpose for the use of the UAV? _____

- 2. Who is responsible for this project? _____

- 3. Provide the start and stop dates and times when the UAV is to be used: _____

- 4. Provide the proposed location where the UAV is to be used: _____

- 5. Who will be present in the area of flight other than the applicant? _____

- 6. List the equipment that will be attached to the UAV: _____

- 7. What is the maximum takeoff weight, including all attached equipment, of the UAV? _____

THE NON-RECREATIONAL PILOTING OF DRONES, UAV'S OR ANY OTHER FLYING OBJECT LAUNCHED FROM ONTARIO TECH PROPERTY ARE GOVERNED BY LEGISLATION AND UNIVERSITY RISK MANAGEMENT REQUIREMENTS. THESE INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- 1. **FOR ANY PROPOSED UAV LAUNCH WITHIN THE ONTARIO TECH PERMITTED EXTERIOR LOCATION YOU MUST HAVE:**
 - a. A Pilot Certification – Advanced Operations
 - b. A drone that is legally registered with Transport Canada
 - c. A completed Flight Review provided by Transport Canada
 - d. General liability insurance of no less than five million dollars
- 2. **RISK MANAGEMENT REQUIREMENTS FOR ALL UAV OPERATIONS:**
 - a. You must read and understand all of the legislation, rules and regulations that apply to your Pilot Certificate – Advanced Operations.
 - b. Provide the following documents attached to this application:
 - i. The certificate of insurance naming the University and Durham College
 - ii. Pilot Certificate – Advanced Operations
 - iii. Certificate of Registration
 - iv. A copy of the Emergency and Security Plans
 - v. A copy of the UAV system operating specifications and limitations
 - c. The pilot is responsible to ensure that they are appropriately trained to pilot such craft, that the UAV is maintained appropriately according to manufacturer's specifications and that the UAV is checked prior to each use to ensure that it is in a fit and safe state for use.
 - d. You may only fly the UAV on the UOIT Permitted Exterior Location. Correspondence advising of permission to fly the UAV on Ontario Tech permitted property will be sent following the review of this Application. Written RPAS authorization from NAV CANADA cannot be secured until this application has received all required signatures.

AS THE PILOT OF THE UAV

- _____ 1. I understand that it is my responsibility to read, understand and adhere to all requirements outlined by Transport Canada regarding my use and authorization of the UAV.
Initials
- _____ 2. I will ensure that I always have the required documentation with me while piloting the UAV.
Initials
- _____ 3. I will report any situations that may arise during my operation of the UAV, where the vehicle has impacted any individuals or property during such operations, to the Office of Risk Management and Security as soon as possible.
Initials
- _____ 4. Upon receiving written RPAS authorization from NAV CANADA, I will communicate no less than 24 hours in advance of a flight with Risk Management and Office of Campus Infrastructure and Sustainability as a reminder of flight testing..
Initials
- _____ 5. I will call Campus Security at (905) 721-8668 ext. 2400 prior to launch. I will contact Campus Security upon completion of my final flight for the day..
Initials
- _____ 6. I agree not to fly the UAV higher than 400 feet.
Initials
- _____ 7. I agree to be in compliance and respect of privacy at all times.
Initials
- _____ 8. I understand that the penalty from Transport Canada, if the legislation is not adhered to, may result in a fine to me between \$5,000 and \$30,000.
Initials

Signature of Applicant

Date

Signature of Dean/Vice-President

Date

Following completion, submit this form and supporting documentation to:

- Office of Risk Management, Jacquelyn Dupuis
- Copy 1: Security Services, John Neil
- Copy 2: Office of Campus Infrastructure & Sustainability, Ken Bright
- Copy 3: Durham College, Joe Major
- Copy 4: Durham College, Cheryl Gilroy

Signature of Director, Risk Management

Date

Signature of Director, Office of Campus Infrastructure and Sustainability

Date

Signature of Vice-President, Administration

Date