

RPA Operations Request Form: Pre-Airport Opening

Company Details	
Company Name	
Remote Piloted Aircraft Certificate (ReOC) Number	
Public Liability Insurance Provider & Number <i>Please note WSI requires no less than \$20 million Public Liability Insurance</i>	
Contact Details (Applicant)	
Full Name	
Position	
Phone Number	
Email Address	
RPA Operator	
Full Name	
Phone Number	
Email Address	
Aviation Reference Number (ARN)	
Remote Pilot Licence Number (RePL)	
Air Radio Operator's Certificate (AROC)	
Spotter / Safety Officer	
Full Name	
Phone Number	
Email Address	
RPA Specifications	
Type / Class (multi / heli / fixed, etc)	
Weight / Category (kg)	
CASA RPA Registration Number	

Requested Flight(s)	
Date(s) (dd/mm/yyyy)	
Start Time (local time)	
Finish Time (local time)	
Flight Zone(s) <i>Refer to Appendix B</i> If you intend to operate the RPA close to any of the zone boundaries, please also select the neighbouring zone(s).	☐ Runway Zone ☐ Cargo Zone ☐ Terminal Zone ☐ Landside Zone
Area NOTAM required	☐ Yes ☐ No
<i>Please note that if this request is approved, the RPA operator must notify the allocated WSI representative prior to commencing the first flight and again once the final landing has been completed.</i>	
Purpose of Flight(s)	
Attachments Checklist	
ReOC Certificate (if not previously provided)	
Public Liability Insurance (if not previously provided)	
RePL Certificate (if not previously provided)	
AROC Certificate (if not previously provided)	
RPA Certificate of Registration for the drone(s) that will be used (if not previously provided)	
RPAS Operations Manual (if applicable)	
Risk Assessment	
Job Safety Assessment (site hazards)	
Flight plan	
Other – additional supporting documentation submitted. If other, please specify documentation provided	

Declaration

I declare:

- All statements in this form are true and correct.
- [If this request is approved] I understand my obligations to conduct RPA operations within the limitations of the approved WSI *RPA Operations Request Form*.
- [If this request is approved] I understand my obligations to conduct RPA operations in accordance with the Civil Aviation Safety Authority regulations.
- [If this request is approved] I understand my obligations to report to WSI any incidents or near misses that occur during RPA operations (refer to *Appendix A*).
- [If this request is approved] I understand that the content or data captured during RPA operations must not be published or used for any purposes without approval from WSI.

Full Name

Signature

Date (dd/mm/yyyy)

Submitting this form to WSI:

Email completed form to rpaops@wsairport.com.au at least five (5) business days in advance of proposed flight(s).

FOR INTERNAL USE ONLY - The below section will be completed by WSA Co

Date (dd/mm/yyyy)

Status

Comment(s)

Name of Allocated WSI Representative

Position of Allocated WSI Representative

Phone number of Allocated WSI Representative

Appendices

Appendix A - Reporting Requirements

The RPA operator must immediately notify the allocated WSI representative of any incidents or near misses that occur during RPA operations. These reportable matters include, but are not limited to:

1. Death or serious injury involving drone operations.
2. Accidents involving RPAs, such as crashes or collisions.
3. Serious damage to property.
4. Drone equipment failure leading to potential safety risks.
5. Near-misses or close encounters with other aircraft.
6. Loss of communication with the drone during operations.

Appendix B – RPA Operations Zone Map

