

BS-008
Version 1

Summit Forests New Zealand Limited
(3938058)

Unmanned Aerial Vehicles Policy

Department: Forestry

Amendment History

Version	Details e.g. Updated or full review	With effect from Date	Author	Description of Changes and reason for change	Status
1.0	New document		HSE Manager	New document	Final
2.0					
3.0					
4.0					
5.0					

Last Reviewed:	
Next Review Date:	August, 2026
Responsibility:	HSE Manager

Approval	 Kenji Okawa	28 August 2024
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Unmanned Aerial Vehicle Policy (“Drone Policy”)

1. Introduction

Unmanned Aerial Vehicles (“UAVs”) have become common for a wide range of purposes that fall into four broad areas:

1. Commercial activities;
2. Science and Research;
3. Compliance monitoring; and
4. Recreational use.

While they are an effective and efficient tool that is becoming easier to operate and more versatile in their potential uses, they also pose a potential risk to the safety of those working and recreating in our forests as well as to the forest itself. CAA Rules require all operators of UAVs to obtain consent before operating over land owned by third parties. The requirement to obtain consent from SFNZ is in addition to CAA Rules on where and how a person can operate a UAV.

The purpose of this policy is to ensure that UAV operation on or over SFNZ’s estate is carried out safely and in accordance with SFNZ’s requirements and CAA Rules.

2. Definitions

In this policy:

- **CAA** means the Civil Aviation Authority;
- **CAA Rules** means the rules made under part 3 of the Civil Aviation Act 1990 (and include any amended or replacement rules);
- **SFNZ’s estate** means any land owned or managed by Summit Forests New Zealand Limited whether or not forestry or other activities are being carried out;
- **Recreational use** means (but is not limited to) hunting, fishing, walking, running, horse riding, mountain biking, firewood collection, etc;
- **licensed insurer** means an insurer with a current minimum ‘A’ grade rating from an approved agency (pursuant to the Insurance (Prudential Supervision) Act 2010);
- **UAV** includes remotely piloted aerial systems (drones), and any other item or machine as detailed in clause 101.1 of Part 101 of the CAA Rules.

3. General Principles

1. This policy will be applied to all contractors and subcontractors to SFNZ and any other person (including licensees and invitees) seeking to use a UAV on or over SFNZ’s estate. It does not apply to the use of UAVs by SFNZ employees as a requirement of the work they do for SFNZ.
2. Only commercial, science and research, and compliance monitoring use of UAVs on or over the SFNZ’s estate will be allowed. For the avoidance of doubt, recreational use of UAVs is

- not permitted on or over SFNZ's estate.
3. Adherence to this policy will ensure compliance with all relevant statutory regulations, specifically the Health and Safety at Work Act 2015 and CAA Rules.
 4. Before operating a UAV on or over SFNZ's estate a contractor, subcontractor or any other person must:
 - a. have entered into a contract for services or license with SFNZ or be fulfilling a regulatory function for which the use of a UAV is required;
 - b. comply with SFNZ's general forest access rules and safety requirements;
 - c. hold or obtain an SFNZ "UAV operations permit".
 5. UAV operations permits will not be issued to persons trespassed from, or warned to stay off, SFNZ's estate.
 6. The following information must be supplied to SFNZ (using the online form) when seeking a UAV operations permit:
 - a. The name of the Company or organisation seeking the permit;
 - b. The reason for wanting access to the SFNZ's estate;
 - c. Work plan (where applicable);
 - d. Forest/ compartment/ stand that will be accessed;
 - e. Date and time access is sought;
 - f. The name of the UAV operator;
 - g. Part 61 Pilot License or CAA approved RPAS/UAV Pilot Certification (where required);
 - h. CAA Rules part 102 certification (where required);
 - i. Make and model of UAV;
 - j. UAV serial number;
 - k. Emergency procedure (for runaway UAV, battery fire);
 - l. Certificate of insurance (public liability with UAV endorsement or UAV policy with minimum cover \$5,000,000.00) from a licensed insurer (broker's certificates are not acceptable).
 7. All UAV operations will be treated as hazardous work and subject to risk assessment by SFNZ. In assessing the potential risk and any restrictions and appropriate controls that may be applied to the UAV activities requested, consideration will be given to the competency and experience of the UAV pilot.
 8. Before issuing a UAV operations permit, SFNZ must be satisfied that the applicant:
 - a. understands the extent of their obligations under the CAA Rules;
 - b. will not recklessly or negligently cause or permit a UAV to endanger any person or property;
 - c. will not cause or permit anything to be dropped from a UAV unless expressly approved by SFNZ;
 - d. will only operate the UAV if reasonably satisfied that the flight can be made safely;
 - e. will maintain direct, unaided visual contact with the UAV to monitor its flight path in relation to other aircraft, persons, vehicles, vessels, and structures for the purpose of

- avoiding damage or injury; and
- f. holds insurance with a licensed insurer.
9. Without limiting SFNZ's discretion as to any conditions which may be imposed, the following conditions will form part of any UAV operations permit issued (even if not expressly stated):
- a. the date(s), time(s), and location (forest compartment/stand) that the UAV may be used;
 - b. any and all images, data, and any other information collected can only be used for the purpose specified in the permit application and cannot be shared with any other party without the explicit approval of SFNZ;
 - c. if requested, the UAV permit holder shall supply to SFNZ copies of any information, images or other data collected;
 - d. the UAV permit will be suspended or cancelled immediately during periods of high risk (including forest operations, elevated fire danger levels, or extreme winds).
10. Holders of UAV operations permits must notify SFNZ using the contact details on the permit before the UAV is used on each day the UAV is used.
11. To meet the requirements of this policy UAV operations permit holders must:
- a. comply with the terms of a UAV operations permit;
 - b. comply with Part 91 of the CAA Rules;
 - c. comply with Part 101 of the CAA Rules;
 - d. hold certification (if necessary) under Part 102 of the CAA Rules;
 - e. carry out their own risk assessment prior to any UAV operations commencing;
 - f. implement any control measures, including emergency procedures, identified by their risk assessment;
 - g. provide adequate information, instruction, training and supervision to ensure competency with UAVs;
 - h. provide any PPE that is required; and
 - i. be a registered user of airshare (www.airshare.co.nz).
12. Failure to comply with this policy will result in a UAV operations permit being revoked, or in extreme cases a trespass notice being issued.

4. Reference Documents

- www.aviation.govt.nz/drones/
- [CAA Share the Skies drone brochure.pdf](#)
- [Part 061 Pilot Licences and Ratings](#)
- [Part 091 Rules Consolidation.pdf](#)
- [Part 101 Rules Consolidation.pdf](#)
- [Part 102 Rules Consolidation.pdf](#)