



DRONE AUTHORISATION PROCESS



Civil Aviation Authority of Fiji
**Issue of Remotely Piloted Aircraft System (RPAS)
 Declaration and Permit for Recreational Use Only.**

Form
OP137

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Applications should be sent to the Civil Aviation Authority



Civil Aviation Authority of Fiji
**Application for Authorisation to Operate Remotely
 Piloted Aircraft Systems in Fiji**

Form
OP 138

IMPORTANT

Before completing this form, its contents should be read carefully. Completed applications should be sent to the Civil Aviation Authority of Fiji, Private Mail Bag (NAP 0354), Nadi Airport, Fiji, together with the documents required under Section 2 and personal Flying Log Book. Your attention is drawn to the provisions of the Air Navigation Regulations in respect of Regulation 128 *Forgery, etc., of documents, of the Air Navigation Regulations.*

This form can be filled in on screen (preferred method) then printed, signed and submitted as instructed. Alternatively, print, then complete in **BLOCK CAPITALS** using black or dark blue ink

Please read the attached Guidance Notes before completing this form. Email completed form to Drones@caaf.org.fj

1. TYPE OF APPLICATION: (tick applicable box)

Initial Issue of:	Authorization for Aerial Work(s) for (RPAS)	<input type="checkbox"/>
Renewal of:	Authorization for Aerial Work(s) for (RPAS)	<input type="checkbox"/>
Variation to:	Authorization for Aerial Work(s) for (RPAS)	<input type="checkbox"/>

1) Formal Application

For Recreational use, fill out OP 137

For Commercial use, fill out OP 138 & attach liability insurance, letter of intent & drone certification

OUR DRONE FORMS
CAN BE ACCESSED HERE!



FORM ID

OP 137

OP 138

FORM USE

Recreational Use

Commercial Use

2) FILLING OUT THE FORM FOR RECREATIONAL USE (OP 137)

The form must be fully completed with all requested information. Incomplete forms will not be processed.

The declaration section at the bottom must be accurately filled out.

I, _____ of _____ hereby **DECLARE** that all details stated in this permit with regards to myself and my Drone are accurate and true. I will always adhere to the regulations and limitations stated within this permit. I will always keep this permit with me whenever I operate my Drone here in Fiji.

.....
Applicant's signature

.....
Name of witness

.....
Witness signature

.....
Date

A third party, such as a friend or family member, can witness and sign the form.

3) AN EXAMPLE OF A CORRECTLY COMPLETED FORM:

 <small>ISO 9001:2015 CERTIFIED</small>	Civil Aviation Authority of Fiji Issue of Remotely Piloted Aircraft System (RPAS) Declaration and Permit for Recreational Use Only.	Form OP137
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IMPORTANT

Before completing this form, its contents should be read carefully. Completed applications should be sent to the Civil Aviation Authority of Fiji, Private Mail Bag (NAP 0354), Nadi Airport, Fiji or Emailed to Drones@caaf.org.fj.

DATE OF APPLICATION	11/11/24	FLIGHT NO.	VA175
YACHT / SHIP / VESSEL / CRUISER	Sample Company		
PASSPORT	222222222	TOURIST	<input checked="" type="checkbox"/>
FIRST NAME	John	RESIDENT	<input type="checkbox"/>
LAST NAME	Doe		
CITIZENSHIP	Australian	CONTACT	+123 25825825
DRONE DETAILS	MAKE DJI	MODEL MiniPro	SERIAL NO. 1111F2PJC24444000555
ACCOMMODATION / ADDRESS	Test Address		
DURATION OF STAY	FROM 20/11/24	TO	15/12/24

FIJI AIR NAVIGATION REGULATION (excerpt) state:

OPERATION OF AERIAL DEVICES INCLUDING BALLOONS, GLIDERS, KITES & PARA-SAILS

- 78 (1) NO aerial devices may be towed, flown, tethered or operated:
- (a) Within 3 kilometers of an aerodrome reference point of a domestic aerodrome and within 5 kilometers of an aerodrome reference point of an international aerodrome.
 - (b) More than 200 feet (approximately 61 meters) above the earth's surface; and
 - (c) So as to impinge on the safe operations of aircraft.
- (2) Notwithstanding sub regulation (1), an aerial device may be permitted to operate under any conditions and limitations imposed by the Authority.
- (3) In this regulation, —aerial device means a balloon, glider, hang glider, powered or towed parachute, ultralight or microlight aircraft, tethered or towed kite, model aircraft, rocket or firework display or any other similar device.
- (4) For the purpose of subregulation (3), the Authority may deem other aerial contraptions to be aerial devices.

RECREATIONAL FLYING

- 78A (1) No person shall conduct any flight for the purposes of recreational flying unless such person has complied with the relevant standards and requirements notified by the Authority for such types of flights.
- (2) Any offence against subregulation (1) is an offence of strict liability.
Towing, picking up and raising of persons and articles.

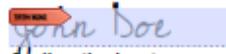
OPERATION OF PILOTLESS AIRCRAFT

An aircraft capable of being operated without a pilot shall not be so operated except with the authorisation in writing of the Authority and in accordance with such conditions as may be specified in the authorisation.

SAFETY TIPS	DO NOT FLY YOUR DRONE - OVER / TO / AROUND / AT
Always maintain visual line of sight of your Drone at all times.	Airstrips, helipads, fuel depots, private property, vehicles, populous areas, sporting events, state owned property.
Always fly your Drone below 200 feet (approximately 61 meters).	Sensitive and restrictive area, such as: government institutions, prisons, hospitals, police stations, and military barracks and parliament grounds.
Always check weather conditions before and during every flight.	
CAAF FOCAL POINT OF CONTACT	Resorts without permission from management.
Captain Treasure Marshall – 999 5207	Beyond your line of sight.

Note: The provision of false information, or failure to disclose information, relevant to the grant of an aviation document constitutes an offence under Section 17A (5) (b) of the Civil Aviation Authority Act 1979, and Regulation 128 of the Air Navigation Regulations 1981. The applicant will be subject to prosecution as well as the revocation, suspension or cancellation, of their aviation document, or in the event of initial issue, the rejection of the application.

I, John of Doe hereby **DECLARE** that all details stated in this permit with regards to myself and my Drone are accurate and true. I will always adhere to the regulations and limitations stated within this permit. I will always keep this permit with me whenever I operate my Drone here in Fiji.

	<u>Seri Beri</u>		<u>11/11/24</u>
Applicant's signature	Name of witness	Witness signature	Date



4) Sending Your Applications

You can send your application for recreational or commercial drone use via email on:

drones@caaf.org.fj



EVALUATION

5) Application Evaluation

CAAF Evaluates submitted application

**(5 working days for recreational & 7
working days for commercial)**



6) Formal Award of Approval

Once the evaluation process has been completed satisfactorily, CAAF issues an authorisation to the applicant



THANK YOU!