

	<b>Permission to Fly a SUA/Drone - Notification Process</b>
<p>Please email the completed form to: <a href="mailto:airtraffic@flybrighton.com">airtraffic@flybrighton.com</a></p> <p><b>Submissions should be at least 10 days prior to the required date of flight</b></p>	

You must pass the drone test and register with the CAA before you fly at [www.register-drones.caa.co.uk](http://www.register-drones.caa.co.uk)

## Introduction

The UK Civil Aviation Authority (CAA) has introduced a Flight Restriction Zone (FRZ) around every UK aerodrome which comprises the Air Traffic Zone (ATZ) and a runway extension zone 5km x 1km wide from runway threshold (see Figure 1). <https://dronesafe.uk/restrictions>

Permission is required to fly unmanned air vehicles (UAVs) and drones within restricted airspace located over and about UK licensed aerodromes. In this document, the collective term used for UAV, drone and model aircraft is Small Unmanned Aircraft (SUA). **It is illegal to fly a SUA at any time within the FRZ unless ATC approval has been given.**

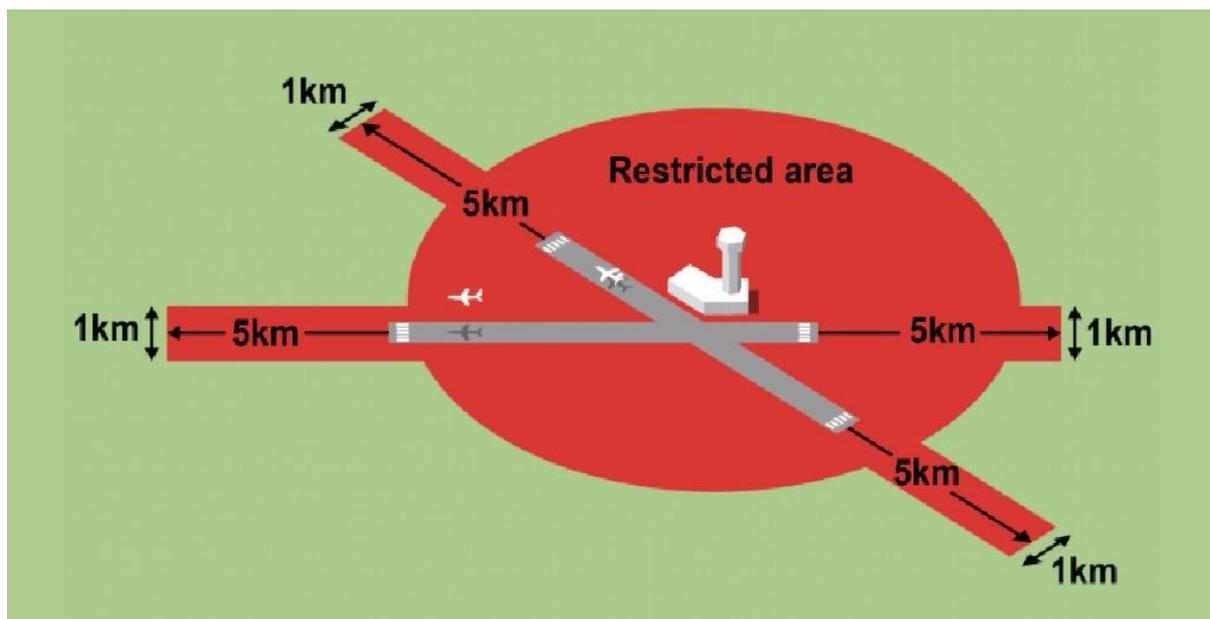


Figure 1: CAA defined area of the FRZ

## Shoreham FRZ

Staff in the Air Traffic Services (ATS) facility at the Airport are responsible for the safe and expeditious flow of air traffic operating within the Shoreham ATZ which is a volume of airspace established about Shoreham Airport to a radius of 2 nautical miles and vertically to 2000ft above the ground. Consequently, to launch and recover a SUA within this restricted airspace volume, the movement has to be co-ordinated and permission granted by the authorised person at the Airport.

The restricted airspace surrounding Shoreham Airport is shown graphically at Figure 2.



Figure 2: Shoreham FRZ

Using the link provided [HERE](#), use the zoom tool within the map to identify the exact position of your planned launch/recovery of the SUA. If your planned operation lies within the shaded area, you must submit an application to the Airport and obtain the required permission.

### Commercial Operations

The commercial operation of a SUA will generally consist of a manual launch then automated flight for the survey and a manual recovery. There should be two crew operating the SUA: one 'flying' the device and the other 'spotter' providing a lookout. There are multiple types of SUAs ranging from fixed wing with approximately 2m wingspan to six rotor 7.5kg models, generally powered by one or two Lithium batteries.

The SUA operation from notification of intention to launch, to confirmation that the SUA is on the ground is typically completed within 30 minutes per flight. It is understood that the SUA is programmed to land in the event of disruption or failure of control system including the radio link.

### Leisure Operations

There is also an increasing leisure market for SUA/drone and model aircraft operations. Although the guidance on the operation of these types of SUA is different, the same potential exists for risk to aircraft and helicopters operating at the Airport. Consequently, the 'flyers' of these types of SUA are required to follow the same process and make an application.

If in any doubt about whether permission is required or not, please complete the application form and send an email request to [airtraffic@flybrighton.com](mailto:airtraffic@flybrighton.com)

**Application: Steps 1 to 4**

1. First, locate your planned operational site and determine if any part of the flight will take place inside the FRA. If it does, or you are uncertain, you must complete the application form and submit it to the Airport.
2. Having confirmed that permission is required, it is recommended that you visit the Drone Safe website <https://dronesafe.uk/> to access the links of websites for the latest information and restrictions about the operation of a SUA.
3. The Application Form Parts 1 to 4 must be completed in full and the request submitted to [airtraffic@flybrighton.com](mailto:airtraffic@flybrighton.com). It is strongly recommended that an application is made at least 10 days in advance of the planned flight. It might not be possible to process applications made on a shorter notice period. **It is illegal to fly a SUA inside the FRZ without the required permission.**
4. If it is confirmed that the flight will infringe the FRZ, the Airport staff will contact the applicant and continue the process which will culminate in the issuance of written permission to conduct the flight.

**Follow up Process by Airport Staff**

When it is confirmed that the location of the planned SUA flight lies within the FRZ, an authorised person from Brighton City Airport will use the contact details to engage the applicant. A non-refundable application fee of £20 (+VAT) will be payable to Brighton City Airport Limited. The details for the payment will be provided via email by the Airport Company.

Upon receipt of the fee, the application will be subjected to an ATS safety and risk assessment and a short report produced which will form the basis of the briefing that will be provided to the applicant. This process could take up to a week so ensure your application is submitted in good time.

If further information is required by Shoreham Airport, a member of ATS team will contact the applicant/pilot to request it. Subsequently, the pilot of the planned flight will be contacted and agreement reached on the process to follow on the day of the planned flight. When satisfied that the flight can be conducted safely, the Airport Company will approve the flight and issue confirmation via email together with a reference number to the pilot.

**Flights located close to the Airport**

Where an applicant requests the flight of a SUA close to the Airport boundary and directly under or adjacent to the final approach to any of the runways, there are special conditions applied. The Airport has a multitude of light General Aviation aircraft and helicopter operators and there is an array of established flight procedures to facilitate the use of multiple runway and landing areas on the airfield. Applications for flights close-in (e.g. over the River Adur) will be considered, but where it would preclude the use of a runway for a defined period, there may be additional charges levied.