

Appendix 1

Draft Hillingdon Drone and Small Unmanned Aircraft (SUA) Policy



General Policy Statement

The London Borough of Hillingdon recognises the growth and innovation in drones and SUAs for personal, recreational and commercial use. However, on 13 March 2019 the Air Navigation [Amendment Order] 2019 was made by the UK Government which means that most of the Borough's airspace is covered by expanded Flight Restricted Zones (FNZ) and Runway Protection Zones (RPZ) around Heathrow Airport, RAF Northolt and Denham Aerodrome. In these zones, **it is illegal to fly any drone, of any mass**, without explicit permission from Air Traffic Control (ATC) or the Airport (where there is no ATC).

Whilst there will still be benefits from the use of drones, given the breadth of airspace, air traffic volume and lower flying altitudes across large parts of the Borough, there is a higher possibility of an aircraft incident involving a drone impacting Hillingdon than most other areas of the UK.

This modern local policy sets a '**total airspace approach**' because it also includes local measures **outside** these expanded flight restriction zones to ensure resident and wider public safety. The Council also considers it important for its residents to enjoy its award winning parks and open spaces without hazard or incident. Therefore, it will be a general policy that the Council will prohibit personal, recreational, filming and other commercial use of drones or SUAs on its land due to the proximity to congested areas and airports. The Council understands that there will be a need for special exemptions and / or permissions it may grant in exceptional circumstances to certain bodies to use SUAs. Where these will apply, they will primarily relate to public safety activities and accredited organisations.

The Council will actively review and update this policy as the future use of drones and SUA evolve, their technology develops and if new UK regulations require any change. Currently, this local policy is aligned with and supplements regulation at a national level and is consistent with the Civil Aviation Authority (CAA) regulations and the UK Drone Code. Whilst the Council will seek to keep this document up-to-date, users must always visit the CAA website for the latest national regulations, guidance or advice issued:

<https://www.caa.co.uk/Consumers/Unmanned-aircraft-and-drones/>

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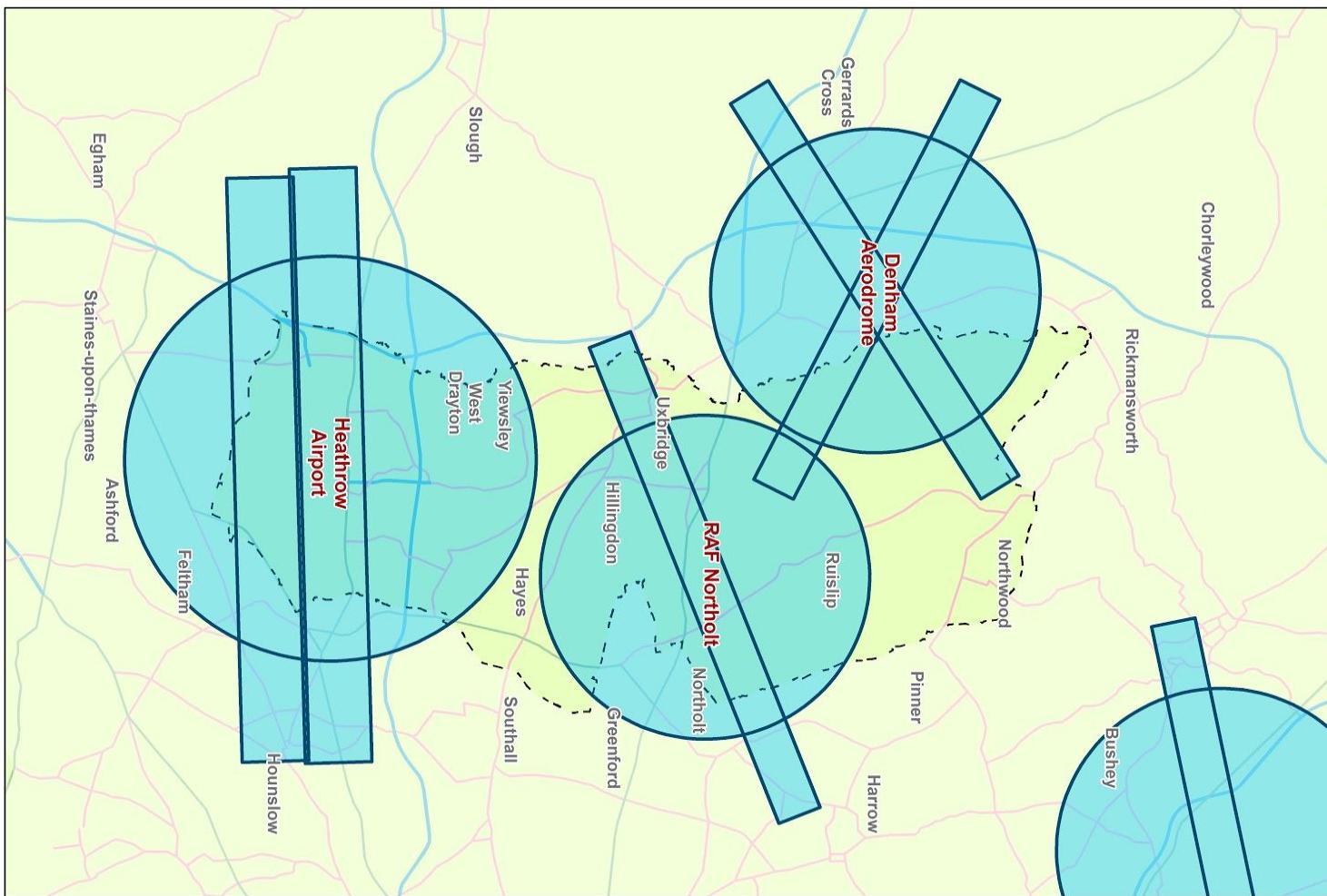
[Annex 1 - Designated Parks and Open Spaces](#)

Drone policy scope and definition

In this policy 'drones' are defined as 'Small Unmanned Aircraft' or SUAs of any mass as set out in CAA guidelines. This definition will, therefore, cover model aircraft of any size, quadcopters and other unmanned aerial vehicles or systems for any persona, recreational or commercial use.

National and Council policy by drone activity type

Drone / SUA Activity	National Policy	Further information
<p>Flying in flight restriction zones around airports</p> 	<p>New national airspace “no-fly” zones now cover most of the Borough, which includes any Council park and open space in these zones. This means it is illegal to fly any drone in these areas, even from household back gardens.</p> <p>The UK Air Navigation [Amendment Order] 2019 makes it illegal to fly outside any SUA at any time within the expanded Flight Restriction Zones and new Runway Protection Zones. These Flight Restricted Zones are active at all times and apply to all SUAs of any mass (even very small ‘toys’).</p> <p>The Flight Restriction Zones (FRZ) operate up to 5km around the airports and aerodrome associated with the Borough, with an additional Runway Protection Zone (RPZ) extending 1km (or in the case of Heathrow, 1.5km). Therefore, in the areas of the Borough (as shown in zoomable map link below), it is illegal to fly any SUA over any land shown in these various zones and this may be prosecutable as a criminal offence by the Police.</p> <p>This Council prepared map below shows at a high-level the Flight Restricted Zones and Runway Protection Zones around Heathrow Airport, RAF Northolt and Denham Aerodrome. For the exact areas prohibited, users should zoom in on the UK Drone safe map below - or visit https://dronesafe.uk</p> <p><u>Zoomable map to view Flight Restricted Zones</u> (courtesy of Google Maps)</p> <p>Any personal, recreational or commercial use in these areas will require express permission from the relevant Air Traffic Control (ATC) or the airport itself, if ATC is not operational. Where Council parks and open spaces fall under these zones, prominent signs will be on display reminding the public of these national airspace restrictions.</p> <p>Persons intending to operate drones for indoors use should instead refer to the appropriate Health and Safety At Work regulations.</p>	<p>ATC and Airport contacts for permission: (Contact details to be added)</p>



Drone / SUA Activity	Council Policy	Further information
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Personal and recreational flying in council parks outside flight restriction zones



Outside the flight restriction zones, the flying of any drone in Council parks and open spaces is prohibited.

These designated parks and open spaces, in part or whole, outside the flight restriction zones are listed in **Annex 1**. Due to their proximity to congested areas, in these public spaces, the personal or recreational (or unauthorised commercial) flying of any drone, model aircraft or SUA of any weight is strictly prohibited.

Authorised Council officers or contractors will enforce this through a Public Space Protection Order and by issuing a Fixed Penalty Notice of £100, which may be up to £1000 upon failure to pay. Prominent signs will be displayed in these spaces reminding the public of this Order.

More information:
A link to the Council's proposed new Public Space Protection Order

Drone / SUA Activity

Personal or recreational use on private land outside flight restriction zones



National Policy

Any personal or recreational use of SUAs, including model aircraft, taking off from and landing on private land outside the restricted zones around airports or aerodromes, is permitted by national regulations, but users must follow the national Drone Code below and be aware of congested areas:

<https://dronesafe.uk/drone-code/>

In summary, the Drone Code states, users:

- Are responsible for flying their drone or UAS in a safe manner; follow the manufacturer's instructions;
- Must keep it in their direct sight at all times while flying, so that it does not collide with anything, especially other aircraft;
- Must not endanger anyone, or any thing, including any articles that users drop from it;
- Must not fly it more than 400ft (120m) above the surface;
- Must not fly near people and properties – 150ft (50m);
- Must not fly near crowds and built up areas – 500ft (150m) and don't overfly such areas.

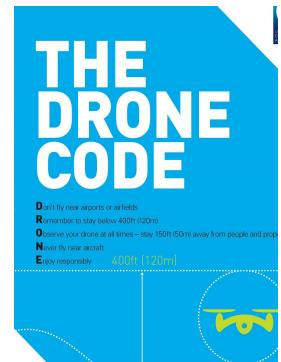
If a drone weighs more than 7kg, then additional rules apply if you fly in certain types of airspace. If a drone is fitted with a camera, there are also additional limitations surrounding where it can be flown, and how close users can fly it to other uninvolved people or objects. In order to be able to fly within these areas, or closer than the minimum distances that are in the regulations, you must obtain prior permission from the CAA to do so. With cameras or video attached to SUAs, users should be aware of relevant data protection and related legislation and for professional purposes, the CCTV code.

Persons intending to operate drones for **indoors use** should instead refer to the appropriate Health and Safety At Work regulations.

Further information

More information:
To find out more about recreational drone flying, visit the CAA website here:
<https://www.caa.co.uk/Consumers/Unmanned-aircraft-and-drones/>

Data protection and cameras:<https://ico.org.uk/your-data-matters/drones/>



Drone / SUA Activity	Council Policy	Further information
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Filming with drones in the Borough



The Council will not permit drones for any filming on its land, unless it is a highly exceptional case.

Any request in relation to a commercial operation to fly a SUA for filming, broadcasting or a similar media purpose will require permission from ATC or Airport and/or the CAA depending on whether within or outside the flight restrictions zones. Permission is also required from the owner of the land from which the SUA will be taking off and/or landing from. Any request to film on Council owned land will strictly not be permitted, whether via FilmLondon or directly to the Council. Only in highly exceptional circumstances (as determined by the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council) will any SUA activity from an accredited media organisation be considered for filming purposes.

Any filming undertaken on Council land is the responsibility of the producer and they must indemnify the council, its officers and employees against any claims or proceedings arising directly in respect of any injury to persons or damage to property as a result of their activities. Any exceptional authorisation by the Council will only follow the validation of relevant information, which will include, but not be limited to:

- A full risk assessment
- A copy of your company's public liability insurance certificate (minimum £10 million)
- A copy of the drone pilot's CAA license
- A map/site plan pinpointing take-off and landing points, cordoned areas and proposed flight path
- A method statement advising how you plan to manage the areas over which the drone will fly
- Confirmation of a clear radius for the area to be filmed inline with CAA guidelines
- Traffic management plan (if applicable) and other permissions required, e.g. CAA or ATC.

You can view a list of professional drone or [SUA operators here](#). There are no designated SUA launch or take-off areas in the Borough for filming on Council owned land. If any approval is granted, the Council will charge a commercial fee of £200 per flight/take off to cover administration and technical validation costs. Any fee in this policy may be increased inline with the Council's Fees and Charges Schedule approved annually. For multiple take off points and prolonged usage, fees will be subject to negotiation as determined by the Deputy Chief Executive, in consultation with the Leader of the Council. Applications will be online via the Council's website or to the designated email address shown in this policy.

More information:
Details of the permissions required and rules for filming operations can be found at the CAA website here:
<https://www.caa.co.uk/Consumers/Unmanned-aircraft-and-drones/>

Council enquiries and applications:
(Contact detail to be added)

Drone / SUA Activity	Council Policy	Further information
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Public safety commercial and industrial use in the Borough



The Council will not permit commercial use of drones on its land, unless it relates to essential public safety use.

Any request in relation to a commercial operation to fly a SUA will require permission from ATC or the Airport and/or the CAA depending on whether within or outside the flight restrictions zones. Permission is also required from the owner of the land from which the SUA will be taking off and/or landing from.

Any request to fly from or to Council owned land for business or industrial use, will generally not be granted and will only be considered if it relates to essential public safety related commercial or construction activity or inspections and preferably not unduly timed to take place when flying over congested areas.

Any permission by the Council will be subject to broader public safety considerations and authorised by the Council's Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council or relevant Cabinet Member as required. Any authorisation will follow the validation of relevant information, which will include, but not be limited to:

- A full risk assessment
- A copy of your company's public liability insurance certificate (minimum £10 million)
- A copy of the drone pilot's CAA license
- A map/site plan pinpointing take-off and landing points, cordoned areas and proposed flight path
- Traffic management plan (if applicable)
- A method statement advising how you plan to manage the areas over which the drone will fly
- Confirmation of a clear radius for the area to be filmed inline with CAA guidelines
- Other permissions required, e.g. CAA or ATC.

A list of professional list of drone or [SUA operators here](#)

In such essential safety cases, the Council will not charge any commercial fee for individual take-offs. Applications will be online via the Council's website or to the designated email address shown in this policy.

More information:
Details on the permissions required and rules for such commercial operations can be found at the CAA website here:
<https://www.caa.co.uk/Consumers/Unmanned-aircraft-and-drones/>

Council enquiries and applications:
(Contact detail to be added)

Drone / SUA Activity

Council Policy

Further information

Local model flying clubs



The Council recognises this local hobby, however, model flying clubs must apply to use any Council land and open space for this activity and this is strictly subject to any aviation approval.

Model flying clubs in the Borough accredited by the British Model Flying Association will be required to apply for permission from the Council to use its land for this hobby. Express permission will also be required by Air Traffic Control or the airport if proposed operations are to be located in an FRS or RPZ. Additional permissions may be required for 'Large Model Aircrafts' from the CAA.

Explicit prior permission from the Council to use its land will also be required for any model aircraft operations, following the submission of the following to the Council, which will include, but not be limited to:

- Confirmation of any required Air Traffic Control, Airport or CAA approvals required by law.
- British Model Flying Association accreditation
- A map/site plan pinpointing the model aircraft area of activity on council land;
- Any other documents the Council requires when such organisations hire its land, i.e. insurance.
- Confirmation that only club members will fly model aircraft and only on the designated council land for approved club activities and events.

If the Council considers the site or location to be inappropriate or if there is a conflict with other recreational, leisure or public users, permission may not be granted. Subject to validation and assessment of the above, any permission will be granted by the Head of Green Spaces, Sports and Culture at the Council, in consultation with the Cabinet Member for Finance, Property and Business Services. Requests can be made online via the Council's website or email to Green Spaces as shown in this policy.

Model aircraft enthusiasts should be aware that whilst the Council recognises this hobby, any individual flying a model aircraft who is not a member of an approved club by the Council and does not hold the necessary club permissions, or flies an aircraft irresponsibly or without air traffic control / airport authority may be committing a criminal offence.

More information:
Details on the broader permissions and rules required for model aircraft flying can be found on the CAA website here:

<https://www.caa.co.uk/Consumers/Unmanned-aircraft-and-drones/>

Council enquiries and applications:
(Contact detail to be added)

Special Exemptions

For Emergency Services & Government critical use

Prior permission to use SUAs to take off and land on Council owned land both inside and outside Flight Restricted Zones, at any time, is not required for Emergency Services use by official Government bodies (e.g. Police, Ambulance, Fire Brigade, Environment Agency) where it is for essential safety and operational requirements. For example, this may be for accidents, major incidents, crowd control at local events, monitoring a fire or flooding.



The London Borough of Hillingdon may also use SUAs for safety related activity, such as building control or as part of any civil or emergency response. Any such use must be signed-off by the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council.

Additional permissions from Air Traffic Control and/or CAA may still be required by the above public organisations, depending on the flight plan and travel within any flight restriction zones. SUA operator accreditation with the CAA will also be required. This policy does not apply or relate to any UK military or Intelligence Services use of drones, thereby these organisations are exempt from this Policy.

Land leased by the Council



Additional public land of significance that is leased by the Council will be restricted in the future from any drone use.

As a freeholder, where the Council leases larger land spaces or playing fields to other parties, e.g. schools, farms or community groups. With effect from *****ANY DATE TO BE ADDED***** all such new property agreements will include a prohibition on flying SUAs. This policy does not affect previously approved leases, unless such terms are subsequently agreed by both parties to amend the lease after the date above. This will enable the Council to robustly challenge lessees if unapproved drone activity takes place on its land. Any decision in respect of such leases will be determined by the Head of Property and Estates at the Council, in consultation with the Cabinet Member for Finance, Property and Business Services.

Further information

Reporting suspicious drone activity

Should the public wish to report any illegal or suspicious drone activity (in or outside Flight Restricted Zones, i.e. anywhere in the Borough), then this should be referred to the Police or Crimestoppers UK on 0800 555 111. If you see a drone that you consider an imminent threat to aircraft, life or property then call 999.

If members of the public have concerns in relation to their privacy with any drone use (through cameras or videos being taken), then this should be referred to the Information Commissioner's Office. (Contact detail to be added)

If members of the public know of drones being flown in any of the Council's parks or open spaces, please also inform the Council so they can take action or refer to the Police if required (Contact detail to be added)

Key websites

- [Map - New flight Restriction Zones around the UK and Hillingdon](#)
- [Dronesafe](#)
- [Civil Aviation Authority](#)
- [Department for Transport](#)
- [Drone Safe - the new UK national guidance](#)
- [British Model Flying Association](#)
- List of Professional Drone [CAA operators](#)

Drone Glossary

SUA - Small Unmanned Aircraft OR drone by definition

CAA - Civil Aviation Authority

FRZ - Flight Restricted Zones 5km around airports or aerodromes to prohibit drones

RPZ - Runway Protection Zones to prohibit drones near each runway used

ATC - Air Traffic Control

PSPO - Public Space Protection Order by the Council

FPN - Fixed Penalty Notice

CCTV - Closed Circuit Television / surveillance

Council policy approvals and timeline status

As provided for by the London Borough of Hillingdon's Cabinet on 30 May 2019, the Leader of the Council has the necessary delegated authority to review and update this policy in light of any local or national changes.

The named Council officer posts for approving any permissions required in this policy will apply and may also be amended by the Council's Officer Scheme of Delegations at anytime, as directed by the Deputy Chief Executive and Corporate Director of Residents Services of the London Borough of Hillingdon.

This policy will also be incorporated into the Residents Services Enforcement Policy.

Policy approval timeline:

Draft policy approved for consultation: 30 May 2019 (TBC)

Policy approved: XXXXX

Updated PSPOs in effect from: XXXXX

New property lease arrangements in effect from: XXXXX

Policy updated: XXXXX

Authorised by the London Borough of Hillingdon, UK

Annex 1 - Designated Parks and Open Spaces

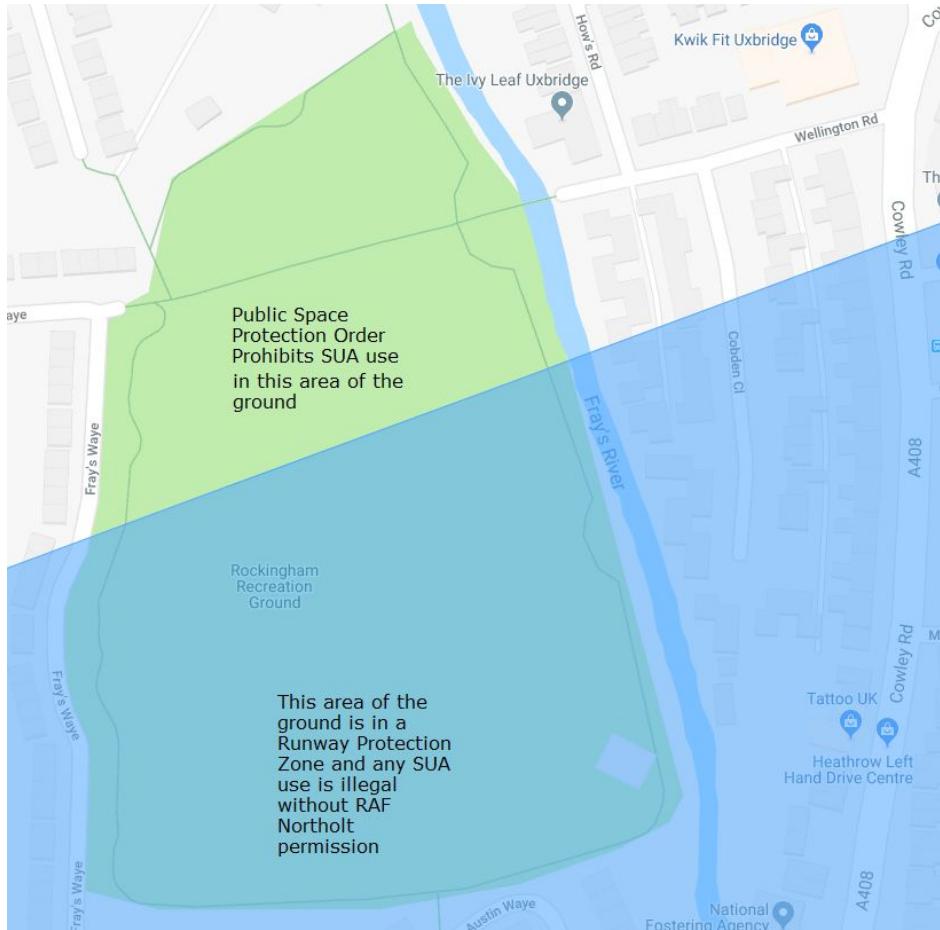
This is a list of designated Council owned parks and open spaces within the London Borough of Hillingdon that are in whole or in part outside Flight Restriction Zones or Runway Protection Zones under the UK Air Navigation [Amendment Order] 2019.

Any flying of drones or SUAs in these designated areas is prohibited without its express consent and the Council will be able to issue Fixed Penalty Notices. Suitable signs and information will be in place across such parks.

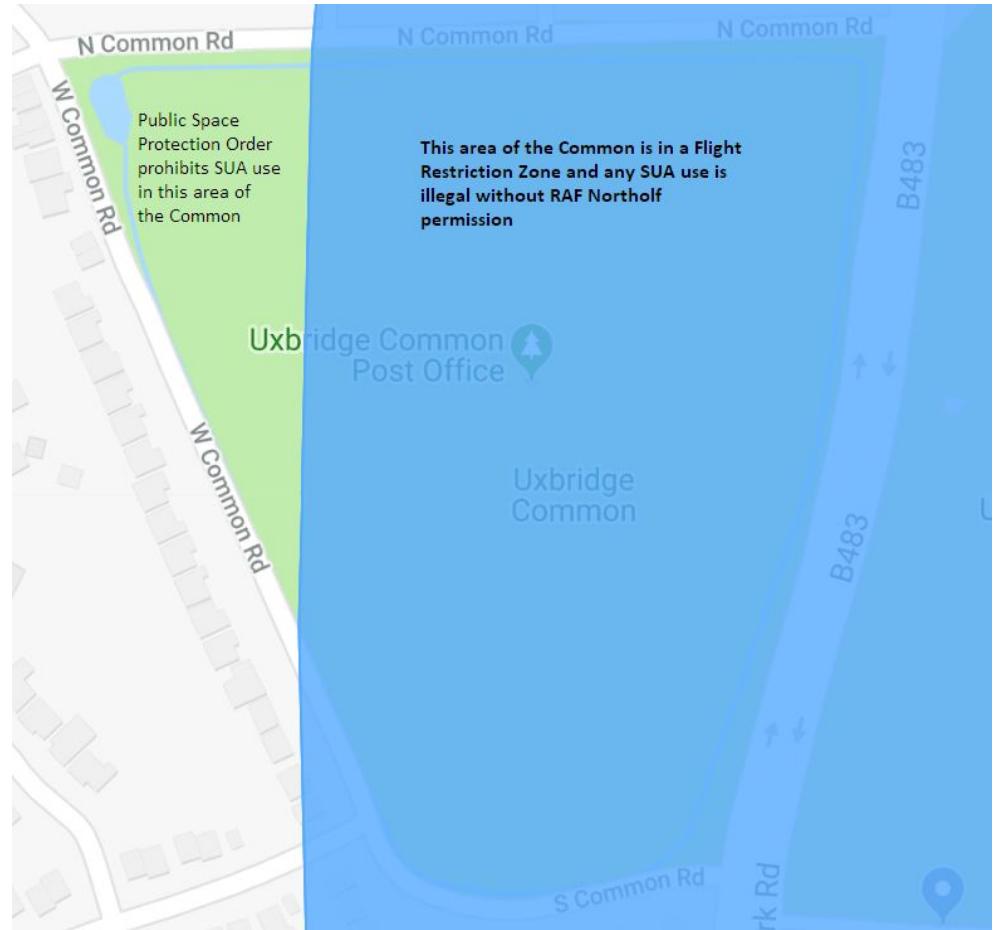
These parks and open spaces are covered by Council's [proposed amended] (Parks and Public Spaces) Public Spaces Protection Order where the use of **drones and small unmanned aircraft of any mass is prohibited without the express consent of the Council.**

North of the Borough	Central Borough	South of the Borough
<ul style="list-style-type: none">● The Gravel Pits● Ruislip Woods● Ruislip Lido● Hogs Back● Northwood Recreation Ground● Northwood Cemetery● Haste Hill Golf Course● Harlyn Drive Open Space● Cuckoo Hill● Raisins Hill● Eastcote House Gardens● Long Meadow● Cheney Street Open Space● Hayden Hall, Eastcote Cricket Club● Coniston Gardens Open Space● Bury Street Open Space	<ul style="list-style-type: none">● Top Left Corner of Uxbridge Common● Fassnidge Park (see map)● Top ⅓ of Rockingham Recreation Ground (see map)● Hillingdon and Uxbridge Cemetery● Robinwood Grove● Cowley Recreation Ground● Nine Elms Avenue● Maygoods Green● Bosanquet & Huxley Open Space● Little Britain● Philpots Farm● Moorfield / St Clements Playground● St Peters Road Playground● Violet Avenue Children's Playground● Colham Green Recreation Ground	<ul style="list-style-type: none">● Dawley Avenue Children's Playground● Barra Hall Open Space● Bell House Field● Hitherbrook Open Space● Minet Country Park● Brookside Open Space● Warrender Recreation Ground

Rockingham Recreation Ground, Uxbridge



Top Left Corner of Uxbridge Common, Uxbridge



Map images courtesy of Google Maps 2019