



**Unmanned Air Vehicles (UAVs) Registration/Insurance Application
for York University Research**

NOTE: Faculty or students piloting UAV's for university research must be over 18 years of age.

Name of Applicant(s): (must be employee or student)			
Home Address:			
City:		Province/State:	
Country:		Postal/Zip Code:	
Department/Faculty:			
Tel:		Cell Phone Number:	
If the applicant is a student, Supervisor's name:			
UAV Make, Model, Serial No/FCCID:			

Please answer the following:

1. **What is the name of the research project where the drone will be used?**

2. **Who is the Principal Investigator of the research project?**

3. **What are the beginning and end dates of the research project (note that the Certificate of Insurance will only cover this period)?**

4. **List the location(s) where unmanned air vehicles will be used:**

5. **Will there be people present in the flight area (other than the researchers)?** YES NO

6. **List the equipment that will be attached to the drone/unmanned aerial vehicle:**

7. **What is the maximum take-off weight of the unmanned aerial vehicle, with all attached equipment included:**

RISK MANAGEMENT REQUIREMENTS FOR ALL UAV PILOTS:

1. Read and understand all legislation, rules, and regulations that apply to the operation of UAVs as per Transport Canada – including the requirements for pilot certificates and authorization documents such as SFOC and RPAS.
2. All individuals piloting York-owned UAVs must register the UAV and request a Certificate of Insurance through Risk Management Services. Certificates of Insurance may only be requested by faculty or staff, who may also complete the request on behalf of a student in their department.
3. If students intend to pilot the aircraft, they must be registered as a student in the semester in which they will be piloting the aircraft and they must have a supervisor indicated on the registration/insurance form.
4. **Only UAVs that are the property of York University or those that are formally leased/loaned to the University under contract with another company may be used for these purposes.** Privately owned UAVs cannot be covered under the University’s insurance, nor can they be used for University research purposes.
5. **Pilots are responsible for being in compliance with Transport Canada regulations regarding the use of UAVs.**
6. Pilots are required to have the following documents with them at all times:
 - a. A copy of any required authorizations
 - b. A Certificate of Insurance (proof of liability insurance coverage)
 - c. The pilot’s name, address, telephone number, and pilot’s certificate
 - d. A copy of the UAV system operating limitations
7. Fly only during daylight and in good weather (e.g., not in strong winds or rain, fog, extreme temperatures).
8. Pilots are responsible to ensure that they are appropriately trained to pilot such aircraft, that the UAV is maintained appropriately according to manufacturer’s specifications, and that the UAV is checked prior to each use to ensure that it is in a fit and safe state for use.
9. Pilots must obtain written permission from the owner(s) of the property on which the UAV intends to take off/launch from and/or land/recover on. If flying over private property, pilots will also be required to have written permission from the landowner and to note any restrictions placed by the landowner (distance from domestic animals, etc.) A permission/licence agreement template is available on-line.
10. Pilots are responsible to also be aware of any privacy or trespassing laws and bylaws that their research may be subject to.

AS THE PILOT OF AN UNMANNED AIR VEHICLE FOR RESEARCH USE WITH YORK UNIVERSITY:

1. **I understand that it is my responsibility to read, understand and adhere to the legislation regarding my use of Unmanned Air Vehicles (UAVs) and to the University’s requirements.** (Initial: _____)
2. **I will ensure that I have the required documentation with me at all times while piloting the UAV.** (Initial: _____)
3. **I will ensure that I have written permission from any landowner where I will be using the UAV.** (Initial: _____)
4. **I will report any situations that may arise during my operation of the UAV, where the vehicle has impacted any individuals or property during such operations to Risk Management Services as soon as possible.** (Initial: _____)

Signature of Pilot

Date

If pilot is a student, the supervisor must complete the following:

Signature of Student’s Supervisor

Date