

UAV NOTIFICATION PROCEDURE

Type:	Internal & External
Procedure Owner:	GM Research & Technology
Implementation Date:	27.11.2025
Date of Next Review:	1.07.2027
Compliance Category	Mandatory
Function:	
Activity:	
Sub Activity:	

Procedure Overview or Purpose

1. This procedure applies to the use of UAVs within the KT estate.
2. The purpose of this procedure is to ensure that UAV operations on or over the KT estate are carried out safely and in accordance with CAA Rules and KT’s UAV policy.
3. This is a controlled document. The electronic version of this document is the most up to date and in the case of conflict the electronic version prevails over any printed version

Scope

4. This UAV Notification procedure applies to all pilots with permission to use a UAV on or over to the KT estate.

Inputs or Key Requirements

5. There are currently three helicopter operators and three UAV contractors operating in the airspace over the KT estate. To maintain and improve safety and to increase awareness all pilots must give notification in accordance with this procedure.

Key Steps

6. Pilots must:
 - (a) File a NOTAM with Airways New Zealand, 48 hours before flight operations commence (if applicable);
 - (b) Complete an airshare request (www.airshare.co.nz);
Kaingaroa Tipu (KT) recommends lodging a request with Flight Advisor (www.flightadvisornz.io)
 - (c) Send an e-mail to UAV_email@kt.co.nz a minimum of 24 hours and a maximum of 48 hours before flight operations commence with required flight information including the airshare request number (KT will supply an e-mail template that must be completed for this purpose); and
 - (d) When applicable, KT may request that an e-mail be sent to UAV_etxt@kt.co.nz **between 4.00pm and 7.00pm the day before flight operations** commence with required flight information (KT will supply an e-mail template that must be completed for this purpose).

Related Policies, Guidelines, Forms, and Frameworks

- 7. Unmanned Aerial Vehicles (UAV) Policy (POL-00137).
- 8. UAV Operations Permit Application Form (FRM-00138).

Definitions

- 9. In this procedure:
 - a. KT estate means the land in the central North Island in and on which forestry operations are carried out by or on behalf of KT and includes any other sites under the control or management of KT;
 - b. Kaingaroa Tipu (KT) means the manager of the KT estate;
 - c. Pilot means any KT contractor, subcontractor or any other person holding a UAV operations permit from KT; and
 - d. 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.

Contact For Further Information:

- 10. If you have any queries regarding the content of this procedure, please contact the KT Inventory Manager who is responsible for approving UAV Operation Permit applications, provides UAV Notification templates and any other assistance required for UAV Operations in the KT Estate.

Document Management				
Version	Author	Revisions Made	Approved by	Date
01	Stuart Hickman	First Draft	Legal	1.6.2018
02	Sandy Clarke	Updated to reflect new brand	Legal	27.11.2025