

INSTRUCTIONS FOR FILLING IN THE RPAS OPERATIONS APPLICATION FORM

(rev 101218)

This informative note explains how to fill in the RPAS Operations Application Form that must be submitted by operators approved or in process of approval, in accordance with Royal Decree 1036/2017 on the Civil Use of Aircraft Piloted Via Remote Control and Royal Decree 1180/2018 SERA. The form facilitates coordinating:

- Authorised ENAIRE airspace operations
- Uncontrolled airspace operations:
 - i. Specialised air operations for RPAS weighing up to 150kg, involving BVLOS flights
 - ii. Experimental flights for RPAS up to 150kg in EVLOS/BVLOS

FILLING IN THE FORM:

All FIELDS must be correctly filled in.

HEADING:

- **Company Reference:** This field is for the operator to fill in the different codes assigned to the operation:
 - i. **Operator Reference:** Identification code to be assigned by the operator to each application and enabling its current status to be checked. The code may be of any type, although entering a combination of alphanumeric characters to avoid confusion with other operators is highly advisable (Example: OPERATOR001/18)
 - ii. **ENAIRe DSCN Safety Study Reference:** Code provided by ENAIRe'S Operational Safety Department that must be specified as proof of the coordination of the safety study for operations in a controlled airspace of their responsibility
 - iii. References must be separated by the symbol /



INSTRUCTIONS FOR FILLING IN THE RPAS OPERATIONS APPLICATION FORM

APPLICANT'S DETAILS

- **Contact Details:** Information and contact details of the RPAS operator. The final reply will be sent to the email given here.
- **Approvals and Certificates:** Requirements to be met by the operator prior to submitting this form. Otherwise, the application shall be rejected
- **Safety Distances:**
 - i. **Yes:** When "Yes" is marked, it means that the operation is within the safety distances of an aerodrome(s) and/or heliport(s) stipulated in Article 45 of Royal Decree 1180/2018 and that the operator has properly coordinated the procedure with those responsible for the infrastructure prior to submitting this form
 - ii. **In AENA Network facilities, the operator must contact the airport to coordinate the operation following the EXA80 procedure**
 - iii. **No:** The operation takes place beyond the safety distances mentioned beforehand
 - iv. In the [ENAIRE Drones](#) application, you will find contact details and further information

NATURE OF THE ACTIVITY

- **Flight Mode:** Indicate the operation's flight mode; if there are several options, choose the most restrictive (from least to most - VLOS, EVLOS, BVLOS).
- **Specialised Air Operations:** Submit a request for each type of activity, indicating the flight mode (VLOS, EVLOS OR BVLOS) and the purpose of the operation.
- **Experimental Flights:** Coordinating airspace separation is only required for EVLOS or BVLOS flights. Several boxes may be checked and the type of experimental flight that may be found in the list in Article 5, section s, of RD 1036/2017:
 - i. *1st - Production and maintenance test flights, performed by manufacturers or service providers*



INSTRUCTIONS FOR FILLING IN THE RPAS OPERATIONS APPLICATION FORM

- ii. *2nd - Demonstration flights not intended for the public but organised for targeted groups of people attending a particular event or by a manufacturer or operator for potential clients*
- iii. *3rd - Flights for research programmes, undertaken by whoever manages the programme, where the viability of carrying out an operation with remotely piloted aircraft (RPA) is being demonstrated*
- iv. *4th - Development flights in which the techniques and procedures are fine tuned in order to carry out an operation with remotely piloted aircraft (RPA), prior to starting that activity and undertaken by whoever intends to carry it out*
- v. *5th - R&D flights carried out by manufactures or other technological centres, organisations, bodies or institutions to develop new remotely piloted aircraft (RPA) or elements that comprise the RPAS*
- vi. *6th - Required test flights needed for an operator to prove that the intended RPA operation may be safely carried out*

DATES OF THE ACTIVITY

- **Dates:** Starting and finishing dates of the activity.
 - i. No longer than 3 months maximum, though this may be reduced depending on air traffic or other determining factors.
 - ii. If the exact date is not known, a short a time period as possible shall be indicated.
- **Schedule:**
 - i. **Start time:** Time or time slot for the start of operations (example: sunrise, 09:00, from 10:00 to 12:00)
 - ii. **Finishing time:** Time or time slot for ending operations (example: sunset, 13:00, from 17:00 a 19:00)
 - iii. The time type must be specified - Local Time or Coordinated Universal Time (UTC)
 - iv. If the exact schedule is not known, the shortest time period indicated
- **Duration of the Activity:** The activity shall only last as long as the operation takes (example: Schedule: From 10:00 to 2:00. Duration: 20 min.).



INSTRUCTIONS FOR FILLING IN THE RPAS OPERATIONS APPLICATION FORM

OPERATING AREA AND CHARACTERISTICS OF THE ACTIVITY

- **District and Province:** If the area covers more than one district and province, those where the take-off point is located shall be indicated.

- **A- Area Type:**
 - i. Only one operating area per form will be accepted. When the areas or points are very close to each other, they may be included in a circular or polygonal area covering all flights
 - ii. The area defined by the operator shall be deemed as including a suitable safety margin for the requested operation
 - iii. **Circular Area:** Indicate the centre (take-off point) and radius of the area
 - iv. **Point:** Vertical flight take-off point coordinates
 - v. **Polygon:** Flying area defined by at least 3 points
 - vi. **Geographical Coordinates:** The only accepted format will be WGS84 in degrees, minutes and seconds (example 40°15'15"N – 003°50'00" W, 401515N – 35000E, 40°15'15"N – 3°50'00" W...). Any other reference format or system will be rejected and shall be converted by the operator
 - vii. **Orientation:** Indicate longitude east (E) or west (W)
 - viii. **Radius:** Only applies to circular areas. Specify quantity and unit of measure
 - ix. **Other Data:** For applications in which the coordination of the Aeronautical Safety Study specifies the requirement of publishing a NOTAM or airspace segregation, they must be specified in this field as follows:
 - a. NOTAM
 - b. Airspace Segregation

- **B - Altitude and Maximum Altitude:** Both fields must be filled in with their corresponding unit of measure (ft or m).

- **C - Other Data:** Relevant information not included in the previous sections.



INSTRUCTIONS FOR FILLING IN THE RPAS OPERATIONS APPLICATION FORM

AIRCRAFT

- Information regarding the aircraft that will carry out the operation.
- If using more than one RPA is required, these must be of the same type (see annex 1 of Royal Decree 1036/2017, category and type of equivalent aircraft). They can be entered as follows:

Aeronave (Marca y modelo)	N° Serie	Tipo de RPA	MTOW	Velocidad
<input type="text"/>	<input type="text"/>	<input type="text" value="Ala f. ."/>	<input type="text"/>	<input type="text"/>

- Aircraft:** RPA 1 / RPA 2...
- Series no.:** Series no 1 / Series no 2...
- Type of RPA:** Select the corresponding type
- MTOW:** MOTW 1 / MTOW 2...
- Speed:** Speed 1 / Speed 2...

SYSTEMS

- **ADS:** *Automatic Dependent Surveillance System.*
- **Sense and Avoid Technology:** *Sense and avoid systems. When appropriate, indicate the type of system approved by AESA.*
- **Airworthiness Certificate:** Compulsory for RPAS with MTOM exceeding 25 Kg.
- **Communications:** At least one mobile phone must be provided at all times. In controlled airspace the operator must be able to keep in touch on the aviation communications band.
- **Impact Absorption Device:** Type of device to reduce impact force.



INSTRUCTIONS FOR FILLING IN THE RPAS OPERATIONS APPLICATION FORM

- **Navigation Lights:** Mark "Yes" if the aircraft is equipped with navigation lights (anti-collision, strobe, etc.) or "No" otherwise.
- **Navigation:** If none of the indicated options are available, the option "NO" must be marked.
- **High Visibility Paint:** Mark "Yes" or "No".
- **Flight Rules:** Visual Flight Rules (VFR) are indicated by default.
- **Transponder:** If none of the indicated options are available, the option "NO" must be marked.
- **Others:** Any piece of equipment that does not fit into the above categories.

STATEMENT OF COMPLIANCE

- The operator is liable for the veracity of the data provided, for complying with any other applicable regulations, and correctly carrying out the procedures to obtain all necessary permits beyond ENAIRE's responsibility.

DEADLINES

The form must be sent to the Airspace Operations Coordination Department (COP) by email to cop@enaire.es, at least 10 working days before the requested activity is to be carried out. If this deadline is not met, the application can be rejected.

It is advisable not to apply too far in advance (more than 3 months) in order to suit the activity to the most up-to-date scenario as possible.



INSTRUCTIONS FOR FILLING IN THE RPAS OPERATIONS APPLICATION FORM

VALIDITY PERIOD

For long-term activities requiring a NOTAM or airspace segregation, a period of three months could be granted.

Applicants must notify the Airspace Operations Coordination Department by email of the termination and/or cancellation of the activity in order to clear the reserved airspace.

FORWARDING THE REPLY

Once the application has been fully coordinated, the COP will notify the applicant of any necessary operational measures and forward a copy of the NOTAM or airspace segregation published for this purpose.

In the event of an unfavourable report, the reasons for refusal will be stated.

All applications received after the stipulated deadline or those that have not received a reply by the COP by the starting date of the activity will be deemed as rejected.

EXTENSIONS, RENEWALS or MODIFICATIONS

Whenever an application has been answered by the COP, no extension, modification or renewal will be allowed, and a new application will have to be processed.