

Mandatory
Safety
Instruction



UCL

DRONES AND UNMANNED AIRCRAFT FLYING - ON THE UCL ESTATE

Drones commonly known as **Unmanned Aerial Vehicles (UAV)** / **Unmanned Aircraft Systems (UAS)** / **Remotely Piloted Aircraft Systems (RPAS)** are now widely available for commercial and recreational use. **Drones** can cause injury or damage if they are not used responsibly and so are subject to complex safety rules, which are underpinned by UK law - **what you need to know:**



Mandatory

Mandatory - all drone flights whether for commercial or academic purposes, or for fun are subject to safety rules and requirements set out in the **Air Navigation Order (ANO) 2016**; that which requires that 'persons must not recklessly or negligently cause or permit an aircraft to endanger any person or property'.

Mandatory - the Air Navigation Order defines a **congested area** as being 'any area of a city, town or settlement which is substantially used for residential, industrial, commercial or recreational purposes' - **this definition applies to almost ALL of the UCL Estate including the iconic Main Quadrangle, Malet Place etc.**

Mandatory (UCL Estates Access to Pictures) - as part of the permission to fly a drone on UCL property, UCL Estates may request that operators provided copies of pictures / footage of UCL buildings to assist with maintenance activities. Pictures will only be for building(s) in the immediate proposed drone operations flight area, and only if it is safe, practical and legal to do so.

Mandatory - if you own or fly a drone or model aircraft (between 250g to 20Kg) **you must register with the CAA**, as you require an operator / flyer ID, you must label your drone or model aircraft and take a CAA test **before you fly** the device.



Prohibited

Prohibited - to fly your drone on the UCL Estate whether for academic, commercial or for fun; unless you have been authorised by UCL Estates and can demonstrate:

- The drone operator holds CAA authorisation to fly within a congested area.
- The drone operator has suitable and **specific insurance policy** with a minimum of £1m Third Party cover per claim.
- Suitable and sufficient **safety measures are in place**, to ensure that drone operations will not endanger people, property or heir aircraft.
- It is against the law to fly a drone or model aircraft without having the required IDs. You can also be fined for breaking the law when flying. In the most serious cases, you could be sent to prison.
- **Note** - see below for general requirements and restrictions.



Acceptable

For due diligence Drone flight operations on UCL property must be undertaken by an individual or organisations that holds a CAA authorisation. To obtain a permit the drone operator has to demonstrate their competence, provided safe flight operating arrangements, procedures and appropriate insurance cover.

The regulation have change from **31 December 2020**, in respect to UAS identification of both device and operators and who can fly them and where you can fly them.

Further and specify information from the **Civil Aviation Authority (CAA)**:

- See latest edition of CAA CAP 722 and CAP2003 (download from CAA Publications);
- see Drone Safe (www.dronesafe.uk) / www.caa.co.uk/uas
- See attached flight operation information form to assist in UCL authorisation;
- See attached copies of CAA short guidance documents - but full details form CAA web site.

1. General Rules Operating Drones - Issued by the Civil Aviation Authority (CAA)

- 1.1. The regulations regarding all drones, flights and operations has changed from the 31 Dec 2020. These updated regulations are based on flight risk, type and size of drone and applies to all flights regardless of whether they are for fun or for commercial purposes. Additionally:
- (a). **registration** - two types of registration for all drones fitted with a camera regardless of size, but mandatory for all units that have a flying weight of 250g and above:
- (1). **Operator ID** - the legal owner of the individual drone has to be registered and ID must be displayed on the drone (applies to all drones) - minimum age 18 years and applies to anyone from overseas.
 - (2). **Flyer ID** - is for the person holding the remote control and actually flying the drone. Flyers / operators are required to register and undertake competency testing.
- (b). **Risk based flights** - there three (3) categories of flights based on risk with guidance set out in CAA **CAP2012** fact sheet. Flights fall into the one of these categories depending on risk to persons and weight of the drone in use:
- (1). **Open Category** - least risk to persons (*i.e. not near persons or crowds*);
 - **A1 (fly 'over' people)** - cannot fly over crowds or groups of people;
 - **A2 (fly 'close to' people)** - specific flights conducted to a safe minimum distance of 50m or more from people;
 - **A3 (fly 'far from people')** - specific flights conducted to a safe minimum distance of 150m or more from people;
 - (2). ***Specific category** - covers operations that present a greater risk than that of the Open category; or, where one or more elements of the operation falls outside the boundaries of the Open category [*i.e. residential, commercial or industrial or recreational purposes flights less than 150m from people or buildings etc.*].
 - (i). The key element of the Specific category is that the drone operator is required to hold an operational authorisation, which has been issued by the CAA.

- (ii). This operational authorisation will be based on the CAA's evaluation of a safety risk assessment that has been produced by the drone operator or, in some circumstances, has been 'pre-defined' and published by the CAA.
- (iii). The operational authorisation document sets out the privileges and limits of the operation. Given the name of the category, each operational authorisation is specific to the named drone operator, is dependent on the risk assessment and evidence supplied to the CAA by that operator.

(3). **Certified category** - very high risk activities;

(c). **Authorisations** - the term 'authorisation' means official permission for something to happen, or the act of giving someone official permission to do something. Within aviation, this context generally means any 'official permission' given by the CAA. For drone matters, the authorisation requirements are largely driven by the operating category as follows:

- **Open category** – no authorisation required. The limitations of the category are set out in the regulations and cannot be changed.
- ***Specific category** – an 'operational authorisation' is required to be held by the drone operator and the conditions set out in the authorisation document.
- **Certified category** – authorisation is provided through the provision of certification (of the aircraft and the UAS operator) and licencing (for the remote pilot) and compliance with the related conditions and/or specifications.

1.2. Details on how to make an application for an operational authorisation can be found on the CAA's UAS webpages www.caa.co.uk/uas

1.3. ***Note** - all drone flights (*including fun, academic research or commercially related*) on UCL property shall be conducted under **Special category** conditions.

2. Permission to Fly a Drone from or on UCL Property

2.1. Permission to fly a Drone at UCL is applicable to:

- **persons** - all staff, students or commercial organisations;
- **activities** - all flights for academic, research, commercial activities or fun flying using a private drone;
- **all flights with a camera aboard** - any drone fitted with a camera taking pictures that may be subject to the Data Protection Act. Permission may be required of any person appearing in these photo images;

2.2. That all drone flights on UCL property comply with the Air Navigation Order (ANO) 2016; general health and safety and good practice. That the flight(s) is correctly authorised by CAA and UCL Estates by providing the following documentation:

- **a copy** of the drone operator's authorisation for Specific category flights *[the CAA authorisation to conduct the flight operator / company to fly within a **congested**¹ area]*;
- **a copy** the drone operator specific insurance cover and third party liability cover for the specific category flight;
- **copy of safety arrangements / risk assessment, method statement (RAMS)** to demonstrate sufficient local safety measures have considered and demonstrated to ensure drone operations will not endanger people or property;
- **operating location, time periods other relevant information** provided *(i.e. the exact location, time period and parameters for the flight operations)*;

2.3. **Consultation / Authorisation** - assistance or guidance on locations and access as well as authorising the drone flight on receipt of details set out a para 2.2 above:

- **UCL Estates - Fire Safety Team** for permission (fire@ucl.ac.uk);

3. Drone Authorisation Form

Please complete (pdf) form below with full information and return it complete with copies of documentation required at Para 2.2 above to fire@ucl.ac.uk for processing and information distribution to relevant parties.

¹ **Congested Area** - being 'any area of a city, town or settlement which is substantially used for residential, industrial, commercial or recreational purposes' - **Note** this would apply and include almost all of the UCL Estate.

3.1. Drone Flight Operations @ UCL – Flight Information and Authorisation Form:

*Operator Company:	
*Operators Address:	
*Operators Contact Details:	
*Name of Remote Pilot:	
UCL Dept. Contact Name:	
UCL Dept. Contact No:	
UCL Dept. Address:	
TASK INFORMATION:	
Task Location:	
Task Date(s) & Time(s):	
Flight Altitude (m):	
Vehicle Access / Parking Required:	
Drone Size (250g to 20Kg)	

Considerations:	Actions:	Findings:
People:	Congested Area / Events or Structures in flight ops area?	
PPE Required:	Hard hats, high visibility vests, or other safety equipment requirements.	
Risk Reduction:	Can the task be completed at times to avoid persons, events, or other activities?	
Weather:	Strong winds or other weather issues in area of flight operations?	

Specific Operational Notes:

CAA Auth' Copy		Insurance Copy		RAMS Copy		Room Bookings		Security Ops		Security Control Rm		BAU		Estates Photo		Area FM	
Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

THE NEW UAS REGULATIONS – WHAT'S THE DIFFERENCE?

Type of limitation	Old (pre 31 Dec 20)	New (31 Dec 20 onwards)
Max distance from remote pilot	Must be kept within visual line of sight (VLOS)	Must be kept within visual line of sight (VLOS)
Max operating height	400ft (120m) from closest point of earth's surface	120m (400ft) from closest point of earth's surface
Max weight in flight	20kg	Less than 25kg
Operating area	Camera fitted - Not within 150m of congested areas - Not within restricted airspace	A1/A2 - Not within restricted airspace
	No camera - Not within restricted airspace - Do not endanger	A3 - Not within 150m of residential, industrial, recreational or commercial areas - Not within restricted airspace
Registration	Required for 250g or greater	Camera fitted/not a toy - Required for any mass
		No camera - Required for 250g or greater
		Toys - Required for 250g or greater
Remote pilot competence	Required for 250g or greater	Required for 250g or greater (additional competence required in some cases)
Remote pilot minimum age	No minimum age	Less than 250g - No minimum age if a toy marked C0, or privately built - 12 years for all others for an interim period, then reverting back to no age limit
		250g or greater - 12 years for an interim period then reverting back to no age limit
Separation from airports/airfields	Remain clear of Flight Restriction Zone	Remain clear of Flight Restriction Zone
Separation from uninvolved persons	Camera fitted - 50m (30m during take-off or landing)	Less than 250g - No minimum distance - Do not endanger
	No camera - No minimum distance - Do not endanger	250g or greater - 50 m horizontally (reductions apply for C1 and C2 UAS)
Separation from crowds	Camera fitted - Not within 150m of organised outdoor assemblies of 1000+	Less than 250g - Must not fly over groups of people
	No camera - No minimum distance - Do not endanger	250g or greater - 50 m horizontally (reductions apply for C1 and C2 UAS, but must not overfly)
Separation from property (vehicles, vessels and structures)	Camera fitted - 50m	All - No minimum distance - Do not endanger (if persons are inside the properties or vehicles, then the separation from persons must be applied)
	No camera - No minimum distance - Do not endanger	
Commercial operations	CAA permission required	No authorisation required for commercial use but see www.caa.co.uk/CAP722 for when authorisations are required

FLYING FOR FUN



Flying a drone is great fun and a rewarding hobby. To keep everyone safe, and to make sure we safely share the airspace with everything else that flies, we have some simple laws that drone users need to follow.

From 31 December 2020 the rules for flying drones will be the same in the UK and all European Union Member States. The rules don't apply if you are flying indoors or have a toy drone. This must have been sold as, and clearly look like, a toy.

They are based on the risk of the flight – where you fly, proximity to other people and the size and weight of your drone.

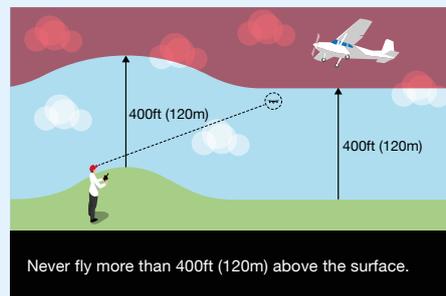
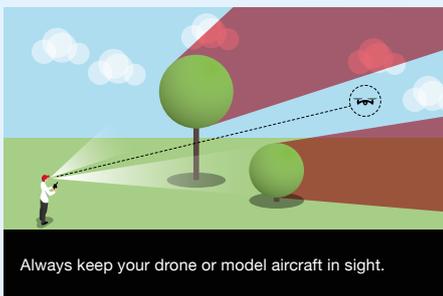
You will probably be using the new Open category of rules which are intended for low-risk drone flights, for example because you are flying a lightweight drone or in the countryside.

There is also a Specific category for higher risk flights such as flying a drone over an urban area. To fly in this category you will need approval from the Civil Aviation Authority.

The same rules also apply if you are flying at night.

Open category

You need to follow the [drone and model aircraft code](#). Some of the key rules are:



i *And always remember that you are responsible for your actions while flying*

Registration and flyer ID

If your drone has a camera (unless it is a toy) or weighs 250g or more then you need to register with the CAA. You need to renew this registration every year.

Anyone flying a drone 250g or more needs to pass a test and get a flyer ID from the CAA. If you already have a flyer ID that is still valid, you don't need to re-do the test until it expires, although you are required to keep up to date with the new regulations.

More info at [Register-drones.caa.co.uk](https://register-drones.caa.co.uk)

Minimum age to fly

In most cases you must be at least 12 years old to fly a drone on your own*.

You can fly if you are under 12, but you must be supervised by someone 16 or over and both of you must have passed the flyer ID test.

Privacy

Wherever you fly your drone, consider the privacy of others. The Information Commissioner publishes advice at <https://ico.org.uk/your-data-matters/drones/>

*If you are under 12 and flying on your own then the drone must either be: privately built and be less than 250g or a toy and marked as a Class C0 drone

FLYING AS A HOBBY AND AT A CLUB

From 31 December 2020 the rules for flying drones will be the same in the UK and all European member states. The rules don't apply if you are flying indoors.

They are based on the risk of the flight – where you fly, proximity to other people and the size of your drone are key.

The new rules are divided into three categories: Open, Specific and Certified.

The Open category is intended for low-risk drone flights, for example because you are flying a lightweight drone or in the countryside.

The Specific category is for higher risk flights such as flying a drone over an urban area. To be allowed to fly in this category you will need an operating approval from the Civil Aviation Authority. Members of a recognised UK model flying Association (BMFA, SAA, LMA & FPVUK) will be operating under the terms of a specific authorisation and should confirm details with their Association.

The Certified category is for large drones, for example transporting parcels above the city.

Open category

Most enthusiasts or people flying for fun with a drone under 25kg will be in the Open category. You need to follow the [drone and model aircraft code](#). Some of the key rules are:

- > never fly higher than 120m / 400ft
- > always keep the drone in sight
- > Keep clear of any airspace restrictions, including around airfields, unless you have permission to fly within them

i *And always remember that you are responsible for your actions while flying*

All of the rules also apply if you are flying at night.

There are three 'sub categories' based on the weight of the drone:

A1 (C0 or C1 marked drones): You may fly over people with your drone if it is less than 250g, as long as it is not a crowd. Some slightly heavier drones (up to 900g) can also be used, but only if they have been 'classed' as being suitable.

A2: You must keep some distance from people, normally 30m. But this depends, among other things, on the drone you are flying (weight or label). To fly in the A2 category as well as passing the normal flyer ID online test you must also pass the A2 CofC theory exam. You must also declare that you have gained some practical knowledge with your drone, but you do not have to take a practical exam.

A3: You must stay at least 150 metres horizontally away from parks, industrial and built-up areas and 50 metres horizontally away from people.

Registration and flyer ID

If your drone has a camera (unless it is a toy) or weighs 250g or more then you need to register with the CAA. You need to renew this registration every year.

Anyone flying a drone 250g or more needs to pass a test and get a flyer ID from the CAA. If you already have a flyer ID that is still valid, you don't need to re-do the test until it expires, although you are required to keep up to date with the new regulations.

More info at <https://register-drones.caa.co.uk/individual>

Drone classification

From 1 January 2023 new drones will have to meet a set of product standards. These will be classed from C0 to C4, based on the weight and capability of the drone, and will determine how and where you can fly.

Drones classed C0 or C1 can be flown in the open A1 sub category. For C2 it's open sub category A2 or A3 and for classes C3 and C4 you can only fly in the A3 sub category.

If your drone doesn't have a class marking and is under 250g you can fly in the A1 sub category (there are also some exceptions for drones up to 500g too until January 2023). Drones less than 2kg can be flown in sub category A2, but you must keep at least 50 metres away from people and pass the A2 theory exam. Drones of 2kg or greater may only be flown in the A3 subcategory.

After 1 January 2023 for drones below 250g you can continue to use A1 sub category. All other current (un-classified) drones must only be used in the A3 sub category.

Home-built drones weighing less than 250g and with a maximum speed of less than 42mph (68Km/h, 19m/s) can be flown in the A1 sub category. All other drones fit in the A3 sub category.

Minimum age to fly

In most cases you must be at least 12 years old to fly a drone on your own*.

You can fly if you are under 12, but you must be supervised by someone 16 or over and both of you must have passed the flyer ID test.

First Person View (FPV)

If you are flying using FPV then you must have an observer next to you who can aid you with avoiding collisions, but you are still responsible for the safety of your flight.

Privacy

Wherever you fly your drone, consider the privacy of others. The Information Commissioner publishes advice at <https://ico.org.uk/your-data-matters/drones/>

*If you are under 12 and flying on your own then the drone must either be: privately built and be less than 250g or a toy and marked as a Class C0 drone

USING A DRONE FOR WORK



From 31 December 2020 the rules for flying drones will be the same in the UK and all European member states. The rules don't apply if you are flying indoors. This document is a snapshot of the regulations and you are strongly advised to read our full guide at www.caa.co.uk/cap722

The rules are based on the risk of the flight; where you fly, proximity to other people and the size and weight of your drone are key. There will no longer be a distinction between flying commercially and flying for pleasure or recreation. This means that an approval just to operate commercially is no longer required. If you are flying as part of a business then you should carefully read www.caa.co.uk/CAP722. Due to the rules on proximity to people and overflight of congested areas in most cases, if you have an existing operator authorisation from the CAA, you will still require one under the new regulations.

The new rules are divided into three categories: Open, Specific and Certified.

The Open category is intended for low-risk drone flights, for example because you are flying a very light drone or are in the countryside. If you are flying in this category then you need no specific authorisation from the CAA. All of the rules also apply if you are flying at night.

The Open category is split into:

A1 (drones less than 250g): You may fly over people for a short time with your drone, as long as it is not a crowd;

A2: You must keep some distance from people, normally 30m. But this depends, among other things, on the drone you are flying (weight or class). To fly in the A2 sub category as well as passing the normal flyer ID online test you must also pass an additional written theory exam. And declare that you have gained some practical knowledge with your drone, but you do not have to take a practical exam.

A3: You must stay at least 50 metres horizontally away from people and 150 metres horizontally away from parks, industrial and built-up areas.

The **Specific category** is for higher risk flights such as flying a drone over an urban area. To fly in this category you will need an operational authorisation from the CAA.

The **Certified category** is for large unmanned aircraft, for example transporting parcels above the city, that are subject to higher levels of approval and regulation.

Drone classification

From 1 January 2023 new drones will have to meet a set of standards. These will be labelled from C0 to C4, based on the weight and capability of the drone, and will determine how and where you can fly.

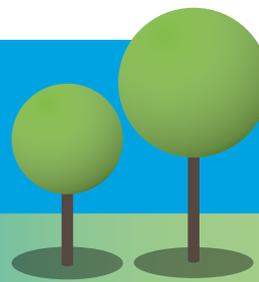
Drones classed C0 or C1 can be flown in the A1 sub category. For C2 it's A2 sub category or A3 and for C3 and C4 you can only fly in the A3 sub category.

Until January 2023 and if your drone doesn't have a class marking, if your drone is under 500g you can fly in the A1 sub category as long as you have also passed the A2 theory exam. Drones less than 2kg can use the A2 sub category, but you must keep at least 50 metres away from people and must also have passed the A2 theory exam. Un-classified drones of 2kg or greater may only be flown in the A3 sub category.

After 1 January 2023 for drones below 250g you can continue to use A1 sub category. All other current (un-classified) drones must be used in the A3 sub category.

Home-built drones weighing less than 250g and with a maximum speed of less than 42mph (68Km/h, 19m/s) can be flown in the A1 sub category. All other drones fit in the A3 sub category.

FLYING IN THE COUNTRYSIDE



If you are flying well away from built up areas and groups of people with a drone under 25kg then from 31 December 2020 you will fly under the new Open category of regulations.

That means that you need to follow the [drone and model aircraft code](#). Some of the key rules are:

- > never fly higher than 120m / 400ft
- > always keep the drone in sight
- > Keep clear of any airspace restrictions, including around aerodromes, unless you have permission to fly within them
- > keep 50m away from people, to avoid endangering them

i *And always remember that you are responsible for your actions while flying*

All of the rules also apply if you are flying at night.

Registration and flyer ID

If your drone has a camera (unless it is a toy) or weighs 250g or more then you need to register with the CAA. You need to renew this registration every year.

Anyone flying a drone 250g or more needs to pass a test and get a flyer ID from the CAA. If you already have a flyer ID that is still valid, you don't need to re-do the test until it expires, although you are required to keep up to date with the new regulations.

More info at [Register-drones.caa.co.uk](https://register-drones.caa.co.uk)

Minimum age to fly

In most cases you must be at least 12 years old to fly a drone on your own*.

You can fly if you are under 12, but you must be supervised by someone 16 or over and both of you must have passed the flyer ID test.

Privacy

Wherever you fly your drone, consider the privacy of others. The Information Commissioner publishes advice at <https://ico.org.uk/your-data-matters/drones/>

*If you are under 12 and flying on your own then the drone must either be: privately built and be less than 250g or a toy and marked as a Class C0 drone



The UK Dronecode is published by the Civil Aviation Authority to assist drone users in flying safely.

December 2020

For further information please visit: caa.co.uk/drones
dronesafe.uk

You are responsible for each flight. Legal responsibility lies with you. The Police can track illegal drone flights and trace offenders. Failure to fly responsibly could result in criminal prosecution. To report drone misuse please call the Police on 101. Always call 999 in an emergency. **Do make sure you are adequately insured.**

FLYING IN TOWNS AND CITIES

(OR BUSY AREAS)



If you are flying over or near urban areas or near groups of people, then extra safety rules are in place to provide protection. The rules don't apply if you are flying indoors.

You need to follow the [drone and model aircraft code](#). Some of the key rules are:

- > never fly higher than 120m / 400ft
- > always keep the drone in sight
- > Keep clear of airspace restrictions, including around aerodromes, unless you have permission to fly within them
- > keep 50m away from uninvolved people, to avoid endangering them
- > In most cases, unless flying a drone that is less than 250g, you must keep at least 150 metres horizontally away from parks, industrial, residential and built-up areas

i *And always remember that you are responsible for your actions while flying*

All of the rules also apply if you are flying at night.

If your drone weighs less than 250g then you may overfly a small number of people for a short period of time. But, if you have a heavier drone, or want to fly near or over people for longer periods then it's most likely you will fall into the Specific category of regulations and may well need a special approval from the Civil Aviation Authority. This may allow you to fly in congested areas and closer to people.

Registration and flyer ID

If your drone has a camera (unless it is a toy) or weighs 250g or more then you need to register with the CAA. You need to renew this registration every year.

Anyone flying a drone 250g or more needs to pass a test and get a flyer ID from the CAA. If you already have a flyer ID that is still valid, you don't need to re-do the test until it expires, although you are required to keep up to date with the new regulations.

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The UK Dronecode is published by the Civil Aviation Authority to assist drone users in flying safely.

December 2020

For further information please visit: caa.co.uk/drones

dronesafe.uk

You are responsible for each flight. Legal responsibility lies with you. The Police can track illegal drone flights and trace offenders. Failure to fly responsibly could result in criminal prosecution. To report drone misuse please call the Police on 101. Always call 999 in an emergency. **Do make sure you are adequately insured.**

REQUIREMENTS FOR FLYING IN THE OPEN CATEGORY

Operation		UAS			UAS Operator	Remote pilot	
Subcategory	Operating Area	Class	Mass/KE/Speed	Operating Date limitations	Registration	Min Age (solo flight)	Competency
All	<ul style="list-style-type: none"> - Max height 120m/400ft (see UAS.OPEN.010 [3] & [4] for specific obstacle and sailplane limits) - No dropping of articles - No carriage of dangerous goods 				Minimum age 18	If directly supervising another remote pilot - 16	
A1	Fly over uninvolved people, but not over crowds	Privately built	<250g 'flying weight' and <19m/s	Nil	Only if 'camera' equipped (but not toys)	Nil	Read user manual
		Legacy (placed on market before 1 Jan 23)	<250g 'flying weight'			12	
		C0 (toy)	<250g MTOM and ≤19m/s			Nil	
	C0 (not a toy)		12				
	No intentional flight over uninvolved persons	C1	<900g MTOM or <80 J	Nil	Yes	12	
A1 Transitional (Article 22)	<500g 'flying weight'	Not after 31 Dec 22				<ul style="list-style-type: none"> - A2 CofC Theoretical test 	
A2	No closer than 30m horizontally from uninvolved persons (5m in 'low speed' mode)	C2 (can also be used in A3)	<4kg MTOM	Nil	Yes	12	<ul style="list-style-type: none"> - User manual - Online training - Online (foundation) test - Self-practical training - A2 CofC Theoretical test
	No closer than 50m horizontally from uninvolved persons	A2 Transitional (Article 22)	<2kg 'flying weight'				
A3	<ul style="list-style-type: none"> - No uninvolved people present within the area of flight. Maintain 50m separation from any uninvolved people - No flight within 150m horizontally of residential, commercial, industrial or recreational areas 	C3	<25kg MTOM	Nil	Yes	12	<ul style="list-style-type: none"> - User manual - Online training - Online (foundation) test
		C4					
		Privately built	<25kg 'flying weight'				
		Legacy (placed on market before 1 Jan 23)					