

## Appendix II – Application Form

### Application for Operation of an Unmanned Aircraft System (UAS) in the Airspace of Bhutan

Please complete in **BLOCK LETTERS** using black or dark blue ink

#### FALSE REPRESENTATION STATEMENT

It is an offence to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, license, approval, permission or other documents for which shall be punishable with misdemeanor.

#### 1. TYPE OF APPLICATION: (tick applicable box)

Issue of UAS Operation Permit:

Previous Permit (if any) Reference:.....

Validity:.....

#### 2. APPLICABLE CLEARANCE CERTIFICATE (attach depending upon the proposed area of operation): (tick applicable box)

Security clearance from RBA

Security clearance from RBP

Clearance from MoHCA

Clearance from DoFPS

Clearance from BICMA

Other agencies (mention agency name):.....

Recommendation from TCB

**3. APPLICANT DETAILS (The Applicant is an Organization responsible for payment of applicable fees and charges to the BCAA)**

Name of the Organization:.....

Address.....

Postcode.....

Telephone:.....Facsimile.....

E-mail:.....

Trading Name: (if applicable).....

Trading Address (primary site): .....

Country:.....Postcode: .....

Website address:.....

**4. ADDRESS FOR CORRESPONDENCE (if different from above)**

**Authorized Representative**

This application is to be signed by either a head of agency or authorized person.

Title:.....Forename:.....Surname.....

Position in Company.....

Telephone No:.....E-mail:.....

If you are not a head of agency and have been authorized to sign the application form on behalf of the agency, proof of that authority must be provided with the completed application form.

Postal Address (if different from above).....

Postcode.....

**5. UAS PILOT(S)**

UAS Pilot's Name:.....

C.I.D./Passport No.....Mobile No.....

UAS Pilot's license/certificate/flying experience.....

**6. Technical specifications of the UAS**

**AIRCRAFT**

UAS Name/Type/Manufacturer.....

Maximum Take-off Mass (Battery & Propellers Included).....

Diagonal Size (Propellers Excluded).....

Max Ascent Speed.....

Max Descent Speed.....

Max Speed.....

Max Service Ceiling Above Sea Level.....

Max Flight Time.....

Operating Temperature Range.....

Satellite Positioning Systems.....

**REMOTE CONTROLLER**

Operating Frequency.....

Max Transmission Distance.....

Operating Temperature Range.....

Battery.....

Video Output Port.....

Mobile Device Holder.....

7. FLYING ACTIVITY DETAILS	
Area (s) of Activity.....	
Date of Operation.....	
Purpose of Operation.....	
Range: VLOS within 90m (vertically) and 50m (horizontally) from UAS Pilot	<input type="checkbox"/>
Type of operation: General Commercial Imagery	<input type="checkbox"/>
Research and Development	<input type="checkbox"/>
Security/Emergency Services	<input type="checkbox"/>
Other (please state).....	

8. DECLARATION	
<p><b>I,....., applicant, agree that the UA will be operated in accordance with the UAS Operations 2017 and as amended.</b></p> <p><b>I hereby state on solemn affirmation that the contents of this application are true and correct to the best of my knowledge and belief, and so I have signed hereunder.</b></p> <p><b>I hereby certify that the pilot has an adequate experience and competence.</b></p> <p><b>Signature: .....Date: .....</b></p>	
I have enclosed following supporting documentations:	
Documentary evidence of UAS Pilot's experience and competence (i.e. one of the following:	
UAS Pilot license or certificate or an assurance of previous flying experience	<input type="checkbox"/>
Copy of Insurance Details (where applicable)	<input type="checkbox"/>
Applicable clearance certificate. (where applicable)	<input type="checkbox"/>

## 9. CHARGES

The fees and charges are to be paid as per UAS Operations Regulation 2017 (Clause 4.12.20 Fees and charges).

***NB: This application will not be processed until the applicable fees and charges have been received.***

Total fees and charges payable for the permit: Nu:.....

### IMPORTANT NOTES:

**Additional Charges:** Where the cost of the BCAA investigations exceeds the application charge payable, the applicant shall pay additional charges to recover those excess costs incurred by the BCAA.

**Overseas Visits:** If a Member or employee of the BCAA is required to travel overseas in respect of this application, all expenses incurred in pursuance of this application by virtue of travelling overseas will be payable by the applicant on demand.

**Withdrawal/Cancellation of Application:** In the event that this application is withdrawn or cancelled by the applicant, the application fee less the cost of any work carried out by the BCAA to that date may be refunded.

## 10. SUBMISSION INSTRUCTIONS

Return the completed form, associated documents and payment, to arrive at least 30 days before any operations are due to commence, to:

Bhutan Civil Aviation Authority  
Ministry of Information &  
Communications Paro : Bhutan  
Post Box No. 1299  
Tel: (+975)-8-271347  
Fax: (+975)-8-271909  
[www.bcaa.gov.bt](http://www.bcaa.gov.bt)