

# Alexandra Palace

<b>Alexandra Park and Palace Charitable Trust</b>  <b>Drone Policy</b>	<b>Date Approved:</b>  <b>ET – 27 Nov 2017</b>
	<b>Issue Date:</b>  <b>December 2017</b>
	<b>Review Date:</b>  <b>Nov 2018</b>

## Introduction

This is the policy of the Alexandra Park and Place Charitable Trust and its trading subsidiary APTL, hereafter known as 'Alexandra Palace', regarding the flying of drones or any small aircraft, with or without camera/filming capability<sup>1</sup> on or over the property for which the Trust is responsible.

## Background

Alexandra Park and Palace is a heavily used recreational resource on a daily basis for general public recreation and for public and private events and activities. The Trust aims to balance the needs of different users to ensure the Park and Palace is available for the public to enjoy in a variety of different but appropriate and compatible ways. The Trust has felt it necessary to make policy on the use of drones and small aircraft following several incidents of concern for Trust property and safety of the public.

## Our Policy is:

It is not permitted to fly a drone on or over Alexandra Park and Palace property without the written permission of the Trustees, for reasons of public safety, privacy and avoidance of damage to natural habitats and historic fabric of the property.<sup>2</sup>

Our policy is based on the changing uses of different areas of the Park at different times for events and activities and an assessment that the majority of the Park is unsafe for drone flying due to proximity to,

- Palace or Park buildings
- Any road, pathway or car parking area
- Designated conservation area and trees
- Sports field and clubhouse
- The Go Ape course
- Boating lake
- Children's playground
- Neighbouring residential and commercial properties

---

<sup>1</sup> Hereafter all referred to as drones.

<sup>2</sup> The majority of airspace within the M25 orbital motorway is considered a congested zone and drone flights must be 150m from a congested area according to CAA (Civil Aviation Authority) guidelines and restrictions, Primarily Air Navigation Order 2016. A "**congested area**" in relation to a city, town or settlement, means any area which is substantially used for residential, industrial, commercial or recreational purposes. Alexandra Park and Palace falls within this description. It should be noted that the CAA Drone Assist app is for guidance only and the information contained within does not indicate whether a drone flight in a location is lawful or not. It does not include information about the land below a potential flight location other than aerial hazards such as towers.

# Alexandra Palace

## Obtaining written permission

The Trust will only consider applications for flight sessions to drone pilots who:

- demonstrate CAA licences
- have valid and appropriate public liability insurance
- submit flight plans that can be accommodated depending on the schedule of activities and events on site at the requested times and locations

It is highly likely that the Trust will only grant permission to pilots commissioned by the Charitable Trust for the purposes of carrying out its duties or in support of its charitable purposes. Written permission needs to be sought for each individual drone flight session.

Until you are successful in having a specific drone flight, location, date and time authorised, it is our position that if you were to fly a drone over Alexandra Park or Palace land it would be unlawful.

## Enforcement

If you are flying a drone without permission you will be asked to end your flight immediately and leave the site by a member of Trust staff or security team. To refuse to do so is a breach of the Park Byelaws for which a fine could be issued.

If we feel that you have breached legislation we will inform the relevant authorities, the CAA and the Metropolitan Police Service and provide appropriate evidence of the activity that we feel is unlawful, which may include photographic or CCTV evidence.

If you are flying a drone without permission and it becomes stuck on any property, the Trust will not retrieve it for you. If it causes any damage to any property we will hold you liable for the costs to rectify.

## Applying for permission

Permission to fly a drone should be applied for in writing to the Chief Executive at [ceo@alexandrapalace.com](mailto:ceo@alexandrapalace.com). You should include,

- Your name, address and contact details
- The locations, dates and times of your intended flight
- A copy of your insurance documents
- A copy of your CAA documentation
- The reason for your request
- A minimum of 2 week's notice

## Commercial use

If you are requesting a flight for commercial reasons the above conditions will apply and a fee may be payable, especially if you are taking images or film footage. In this instance please contact:

[sales@alexandrapalace.com](mailto:sales@alexandrapalace.com)

## Associated documentation and further information

Further advice and guidance can be obtained from the Civil Aviation Authority: [www.caa.co.uk](http://www.caa.co.uk).

# Alexandra Palace

## Status of policy

This is a statement of current Alexandra Palace policy taking into account current legislation. Alexandra Palace reserves the right to amend the procedure as necessary to meet any changing requirements.

The organisation will review and ensure compliance with this policy at regular intervals.

Date	Version	Author	Amendments
04.12.2017	V1	Louise Stewart	

Alexandra Palace is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.