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## RE: REMOTE PILOTED AIRCRAFT LETTER OF APPROVAL (RLA) APPLICATION

Dear Sir/Madame,

At present the NCAA does not have a licensing system for Remote Piloted Aircraft Systems (RPAS), this system is in development and updates will be published on our website. At present to enable RPAS operators to fly legally, they are required to obtain an RPAS letter of approval (RLA) from the flight operations section of the Namibian Civil Aviation Authority.

To enable an RPAS operator to complete an RLA application, we provide the following documents to applicants:

- 1. Our **payment details**, please submit payment with the reference “applicant name – RPAS” the required fee is **NAD/ZAR300 for private and NAD/ZAR4500 for commercial**, and **N\$745 for registration** (local operators only) payment should reach us a minimum of 10 days before the required approval date, for international payments it is recommended to allow three weeks lead time for the transfer, note this is a non-refundable application fee as it is used to review your application;
- 2. And 2a. An **application form**, please ensure to fill in completely and sign, make sure at a minimum there is an address in section 1.1 and indicate category II for private or category III for commercial, serial number in section 2, dates and cruising altitude as well as emergency contacts in section 3.3, and emergency actions in section 4.4, please indicate N/A where items do not apply, see the example (2a) to assist where you are not sure;
- 2b. For commercial operators please additionally submit a **cover letter** detailing your intended operations;
- 3. A **sample file of map co-ordinates** submission requirements, please submit in word or exported pdf format to ensure text can be copied, and preferably with a KMZ accompanied, (note, for local operators applying for 12 month approvals this is not required),
- 3a. A copy of the **google earth file of restricted areas** for drone use (KMZ file), please note, please use this file for selection of co-ordinates, which should be outside the restricted areas unless you wish to submit an additional application for CAUA approval and/or for MEFT approval;
- 4. **Airworthiness Registration application form** (Locally based RPAS only)
- 5. A copy of the **drone application checklist** for your reference;
- 6. A copy of **drone rules** and reminders for your reference;
- 7. ANSSO CAUA Application form for flying in restricted airspace, if applicable;
- 8. ANSSO Risk assessment form for including with CAUA application if applicable.

Please email all your correctly filled in applications, forms, and documents to [rpas@ncaa.na](mailto:rpas@ncaa.na)

Please note additionally:

- Any films that are to be displayed for public viewing require Namibian Film Commission (NFC) approval, contact them directly;
- Filming in national parks requires Ministry of Environment, Forestry, and Tourism (MEFT) approval, contact them directly (not available for private flights);
- Filming in restricted airspace or above 150ft requires CAUA approval from NCAA ANSSO department, please submit forms 7 and 8 with land owners permission.
- Public liability insurance is required which must be valid for the applicant, the dates of flight, for Namibia, and for drones, a copy of the proof of this should be submitted in English.
- No filming may be conducted on private property without the express permission of the property owner.

To obtain an approval, please submit proof of payment, your application form, a cover letter if required (commercial applications), maps or registration, a copy of your drone specific public liability insurance valid for your trip in Namibia, a government issued ID, and as applicable MEFT, NFC approvals, and CAUA applications.

Please apply 30 days prior to your flight to ensure your application is successful, and please be aware that international payment transfers can take on average three weeks to be received. Providing we have received all the correct documentation and payment the processing time is one week.

Please contact us if you have any further questions about the application, I look forward to hearing from you further,

*NOTE please direct all your responses to [rpas@ncaa.na](mailto:rpas@ncaa.na), to ensure the entire team receives the message, which avoids any delays if someone is out on inspections, the assigned inspector will respond.*

Regards

#### **RPAS TEAM**

NCAA Flight Operations Department

Namibian Civil Aviation Authority (NCAA)

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