



REQUIREMENTS FOR FILMING WITH A CAMERA DRONE (UAS)

The required documentation listed below **must be uploaded to MyFilmLA FilmL.A. BY NOON** three (3) business days prior to the first date of filming. Incomplete Documentation will not be accepted, and the drone activity will be removed from the permit.

This includes:

1. Drone Questionnaire
2. Pilot's License and Knowledge Test.
NOTE: If you are planning to fly more than 30 minutes before sunrise or more than 30 minutes after sunset, the pilot's license/knowledge test must have been issued on or after April 21, 2021. Night waivers are no longer valid for night flight.
3. Commercial Drone Registration
4. Written Plan of Activity (POA) with maps
5. Applicable Airspace Authorizations as needed. Review your drone app/GIS service to ensure proper authorization is obtained.
6. A \$2M aviation certificate and endorsement page naming FilmLA and its entities is required by the drone carrier
7. A \$2M aviation certificate and endorsement page naming the jurisdiction in which the activity will be conducted (if drone activity is conducted in the City of LA this must be uploaded by the broker to Kwikcomply.org)
8. A City of Los Angeles Hold Harmless is required for both the production company and drone company **if** activity is conducted in the City of Los Angeles Hold Harmless Link

For fastest processing of drone paperwork, the items listed above should be sent in a single PDF to your FilmLA coordinator in the following order: Questionnaire, POA, FAA Airspace (when required), Pilot's License, Airman's Knowledge Test (when required), Registration Certificate(s) and Insurance Documentation



DRONE QUESTIONNAIRE

Production company must fill out a Drone Questionnaire form: [Questionnaire Link](#)

UAS QUESTIONNAIRE

(FOR MORE THAN 2 LOCATIONS, PLEASE LIST ADDITIONAL LOCATIONS, DATES, AND TIMES ON A SEPARATE PIECE OF PAPER)

Film Date: Production Title:

Production Company: Applicant Name:

Location Address: Hours of UAS Activity:

Location Address #2: Hours of UAS Activity:

UAS Company Name:

UAS ON LOCATION INFORMATION ANY RESTRICTED AREAS OR TEMPORARY FLIGHT RESTRICTIONS? YES NO

UAS Make & Model: UAS "N" # or registration #:

UAS Make & Model: UAS "N" # or registration #:

Class of Airspace that activity will occur in: B C D E G

REMINDER: IF YOU ARE FLYING IN CLASS B, C, D, OR E AIRSPACE, ATC AUTHORIZATION IS REQUIRED FOR ALL UAS ACTIVITY.

UAS OPERATING AUTHORITY: 14 CFR PART 107 TITLE 49 (STUDENTS ONLY)

PART 107 REQUIREMENTS Certificate #:

Name of Remote Pilot: Visual Observer: YES NO

Remote Pilot Phone #:

PLEASE PROVIDE THE FOLLOWING:

- Copy of Remote Pilot's Certificate
- Copy of UAS Registration Certificate for each UAS listed above
- Description of Planned Operations
- Current Knowledge Test, if Airman Certificate is more than 2 years old

TITLE 49 REQUIREMENTS (STUDENTS ONLY) Applies to students enrolled at an accredited educational institution, operating under "Hobbyist" rules. May not be used for any commercial filming.

Name of Operator: Operator's Phone #:

Name of School:

PLEASE PROVIDE THE FOLLOWING:

- Copy of UAS Registration
- Detailed description of proposed UAS activities
- Name of community-based organization's safety guidelines under which you will be operating
- Required insurance
- Certification letter from school (on school stationery)

WAIVERS If you are requesting any of the following activity, please check all that apply and furnish proof of waiver from the FAA upon submission of this document to FilmLA. Please note, students may not apply for FAA waivers under Title 49.

Flight over non-participants (§107.39) Flight altitude restrictions (§107.51) Night Flight (§107.29)

Operating from a moving vehicle (§107.25) Operating multiple small UAS' (§107.35)

FilmLA USE Only

<p>PART 107 CERTIFICATE</p> <p><input type="checkbox"/> INSURANCE</p> <p><input type="checkbox"/> DOCS ATTACHED TO PERMIT</p> <p><input type="checkbox"/> REMOTE PILOT CERTIFICATE</p> <p><input type="checkbox"/> UAS REGISTRATION CERTIFICATE(S)</p>	<p><input type="checkbox"/> WAIVERS</p> <p><input type="checkbox"/> DESCRIPTION OF OPS.</p> <p><input type="checkbox"/> ATC COORDINATOR NOTE</p>
<p>TITLE 49 REQUIREMENTS</p> <p><input type="checkbox"/> UAS REGISTRATION</p> <p><input type="checkbox"/> DESC. UAS ACTIVITIES</p> <p><input type="checkbox"/> COMMUNITY GUIDELINES</p>	<p><input type="checkbox"/> INSURANCE</p> <p><input type="checkbox"/> SCHOOL LETTER</p>

_____ I ASSERT THAT ALL INFORMATION ON THIS FORM IS ACCURATE.

(APPLICANT)

UPDATED: 3/11/2019

Drone Documentation must be uploaded to MyFilmLA FilmL.A. BY NOON one (3) business days prior to the first date of filming. Incomplete Documentation will no longer be accepted and the drone activity will be removed from the permit.



Pilot's License and Knowledge Test

Requirements for obtaining a pilot's license and commercial registration for a drone can be obtained at <https://faadronezone.faa.gov/>

- 1) The drone pilot must be commercially licensed to fly a drone in the United States.
 - a) The FAA began issuing Airman Certificates in late 2016 under the new 14 CFR Part 107 regulations. While these certificates do not expire, certificate holders are required to take and pass the Knowledge Test every 24 months.
 - b) Operators should check the “issued date” on their certificates to ensure compliance with FAA requirements. As a reminder, proof of an updated Knowledge Test is required when adding UAS/drone activity to permit applications.
 - c) Foreign pilot's licenses are not acceptable for commercial drone flight



KNOWLEDGE TEST SAMPLE

U.S. DEPARTMENT OF TRANSPORTATION Federal Aviation Administration Airman Knowledge Test Report

NAME: [REDACTED]
 APPLICANT ID: [REDACTED] EXAM ID: [REDACTED]
 EXAM: Unmanned Aircraft - Recurrent (UGR)
 EXAM DATE: [REDACTED] EXAM SITE: [REDACTED]
 SCORE: 98% GRADE: PASS TAKE: 1

Learning statement codes listed below represent incorrectly answered questions. Learning statement codes and their associated statements can be found at www.faa.gov/training_testing/testing/media/LearningStatementReferenceGuide.pdf.

Reference material associated with the learning statement codes can be found in the appropriate knowledge test guide at www.faa.gov/training_testing/testing/test_guides.

A single code may represent more than one incorrect response.

EXPIRATION DATE: 11/30/2021

DO NOT LOSE THIS REPORT

AUTHORIZED INSTRUCTOR'S STATEMENT: (if applicable)

On _____ (date) I gave the above named applicant _____ hours of additional instruction, covering each subject area shown to be deficient, and consider the applicant competent to pass the test.

Name _____ Initial _____ Cert. No. _____ Type _____
 (print clearly)

Signature _____

FRAUDULENT ALTERATION OF THIS FORM BY ANY PERSON IS A BASIS FOR SUSPENSION OR REVOCATION OF ANY CERTIFICATES OR RATINGS HELD BY THAT PERSON.

ISSUED BY: PSI Services LLC
 FEDERAL AVIATION ADMINISTRATION

THIS INFORMATION IS PROTECTED BY THE PRIVACY ACT. FOR OFFICIAL USE ONLY.

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DRONE REGISTRATION

2. Each drone used **MUST** be registered commercially with the FAA.

- a. Your drone registration certificate will contain both a Serial number and a registration number. Typically, the commercial registration is a blue card, while a hobbyist registration is a white card. Hobbyist Registrations are NOT valid for commercial use for filming.
- b. Drones UNDER 55 pounds can register via a standard certificate.
- c. Drones OVER 55 pounds must obtain a paper N-Number registration card.



NO

HOBBYIST REGISTRATION – **NOT VALID FOR COMMERCIAL DRONE USE** – Note the white background and lack of Serial Number

YES



For U.S. citizens, permanent residents, and certain non-citizen U.S. corporations, this document constitutes a Certificate of Registration. For all others, this document represents a recognition of ownership.

Operators of unmanned aircraft must ensure they comply with the appropriate safety authority from the FAA and economic authority from the DOT. To operate as a recreational flyer, a person must meet all of the statutory conditions of the exception for limited recreational operations of unmanned aircraft (49 U.S.C. 44809). Persons who do not meet any of the statutory conditions may not operate under the statutory exception for limited recreational operations of unmanned aircraft and would need to operate the unmanned aircraft under part 107 or any other applicable FAA authority.

To fly under the exception for recreational flyers you must:

- Register your drone
- Fly only for recreational purposes
- Follow the safety guidelines of a community based organization
- Keep your drone within the visual line of sight or use a visual observer
- Give way and do not interfere with any manned aircraft
- Get prior authorization before operating in controlled airspace
- Fly at or below 400' in uncontrolled airspace
- Comply with all airspace restrictions
- Pass an aeronautical knowledge and safety test

This Small UAS Certificate of Registration is not an authorization to conduct flight operations with an unmanned aircraft. Operations must be conducted in accordance with the applicable FAA requirements. The operator of the aircraft is responsible for knowing and understanding what those requirements are. For more information on flying for non-model purposes, please visit the FAA website at www.faa.gov/uas



COMMERCIAL DRONE REGISTRATION – Note the blue background and Aircraft Serial Number

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POA-PLAN OF ACTIVITY

4. **A plan of activity – this should include BOTH a written description of the planned flight as well as a screenshot of a map indicating flight area**

SAMPLE POA TEXT SHOULD INCLUDE THE FOLLOWING FIELDS:

Date:

Between the Hours of:

Company Name:

Pilot:

Pilot Certification:

Camera Operator:

Visual Observer:

Drone make/model:

Drone registration number(s):

Permission is pending by FilmLA in order to use drones for aerial filming. Flying [DRONE MODEL] while remaining 500 feet away from any structures and 500 feet from non-participating persons Drone action: Location(s):

Latitude/Longitude:

SAMPLE POA MAP



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Applicable Waivers/Fees: Night Waivers, FAA Authorizations

5. Other Documentation/Fees that may be required:

- a. Any applicable waivers (Flying multiple drones or flying over non-participants). Your coordinator will inform you if additional waivers are required
- b. Flying at night: The FAA recently changed the rules regarding night flights. Pilots must possess a license issued on or after April 21, 2021, OR a knowledge test showing a date of completion on or after April 21, 2021. Without this, drone flight cannot begin any earlier than 30 minutes before sunrise and all drone activity must end by 30 minutes after sunset. Official sunrise/sunset times for a given date can be obtained with a simple google search.) In addition, UAS must have lighted anti-collision lighting visible for at least three (3) statute miles that has a flash rate sufficient to avoid a collision.
- c. In addition, the pilot may be required to provide proof of FAA airspace authorization in certain areas. Screenshots from an approved LAANC app or other FAA website containing a verification number will suffice.
- d. POTENTIAL EXTRA COSTS: While there is no additional fee added to your permit specifically for the use of a drone, certain activities may require additional personnel:
 1. Tracking shots/flying over sidewalks or public areas: In the city of Los Angeles, if you are filming tracking shots following cars in the street or over sidewalks, you must hire two off-duty LAPD officers to perform intermittent traffic control or pedestrian control to maintain a safe flight area. You must book officers directly as **FilmLA does not facilitate the hiring of LAPD officers for filming.**
 2. In the city of Los Angeles, a Fire Safety Officer is assigned to every shoot involving a drone. UFSOs have a four-hour minimum + 1 hour travel time charge. Ask your coordinator about these fees. Our office will facilitate the hiring of UFSO and collect associated Fees.
 3. Other jurisdictions (LA County, Culver City, Santa Monica, etc.) may assign personnel on a case-by-case basis. Your coordinator can inform you of potential extra fees



INSURANCE DOCUMENTATION

6. A \$2M aviation certificate and endorsement ([Sample Cert Link](#)) page naming FilmLA and its entities is required by the drone carrier. **NO BLANKET ENDORSEMENTS ACCEPTED.** Please be sure your broker has ordered the proper endorsement, as we cannot release the permit without it.

SAMPLE INSURANCE FOR DRONES
CERTIFICATE OF INSURANCE

This certificate is given as a matter of information only and confers no rights upon the certificate addressee.

Date: May 15, 2017

This is to certify to: FilmL.A., Inc., its directors, officers, and employees
6255 W. Sunset Blvd, 12th Floor
Hollywood, CA 90028

That the following policy has been issued to:
XYZ DRONES
123 MAIN STREET
ANYTOWN, USA

Policy No. 9001XXXX Issued Inc. Policy Period from October 6, 2016 to October 6, 2017. Policy Territory: Worldwide

MUST MATCH QUESTIONNAIRE & REGISTRATION

AIRCRAFT LIABILITY
Single Limit Bodily Injury and Property Damage Including Passengers
(All expressed limits are "Each Occurrence" unless otherwise indicated)

Serial No/Reg. No.	Year	Make	Model	Liability Limit	Third Party War Liability
1P000XYZ 1P000XYZ	2014	FREEFLY SYSTEMS	FREEFLY M-10	\$2,000,000 Not Covered	\$500,000 Aggregate Not Covered

AIRCRAFT PHYSICAL DAMAGE

Serial No/Reg. No.	Year	Make	Model	Insured Value	Risk Rate	In Marine	Not In	War
						Perils	Perils	War
1P000XYZ 1P000XYZ	2014	FREEFLY SYSTEMS	FREEFLY M-10	\$2,000 \$0,000	All Risk	5.00%	5.00%	Included Included

Provided there is a written agreement between the Named Insured and another person or organization (hereinafter, "the Customer") under which the Named Insured agrees to perform services for the Customer in accordance with the Named Insured's normal business practices and executed in advance of any loss for which insurance is afforded by this policy, the policy has been amended as follows, but only to the extent required in the agreement:

The WHO IS AN INSURED section of the policy is extended to include the Customer as an insured, but only with respect to his, her, or its liability because of acts or omissions of the Named Insured while the aircraft described in this certificate is actually being used by the Named Insured on behalf of the Customer.

The insurance, as to the interest of the Customer, shall be primary without right of contribution by any other valid and collectible insurance available to the Customer.

Continued on Page 2

Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. This certificate does not amend, extend or otherwise alter the coverages afforded by the policies described herein. Limits may have been reduced by paid claims.

"INSURANCE CARRIER, INC."

BY: _____ Certificate No. 1234567

SAMPLE ONLY FLA 09/16/2018 Page 1 of 2

Certificate of Insurance

ADDITIONAL INSURED

In consideration of the payment of the premium for this policy, it is agreed that:

1. **ADDITIONAL INSURED**
Policy SECTION II - WHO IS AN INSURED is amended to include as insured each person or organization described in Paragraph 1 below, but only with respect to his, her, or its liability because of acts or omissions of the Named Insured while the scheduled aircraft is actually being used by or on behalf of such person or organization.

2. **COVERAGE EXCLUSION**
Unless otherwise indicated in this policy, the policy shall not apply to any assumption by you of the liability of any person or organization described in Paragraph 1 below for bodily injury or property damage caused by an occurrence arising out of any service performed by or on behalf of such person or organization.

3. **PERSONS OR ORGANIZATIONS**

**FilmL.A., Inc., its directors, officers,
and employees 6255 W. Sunset Blvd.
12th Floor Hollywood, CA 90028**

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

This endorsement is effective: _____ Endorsement Premium: Included

Attached to and made part of Policy No.: 9001XXXX

Issued to: XYZ DRONES

Global Insurance, Inc.

BY: _____ Endorsement No. 999

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Additional Insured Endorsement

7. A \$2M aviation certificate and endorsement page naming the jurisdiction in which the activity will be conducted (if drone activity is conducted in the City of LA this must be uploaded **by the broker** to <https://kwikcomply.org/>)

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City of Los Angeles Hold Harmless

- 8. A City of Los Angeles Hold Harmless ([Hold Harmless Link](#)) is required for **both** the production company and drone company/operator if activity is conducted in the City of Los Angeles Hold Harmless Link



**CITY OF LOS ANGELES REVOCABLE FILM PERMIT
AGREEMENT ASSUMING RISK OF INJURY OR DAMAGE,
WAIVER, INDEMNITY AND RELEASE OF CLAIMS**

Each Permittee, UAS site operator and its agents and employees must operate in accordance with federal, state and local laws protecting an individual's right to privacy. Permittee is responsible for safeguarding the privacy of patrons and neighboring property owners, agree to abide by all privacy laws and regulations and precautions and to defend, indemnify and hold the City harmless from liability which may arise from this Permit. PLEASE REMEMBER that all participants must be fully aware that they are being filmed. Filming of people and their property shall be strictly limited to those who have consented or otherwise have agreed to be in the area where filming will take place. The City of Los Angeles is not liable for any violations of an individual's right to privacy. Permittee, including Permittee's employees, agents and sub-contractors of any tier, must assume all risk of injury resulting from the invasion of the right to privacy.

We do hereby, for ourselves, our heirs, executors, assigns and administrators:

Agree to defend, indemnify and hold harmless the City of Los Angeles, its officers, agencies and employees from any and all loss or liability for bodily injury, death, property damage, **invasion of privacy** to either party hereto or to third parties which may arise from the exercise of this permit by Permittee or its officers, agents, employees, contractors, licensees or invitees.

We further agree to indemnify and hold harmless the City, its officers, agencies and employees from all loss or liability, including legal costs and reasonable attorney's fees that may arise from our negligence or misconduct while participating in the above-described activities. However, neither the waiver nor the indemnity agreement applies to the gross negligence or willful misconduct to the City or its officers, agencies or employees.

Permittee is insured and shall additionally insure the City of Los Angeles for the coverages specified on the 146IR Form, as a requirement of this permit. Permittee shall maintain, during the term of this permit, evidence of insurance acceptable to CAO, Risk Management prior to Permittee's occupancy of the premises.

We hereby represent that we have carefully read this document, we understand its contents and sign it on our own free will, and we further agree to abide by all safety regulations.

Name of Organization: _____

Name & Title of Applicant: _____

Signature: _____

Date: _____