



**GUYANA CIVIL AVIATION AUTHORITY**

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**GCAA  
ADVISORY CIRCULAR**

**Unmanned Aerial Vehicles  
(UAVs)  
AC NO: GCAA AC/UAV/001**

**SUBJECT: IMPLEMENTATION OF FEES &  
CHARGES FOR THE  
PROCESSING OF UAV PERMITS  
AND APPROVALS**

**DATE INITIATED:** September 14, 2022  
**INITIATED BY:** DIRECTOR (ag.) AVIATION  
SAFETY & SECURITY

**1. PURPOSE**

This Advisory Circular (AC) is intended to provide information and guidance to owners and operators of Unmanned Aerial Vehicles (UAVs), regarding the institution of fees and charges by the Guyana Civil Aviation Authority (GCAA) for services related to the processing of UAV permits and approvals to conduct UAV operations. *These changes will take effect October 1<sup>st</sup>, 2022.*

The Advisory Circular (AC) prescribes the conditions, considerations, and processes by which charges will be levied on applicants to facilitate processing of the said applications for permits and approvals for UAV Operations. Processing fees will be primarily dependent on the applicable weight category of the UAV requested for usage.

**2. STATUS OF THE ADVISORY CIRCULAR**

This Advisory Circular is an initial issue, and the effective date is *September 15, 2022.*

**3. BACKGROUND**

In the formative years of aviation development in Guyana, UAVs, commonly referred to as drones, were expensive and virtually impossible for the average consumer to imagine owning, let alone operating. However, in recent years, due to increased accessibility, this equipment has grown in popularity, leading to a proliferation of drone operations in Guyana against limited regulatory requirements. Hence, the use of UAVs by operators, if not properly regulated and structured, have the potential to adversely impact safety, security, privacy, and the environment. Therefore, it is crucial that a framework to actively guide operators be established and promulgated to promote the safe usage of these vehicles within Guyana's airspace.

**4. APPLICABILITY**

This AC is applicable to all owners and operators of Unmanned Aerial Vehicles (UAVs) [including remotely piloted aircraft systems (RPAS) and/or any other aircraft that is operated remotely and without a human pilot onboard in Guyana]. This Advisory Circular is NOT applicable to State Agencies such as Military, Law enforcement, and other State Operations using a State or civilian Unmanned Aircraft with appropriate exemptions.

**5. RELATED REFERENCES**

- 1) GCAA/ASR/DIR/2017- 01 R1, (revised on September 25, 2020)
- 2) Air Navigation (Charges at Aerodromes) (Amendment) Regulations 2022
- 3) Civil Aviation Act 2018, Sections 58, 147 and 149(2)
- 4) GARS Part 8.8.1.21 (Prohibited Areas and Restricted Areas)

## CONTACT INFORMATION

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## 6. UNMANNED AIRCRAFT AND THEIR OPERATIONS DEFINED

- 6.1. Aerial work** means an aircraft operation in which an aircraft is used for specialized services such as agriculture, construction, photography, surveying, search and rescue, observation and patrol, aerial advertisement, etc.
- 6.2. An aerodrome** - is a defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.
- 6.3. An aircraft** - is defined as any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.
- 6.4. Commercial Operation** means an operation where the UAV flight is being conducted for business purposes (mapping, security surveillance wildlife survey, aerial application, etc.) other than commercial air transport, in return for specific remuneration or form of valuable consideration.
- 6.5. Large UAV** means a UAV with a maximum take-off mass greater than 150kg (or, for airships, more than a 100m<sup>3</sup> envelope).
- 6.6. Maximum Take-off Mass (MTOM)**, often referred to as maximum takeoff weight (MTOW), of an aircraft is a value defined by the aircraft manufacturer. It is the maximum **mass** at which the aircraft is certified for take-off due to structural or other limits. MTOW is usually specified in units of kilograms or pounds
- 6.7. Medium UAV** means a UAV with a maximum take-off mass of 25kg and less than or equal to 150 kg (or, for airships, an envelope of 100m<sup>3</sup> or less).
- 6.8. Micro UAV** means a UAV with a maximum take-off mass of 100g or less.
- 6.9. Model Aircraft** means a UAV, weighing seven (7) kg or less, which is not being used for aerial work or any other commercial activity, and is not carrying any equipment capable of transmitting or receiving any information other than that required to control the vehicle in flight.
- 6.10. Private Operations** means operation where the UAV flight is being conducted for one's own purpose with no return for specific remuneration or form of valuable consideration.
- 6.11. Recreational Operations** means operation where the UAV flight is being conducted for leisure, sport, or fun purposes only with no return for specific remuneration or form of valuable consideration.
- 6.12. Small UAV** means a UAV with a maximum take-off mass greater than 2kg and less than 25kg.

**6.13. Unmanned Aerial Vehicle (UAV)** means an aircraft, capable being flown without a pilot being on board that aircraft, either autonomously, or controlled remotely by a pilot located outside the aircraft. This includes drones, remotely piloted aircraft systems or any other aerial vehicles remotely controlled and without a human pilot on-board.

**6.14. Unmanned Aerial Vehicle Air Operator Certificate (UOC)** means the approval granted by the Authority to an operator, allowing it use UAVs for Commercial Operations and for Aerial Work Operations where the MTOM of the UAV is 15kg or greater.

**6.15. Very Small** means a UAV with a maximum take-off mass of more than 100g and less than 2kg.

## **7. SCHEME OF CHARGES**

<b>ISSUE/RENEWAL OF LETTER OF IMPORTATION</b>	<b>PROCESSING FEE</b>
Micro & Very Small	\$4,000 GYD
Small	\$6,000 GYD
Medium & Large	\$10,000 GYD

### **UAV PERMIT/FLIGHT AUTHORIZATION**

Micro & Very Small	\$4,000 GYD
Small	\$8,000 GYD
Medium	\$10,000 GYD
Large	\$15,000 GYD

### **UAV OPERATOR'S CERTIFICATE**

#### **NB:**

#### ***Eligibility Criteria:***

- 1) Commercial Use applications where the MTOM of the UAV is 15kg or greater; or***
- 2) Aerial Work Operations where the MTOM of the UAV is 15kg or greater; AND***
- 3) Submission of a UAV Operations Manual.***

Upon making application for the issue or renewal of a UAV Air Operator Certificate (UOC), the applicant shall pay a non-refundable deposit of the basic fee.

#### **The basic fee of a UOC**

Issue	\$200,000 GYD
Renewal	\$100,000 GYD



**Initial issue or renewal (in addition to the basic fee) per aircraft.**

Small (from 15kg - 25kg)	\$15,000 GYD
Medium	\$20,000 GYD
Large	\$30,000 GYD

**Operations Manual Amendment**

Major Amendment	\$10,000 GYD
Minor Amendment	\$5,000 GYD

Provisional Approval	\$20,000 GYD
Amendment of UAV Permit/Flight Authorization	\$4,000 GYD
Replacement/Reissuance of UAV Permit/ Flight Authorization	\$4,000 GYD

**TRANSPORTATION OF DANGEROUS GOODS BY AIR**

Micro, Very Small, Small	\$10,000 GYD
Medium & Large	\$20,000 GYD

**SPECIAL AUTHORIZATIONS**

Approval for Airspace Authorization (Around an aerodrome and Prohibited areas)	\$8,000 GYD
Any other approval, authorization or service provided by the Authority	\$8,000 GYD

For all assessments/inspections outside Georgetown, the individual or organization must cover all costs: airfares, meals and accommodation at the prevailing rate.

**8. GENERAL PROVISIONS**

**8.1. APPLICATION TO OPERATE A UAV**

- 8.1.1 No person or organization shall operate a UAV in Guyana's airspace without having first received written permission from the Authority, unless such an aircraft is operating a model aircraft.

***NB: Appendix A contains a template of the application letter which be appropriately modified by an applicant to accurately capture all requested activities.***

8.1.2 A person or organization that wishes to operate a UAV, other than a Model Aircraft, shall submit an application to the Authority in writing for permission and the application shall be accompanied by an appropriate fee payable prior to processing of the application as is specified in the *Scheme of Charges (7)*.

8.1.3 The application referenced above shall include the following information:-

- (i) the name and address of the applicant and the name of the organization, where applicable;
- (ii) a drawing or map reference showing the geographical area over which that person intends to operate the UAV, if appropriate;
- (iii) details of the UAV to be used, including the model, serial number (Appendix C) and dimensions, as well as the type of power plant installed;
- (iv) the date and time period during which the applicant wishes to operate the UAV;
- (v) the purpose for which the UAV will be used and purpose for which the information collected by the UAV will be used;
- (vi) proof that the owner has liability insurance, where required;
- (vii) security clearance for the applicable operation; and
- (viii) any other information requested by the Authority.

***NB: 1) Appendix B includes the UAV Information Sheet (GCAA/UAVD/001) to collect the data requested in 8.1.3 for submission.***

***2) Appendix C provides guidance on locating a UAV's serial number as required in 8.1.3 (iii).***

## **8.2. APPLICATION TO IMPORT UNMANNED AERIAL VEHICLE**

8.2.1 A person who wishes to import a UAV shall apply to the Authority in writing for a 'Letter of No Objection to Importation' prior to procuring same (*see Appendix A*), and the application shall be accompanied by the appropriate fee payable upon making the application as is specified in the *Scheme of Charges (7)*.

8.2.2 An application referred to above shall be made at least thirty (30) working days prior to the proposed date of importation, and shall include the following information-

- (i) full name and address of the owner or operator of the UAV(s);
- (ii) Quantity of UAV(s);
- (iii) model, serial number and manufacturer of UAV(s);
- (iv) gross weight of the UAV(s);

- (v) purpose for importation;
- (vi) period of operation (for foreign applicants); and
- (vii) details of the proposed areas of operations.

8.2.3 A 'Letter of No Objection to Importation' shall be valid for three (3) months from the date of issue.

### **8.3. APPLICATION FOR AERIAL WORK**

8.3.1 A person or organization intending to operate a UAV with a maximum take-off mass of 15kg or greater for aerial works, shall apply to the Authority for a UAV Air Operator Certificate (UOC) and shall be required to present for approval, an Operations Manual, prior to commencing operations.

***NB: Appendix D outlines a list of the contents of a UAV Operations Manual which must be adopted to satisfy the requirements of 8.3.1***

8.3.2 An application for the issuing of UOC as referred to above shall be accompanied by an appropriate fee as specified in the Scheme of Charges.

8.3.3 The Operations Manual referred to in **8.3.1** shall contain policies and procedures for which the organization intends to use the UAV and shall be developed in accordance with the requirements outlined in *Appendix D*.

## **9. PROHIBITED, RESTRICTED AND DANGER AREAS**

9.1. According to Part 8.8.1.21 (Prohibited Areas and Restricted Areas) of the Guyana Aviation Requirements, *"no person may operate an aircraft in a prohibited area, or in a restricted area, the particulars of which have been duly published, except in accordance with the conditions of the restrictions or by permission of the State over whose territory the areas are established"*.

9.2. **A Prohibited Area:** is an airspace of defined dimensions, above the land areas or territorial waters of Guyana, within which the flight of aircraft is prohibited except where permission is granted by the Guyana Civil Aviation Authority.

9.3. **A Restricted Area:** is an airspace of defined dimensions, above the land areas or territorial waters of a State, within which the flight of aircraft is restricted in accordance with specified conditions.

9.4. The specifications of the Prohibited and Restricted Areas are published in the Aeronautical Information Publication, the AICs and NOTAMs depending on their nature and duration. Pertinent information such as the area dimensions (lateral and vertical), applicable restrictions, controlling authority and contact details are included in the aeronautical publication.

## **9.5. OPERATIONS AROUND AERODROMES**

9.5.1 No person or UAV operator shall fly a UAV within 5 kilometres of the Eugene F. Correia International Airport (EFCIA) or Cheddi Jagan International Airport (CJIA).

9.5.2 A person or UAV operator may only be allowed to fly a UAV within 5 kilometres of either airport if special written permission is obtained from the Authority.

- 9.5.3 Written permission granted to fly a UAV within 5 kilometres of either airport shall be issued on a case-by-case basis when the need to fly the UAV is properly justified and deemed necessary by the Authority (such as for surveying, mapping, photography and filming, project support etc).
- 9.5.4 The UAV operator is required to make the request to the Authority three (3) working days prior to operations, so that the necessary NOTAMS may be formulated and distributed.
- 9.5.5 The Air Traffic Control (ATC) tower at either EFCIA or CJIA as applicable is informed of the planned flight prior to each flight and when the flight has been completed.
- 9.5.6 Permission will also be required from the GCAA prior to operations within the vicinity of any of the hinterland aerodromes.
- 9.5.7 Application may be made in writing or via email. Approval, or denial of the application shall be communicated via email, or via letter from the GCAA.

## 9.6. State Operations and Military Charters

Certain categories of State operations such as search and rescue, law enforcement, and special operations classified under military necessity will normally attract a waiver of the requirement to obtain prior approval from the Guyana Civil Aviation Authority.


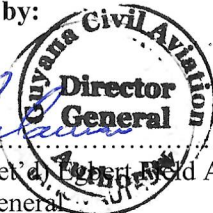
## 10. Failure to adhere to the requirements of this AC

All Unmanned Aircraft Operators and aerodrome operators are required to comply with the requirements contained herein to ensure that UAV operations are conducted safely at all times.

The Guyana Civil Aviation Authority reserves the right to take enforcement action for non-compliance with these requirements.

Failure to follow these requirements can result in the suspension of a UAV operation until adherence and compliance are met.

Approved by:

  
for   
Lt. Col. (Ret'd) Robert A.A.  
Director General  
Guyana Civil Aviation Authority



## APPENDIX A – TEMPLATE FOR UAV APPLICATION LETTER

Date: DD/MM/YY

Lt. Col. (Ret'd) Egbert Field, A.A.  
Director-General  
Guyana Civil Aviation Authority  
73 High Street  
Kingston  
Georgetown

Dear Director General,

I.....of.....  
(Insert company name, if applicable)

in accordance with the Guyana Civil Aviation Authority Directive No: GCAA/ASR/DIR/2017-01 R1 (25<sup>th</sup> September 2020), seek formal permission to utilize a UAV within Guyana's airspace, specifically, for the purpose of.....

..... in  
a safe and responsible manner within the confines of the said Directive or any other Law or Regulations in place.

Sincerely,

.....

Name



# APPENDIX B – UAV INFORMATION SHEET (GCAA/UAVD/001)



## GUYANA CIVIL AVIATION AUTHORITY UNMANNED AERIAL VEHICLE INFORMATION SHEET

FORM No.  
GCAA/UAVD/001

<b>SECTION: A</b> <b>OWNER/OPERATOR'S INFORMATION</b>	
1. OWNER/OPERATOR'S NAME: _____	
2. OWNER/OPERATOR'S ADDRESS: _____ _____	
3. PHONE NUMBER: _____	3. EMAIL ADDRESS: _____
4. NATIONALITY: _____	5. NATIONAL ID/PASSPORT NUMBER: _____
<b>SECTION: B</b> <b>DETAILS OF UNMANNED AERIAL VEHICLE (UAV)</b>	
6. TYPE OF UAV: <input type="checkbox"/> Fixed <input type="checkbox"/> Helicopter <input type="checkbox"/> Multi-Rotor	
7. NAME OF MANUFACTURER: _____	
8. TYPE/MODEL (DESIGNATED BY MANUFACTURER): _____	
9. MODEL NUMBER: _____	10. SERIAL NUMBER: _____
11. DOES YOUR UAV WEIGH MORE THAN 7kg/15.5 lbs? <input type="checkbox"/> YES <input type="checkbox"/> NO	
12. UAV SPECIFICATIONS:	
(a) Weight - kg (including Batteries): _____	
(b) Maximum Speed (m/s): _____	
(c) Maximum Flight Level/Height (ft): _____	
(d) Maximum Flight Time (mins): _____	
(e) Power Source: _____	
(f) Does your UAV have provisions to attach equipment/any other object, e.g. camera, etc.: <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>SECTION: C</b> <b>DESCRIPTION OF OPERATION</b>	
<b>TYPE(S) OF OPERATION INTENDED TO BE CARRIED OUT</b>	
13. COMMERCIAL USE: <input type="checkbox"/> Aerial Photography/Filming <input type="checkbox"/> Agriculture for Crop Monitoring/Inspection/Spraying <input type="checkbox"/> Search and Rescue <input type="checkbox"/> Research and Development <input type="checkbox"/> Educational/Academic Use Other (Specify): _____	
14. RECREATIONAL OR PERSONAL USE (NATURE OF OPERATIONS (PROVIDE DETAILS OF ACTIVITY TO BE UNDERTAKEN, E.G. FILMING, PHOTOGRAPHIC SURVEY, SURVEILLANCE, ETC.), STATE BELOW: _____ _____	
15. GEOGRAPHICAL BOUNDARIES OF INTENDED OPERATION (GPS – GOOGLE EARTH LATITUDE/LONGITUDE): _____ _____	
16. COMPLETED BY: _____ NAME _____ SIGNATURE _____ DATE _____	

SEPTEMBER 16, 2017

Page 1 of 1

## APPENDIX C – UAV SERIAL NUMBER GUIDANCE

Knowing your drone's correct serial number is necessary to ensure the accurate registration of your device.

Upon application, it is therefore important that **A PHOTO/SCANNED IMAGE OF THE DRONE'S SERIAL NUMBER** is provided to facilitate this process and to aid in the validation of your records.

### **UAV Serial Number Location- Where can it be found??**

Most drone serial numbers are located on or inside the body of the drone.

To locate same, please be guided accordingly:

1. Ensure your drone is switched off and is safe to investigate.
2. Find and remove your drone's battery.
3. Inside the battery compartment, conduct a search for a range of numbers or characters (usually alphanumeric) – this is your serial number. This number may also be labelled 'Serial number' or simply as 'S/N'.
4. Should removal of your drone's battery be impractical, search the outside of the device for a set of numbers or characters as above.
5. If there is no number on the drone itself, it may be found on your warranty card or original packaging.
6. Visit [How to Check Your Product's Serial Number](https://support.dji.com/product/serial/index?from=help_uniquely_pic=DJI10001&pin=custom) (for DJI Drones).

([https://support.dji.com/product/serial/index?from=help\\_uniquely\\_pic=DJI10001&pin=custom](https://support.dji.com/product/serial/index?from=help_uniquely_pic=DJI10001&pin=custom))

## APPENDIX D – CONTENTS OF UAV OPERATIONS MANUAL

### INTRODUCTION

This Part prescribes the minimum requirements for the contents of a UAV Operations Manual in Guyana.

	CONTENTS OF A UAV OPERATIONS MANUAL
General requirements for the contents of a UAV Operations Manual.	<p><b>6. <u>PRELIMINARY SECTION</u></b></p> <p>List of Effective Pages</p> <p>Amendment Record</p> <p>Commitment of Accountable Manager</p> <p>Contents</p> <ul style="list-style-type: none"><li>• Purpose</li><li>• Scope</li><li>• Definitions and Abbreviations</li><li>• Document Control and Amendment Process</li><li>• Referenced Documents</li><li>• Organization</li></ul> <p><b>PART A – SAFETY AND ORGANISATIONAL LAYOUT</b></p> <ul style="list-style-type: none"><li>• Safety Policy and National Perspective</li><li>• Safety Goals</li><li>• Safety Assurance</li><li>• Organisational and Safety Training</li><li>• Nominated Personnel</li><li>• Responsibilities</li></ul> <p><b>PART B – AIRCRAFT AND OPERATIONAL CONTROL</b></p> <ul style="list-style-type: none"><li>• Aircraft Technical Specifications</li><li>• Operating Limitations and Conditions</li><li>• Types of Operation</li><li>• Maintenance Principles and Regime</li><li>• Software and Firmware Update Policy</li><li>• Supervision of Remotely Piloted Aircraft System (RPAS)</li><li>• Incident Investigation and Mandatory Occurrence Reporting</li><li>• Incident Logging</li><li>• Investigation Procedure</li><li>• Mandatory Occurrence Reporting</li><li>• Flight Team Composition</li><li>• Flying In Low Light</li><li>• Qualification Requirements and Currency</li><li>• Crew Health</li><li>• Logs and Records</li></ul>



### **PART C – FLIGHT PLANNING AND PREPARATION (PRE-SITE)**

- Determination of Intended Task and Feasibility
- Operating Site Location and Assessment
- Risk Management
- Communications
- Pre-Notification
- Site Permissions
- Weather Forecasts
- Preparation and Serviceability of Equipment

### **PART D – OPERATING PROCEDURES (ON-SITE)**

- On-Site Assessment Survey
- Selection of Operating Areas and Alternative
- Weather Checks
- Crew Briefing
- Crew Clothing
- Cordon Procedure
- Aircraft Communications
- Charging and Fitting of Batteries
- Loading of Equipment
- Pre-Flight and Post-Flight Checks
- Flight Procedures
- Emergency Procedures
- Appendices
- Appendix A Permission / Exemption for Aerial Work
- Appendix B Insurance Document
- Appendix C Operational Forms
- Appendix D Checklists