



香港特別行政區政府

民航處

Civil Aviation Department

The Government of the Hong Kong Special Administrative Region

Application for Permission for Drone Show Event

1. Please read the Safety Requirements Document and the Small Unmanned Aircraft (SUA) Advisory Circular AC-010 for detailed requirements before completing this application form.
2. The completed form shall be submitted to CAD by email to sua@cad.gov.hk, accompanied by relevant application fee.¹

1. OPERATOR'S & EVENT ORGANISER PARTICULARS
I. Particulars of the Operator of the Drone Show
Name of the Operator (in full) : _____
Organisation Registration Document Ref. No.: <i>(e.g. Business Registration Certificate)</i> _____
Registered Address: _____ _____
Name of Accountable Person (in full) : _____
Position in Organisation: _____
Contact Tel. No.: _____ Email Address: _____
II. Particulars of the Event Organiser
Name of the Event Organiser (in full) : _____
Organisation Registration Document Ref. No.: <i>(e.g. Business Registration Certificate)</i> _____
Registered Address: _____ _____
Name of Accountable Person (in full) : _____
Position in Organisation: _____
Contact Tel. No.: _____ Email Address: _____
III. Applicant of the Permission for Drone Show
<input type="checkbox"/> Operator of the Drone Show <input type="checkbox"/> Event Organiser
Contact person (in full): _____

¹ The application fee relating to the permission will be waived until further notice.

Position in Organisation: _____
Contact Tel. No.: _____ Emergency Contact/Mobile No.: _____
Email Address: _____

2. DETAILS OF THE DRONE SHOW

I. Purpose of the Drone Show: Performance Promotion Event
 Others (Please specify): _____

II. Date: _____

III. Time: _____

IV. Location: _____

V. Maximum Flight Altitude: _____ feet above ground level (AGL)
Please provide justification if the maximum flight altitude is higher than 300ft AGL.

VI. Number of Drones to be used: _____

VII. Rehearsal Planned:

Yes
Date: _____ Time: _____
Location: _____
Description: _____

No

3. REQUIRED CONSENT AND PERMISSION

I. Site Permission:

Yes
Site owner/ Government B/D concerned: _____

No
Please explain why site permission is not required.

II. Consent/ Permission/ Licence from other Government Bureax/Departments :

Yes. B/Ds concerned : _____

No

4. APPLICATION FOR EXEMPTION

I. Would the SUA proposed to be used in the drone show be registered with the Civil Aviation Department and labelled?

Yes (Please skip item III i.)
 No (Please complete item III i.)

II. Has the remote pilot been registered and obtained the rating required under section 11 of the SUA Order?

- Yes (Please skip item III ii.)
- No (Please complete item III ii.)

III. Please indicate if application for exemption from the specific requirements under the SUA Order below is required:

- i. Exemption from SUA registration and labelling
 - Please provide the SUA serial numbers. The operator will also be required to retain the flight log and all other documents associated with the operation for a minimum of 2 years after the date of event.

- ii. Exemption from remote pilot registration and/or remote pilot’s rating
 - Please provide justification and details of the competency of the remote pilot(s), including the qualification, experience and training records of the remote pilot(s), supported by documentary proof to demonstrate the competency of the remote pilot(s) for the operations.

5. REQUIRED DOCUMENTS

Required Document(s)	Name of Attachment/ Number of the relevant section(s) or paragraph(s) <i>([E.g. Attachment “Operations Manual” Paragraph 1.3])</i> The document’s name should be equivalent to the file name.)	Submitted ? (Yes/No/ N.A.)
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I. OPERATOR’S & EVENT ORGANISER PARTICULARS

(1) A copy of the operator’s Business Registration Certificate (or equivalent document issued by relevant authority for business registration for organisation located outside Hong Kong) showing the name, registration number, address and the issuing authority		
(2) A copy of the event organiser’s Business Registration Certificate (or equivalent document issued by relevant authority for business registration for organisation located outside Hong Kong) showing the name, registration number, address and the issuing authority		
(3) Evidence that demonstrates the operator’s previous experiences and expertise in the conduct of drone shows, including any authorisation obtained from its civil aviation authority to conduct multiple SUA operations		

II. FLIGHT PLAN (with details specified below)		
(4)	The flight path of the multiple SUA group(s) from take-off, travel, dispersal, display, return, to landing	
(5)	The location and dimensions of the “flight volume” which encompass the multiple drones and its planned movement. The geo-fencing boundary within which all SUA are confined	
(6)	The maximum height of the “flight volume” above ground level. The maximum altitude of the flight volume shall not be higher than 300 ft above ground level	
(7)	The location and dimensions of the “cordon-off area”	
(8)	The positions of the “cordon lines” and the distance from the “flight volume”	
(9)	The location of the ground control station	
(10)	The location(s) of the visual observer(s)	
(11)	The location of any radio-communication equipment	
III. OPERATIONS MANUAL		
(Refer to the outline of OM provided in AC-010 Appendix A for the information required)		
(12)	Details about the organisation	
(13)	Qualification / experience / training requirements of the remote pilot (s)	
(14)	Overview of the SUA and communication protocol	
(15)	Operational control	
(16)	Requirements for records of aircraft S/N and flight logs	
(17)	Flight planning/ preparation	
(18)	Pre-flight check	
(19)	Normal operating procedures	
(20)	Emergency procedures	
(21)	Accident/ incident reporting and investigation	

IV. SAFETY RISK ASSESSMENT (Refer to the example of Safety Risk Assessment provided in AC-010 Appendix B)		
(22) Identification of any hazards and failure modes, the associated risks and the mitigation measures. The following failure modes should be included: <ul style="list-style-type: none"> • The loss of C2 link due to interference / hacking; • The loss of C2 link due to network capacity; • The loss of GPS / GNSS due to interference; • The SUA fail to identify the “home” position; • The SUA fail to maintain minimal separation between each other; • The battery falls below optimal level during operation; • The SUA drop during operation; • Any other single points of failure. 		
V. Support, Consent and Permission		
(23) Permission from Site Owner		
(24) Consent/ Permission from other Government Departments where applicable (e.g. Places of Public Entertainment Licence, consent from Police, Office of the Communications Authority, Marine Department, etc.)		

Declaration and signature

I, as the applicant, declare that:

- The information given in this application form is correct to the best of my knowledge and belief;
- I have the authority for ensuring that the operation are to be in compliance with CAD requirements and the conditions of the permission if granted; and
- I am accountable for all matters relating to the application as well as coordination with CAD when needed.

Name

Signature & Company Chop

Position in Organisation

Date

Anyone, while having dealings of any kind with the Civil Aviation Department (CAD), should not offer advantage to the CAD officers, or else he may commit an offence under section 4(1) and/or section 8 of the Prevention of Bribery Ordinance (Chapter 201 of Laws of Hong Kong), and be liable to a maximum penalty of a fine of \$500,000 and imprisonment for 7 years.

Personal Data Collection Statement

1. Purposes of Collection

The personal data provided by means of this form, including all the supporting documents included in the application, will be used by Civil Aviation Department for the following purposes:

- a. Processing of your application in this form;
- b. Carrying out relevant provisions of the Civil Aviation Ordinance (Chapter 448) and its subsidiary Orders / Regulations;
- c. Assisting in the enforcement of any other Ordinances and Regulations by other Government Bureaux and Departments;
- d. For communication purposes between Civil Aviation Department and yourself;
- e. For validation and verification of authenticity of your supporting documents in association with the application;
- f. For statistics and research purposes on the condition that the resulting statistics or results will not be made available in a form which will identify the data subjects.

It is obligatory for you to supply the personal data as required in this form. If you fail to supply the required data, we may not be able to process your application.

2. Classes of Transferees

The personal data you provided by means of this form may be disclosed to:

- a. Other Government Bureaux and Departments for the purposes mentioned in paragraph 1 above;
- b. Other Contracting States of the International Civil Aviation Organisation and Civil Aviation Authorities for the purpose mentioned in paragraph 1 above;
- c. Other organisations or agencies for execution of their duties as required by Civil Aviation Department.

3. Access to Personal Data

You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

4. Enquiries

Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be addressed to:

Unmanned Aircraft Office
Air Services and Safety Management Division
Civil Aviation Department Headquarters
1 Tung Fai Road
Hong Kong International Airport
Lantau, Hong Kong