



Application for Flying Captive Balloon
(With persons on board)

Please read the attached NOTES at page 2 carefully before completing this form.

1.	Company name of balloon operator (see Note 3 and 4(b))	
2.	Company address	
3.	Telephone No. / Fax. No.	Tel : _____ Fax : _____
4.	Contact e-mail address	
5.	Any former balloon operation experience? If yes, state where and when.	Yes / No
6.	Balloon manufacturer	
7.	Type of balloon	Helium / Hydrogen / Hot Air / other type (specify)
8.	Linear dimensions of balloon	metres (diameter) or metres (length x width x height)
9.a)	Height of balloon flight above anchor point	metres (including height of balloon)
b)	Height of anchor point above ground level if on elevated structure, e.g. rooftop	metres
10.	Dimension of clear area (see Note 4(a) and 5)	metres (radius from anchor point) or metres x metres (length x width)
11.	Anchor weight & number(s)	kilograms nos.
12.	Length and numbers of anchor ropes	metres nos.
13.	Lifting force of balloon Maximum Take-Off Weight (MTOW) of Balloon	kilograms kilograms
14.	Proposed date(s) of flight (see Note 2)	
15.	Proposed time(s) of flight	
16.	Precise location of flight (see Note 4 (a), 4(I) and 5)	
17.	Maximum capacity of balloon	Crew : _____ Passengers : _____
18.	Is the flight for hire or reward (see Note 7)	Yes / No (delete as appropriate)
19.	Details of insurance (see Note 4 (k))	

I hereby declare that the information given in the application is accurate.

If a Permission is issued, I understand that I shall be responsible for complying with the conditions specified and shall take all necessary precautions to secure the safe conduct of the balloon flights and passengers.

Date of Application

Signature of Applicant (See Note 3)

Name of applicant
/ Company Seal



NOTES *The following Notes are provided for guidance only.*

1. Information provided on page 1 of this application form shall be legibly printed and sent via fax to no. 2910 0186 or by post to:

Assistant Director-General of Civil Aviation,
Air Traffic Management Division, Civil Aviation Department,
Air Traffic Control Complex,
1 Control Tower Road,
Hong Kong International Airport,
Lantau, Hong Kong.
2. The application form and all relevant information should reach the Civil Aviation Department (CAD) **at least 28 working days prior to the date of the proposed flight**. Applications received after this deadline will not be processed in time. Depending on the particular circumstances of the proposed balloon operation, extra time may be required for processing of the application.
3. The applicant is normally the operator of the balloon. If the operator is a Corporation or Company, the Managing Director, Secretary or another duly authorised official, an official company seal is required.
4. The following supporting documents should be **SUBMITTED TOGETHER WITH THE APPLICATION**; submission of incomplete or insufficient information will result in delay in the processing of the application:
 - (a) Photographs and/or maps showing the proposed location of the balloon flight and the adjacent area including the clear area and locations of the anchors.
 - (b) Details of the responsible/accountable person.
 - (c) Type certification of the balloon (if applicable).
 - (d) Flight Manual(s).
 - (e) Operations Manual(s) (if applicable).
 - (f) Emergency Manual(s).
 - (g) Training Manual(s) including details of training organization and/or trainer(s) (qualifications and experience of trainer(s) may be required).
 - (h) Maintenance Manual(s).
 - (i) Copies of the pilot licences of the operator(s)/pilot(s) (if applicable).
 - (j) Presentation/Plan to fulfill the requirements stated in items (d) to (h) above, the Air Navigation (Hong Kong) Order 1995 (if applicable) and other CAD documents (if applicable), including training plan, maintenance requirements and plan for crew licensing and maintenance staff certification.
 - (k) Insurance certificate showing that the balloon carries appropriate insurance cover for any accident, incident or occurrence in compliance with the requirements set out in the Civil Aviation (Insurance) Order.
 - (l) A letter from the owner or management company of the land authorising the use of the location for flying a captive balloon.Additional information may be required and additional conditions may be imposed depending on the particular circumstances of the proposed balloon operation.
5. CAD will conduct a site visit to the location to verify the information submitted by the applicant and for a demonstration of normal and contingent operating procedures (the applicant will be requested to arrange this visit).
6. This application and the requisite Permission if granted only relates to the requirements of the Air Navigation (Hong Kong) Order 1995. The applicant shall obtain any other necessary authorization or permission under any other relevant legislation from CAD, other Government Department(s) or appropriate organization(s) as applicable before undertaking a captive balloon flight.
7. If the flight is for hire or reward, the operator is also required to submit an Application for Permission to Operate Non-Scheduled Air Services form (Form DCA122) obtainable at the following site [<http://www.cad.gov.hk/application/DCA%20122.pdf>]
8. The applicant is advised not to enter into any contractual obligation or begin publicity of the balloon flight until the requisite permissions and authorisations have been obtained.
