



**Application for Aerial Photography or Aerial Survey in HK Territories (Form DCA 254)**  
**by an aircraft NOT registered in Hong Kong**

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

1.	Name of Company of aircraft operator	
2.	Company address	
3.	Telephone No. / Fax. No.	Tel : _____ Fax : _____
4.	Name of Contact Person and e-mail address [See Note 4]	
5.	Any former aerial photography or survey work in Hong Kong ? If yes, state when	Yes / No (delete as appropriate)  Date: _____
6.	Registration of aircraft	
7.	Manufacturer and type/model of aircraft [see Note 1(a)]	
8.	Location(s) of photography or survey area [see Note 1(c)]	
9.	Operating altitude(s) [see Note 3]	
10.	Purpose of flight(s) [see Note 1(d)]	
11.	Proposed date(s) of flight(s)	
12.	Proposed time(s) of flight(s) [see Note 3]	
13.	Operator's weather minima for conducting a flight	Cloud _____ Visibility _____
14.	Airport of departure and landing	

I hereby declare that the information given above 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 flight(s).

.....  
Date of Application

.....  
Name of applicant

.....  
Signature of Applicant



## NOTES

1. **The following supporting documents must be submitted with the application:**

- (a) Copy of Certificate of Airworthiness of the aircraft from the State of registration;
- (b) Copy of pilot's licence;
- (c) Chart and/or map showing the precise area of the proposed flight(s) and route(s) of flights(s);
- (d) A letter from the sponsoring organization or company certifying the purpose of the flight(s).

Documents listed above shall be submitted to the following email address: [ [aerialwork@cad.gov.hk](mailto:aerialwork@cad.gov.hk) ] in addition to this application. These documents shall be either in pdf or Word format for text files, and pdf or jpeg format for photo files.

*Submission of incomplete or insufficient information may result in a delay in the processing of the application.*

2. **If the flight will be operating from Hong Kong International Airport**, the operator is also required to submit the following documents :

- (a) An Application for Permission to Operate Non-Schedule Services (Form DCA122);
- (b) Insurance certificate in compliance with the requirements set out in the Civil Aviation (Insurance) Order;
- (c) Noise certificate;
- (d) Name of handling agent.

3. Notwithstanding the issue of a Permission, final approval from the ATC Watch Manager is still required on the operating altitude(s) and time(s) of the operations. The pilot has to phone ATC Watch Manager on tel +852 2910 6821 three hours prior to the EOBT of the flight to obtain this approval.

4. The contact person will normally be a representative of the aircraft operator.

5. Page 1 of this application form DCA254 and all relevant information (listed in paragraph 1 and 2) shall be sent **at least 28 working days prior to the date of the proposed flight** to the Civil Aviation Department at:

Fax no. +852 2910 0186, or

Email to: [aerialwork@cad.gov.hk](mailto:aerialwork@cad.gov.hk)

(Depending on the particular circumstances of the proposed operation, additional information or extra time may be required to process the application.)

6. This application and the requisite Permission, if granted, only relates to the requirements of Article 84 of the Air Navigation (Hong Kong) Order 1995 as amended. The applicant shall obtain any other necessary authorization or permission under any other relevant legislation from the Civil Aviation Department, other Government Department(s) or appropriate organization(s) as applicable before undertaking the flight(s)

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