



Application for Low Flying (Form DCA 257)

- Applicants will be charged in accordance with Hong Kong Air Navigation (Fees) Regulations (CAP. 448 sub.leg. D)
- 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.	Contact Person e-mail Address	
5.	Any former low flying experience in HK? If yes, state when	Yes / No
6.	Registration of Aircraft / Helicopter	
7.	Manufacturer and Type of Aircraft / Helicopter	
8.	Location(s) of Low Flying (see Note 4)	
9.	Requested Operating Altitude	
10.	Purpose of Flight	
11.	Proposed Date(s) of Flight(s)	
12.	Proposed Time(s) of Flight(s)	
13.	Operator's Weather Minima for Conducting the Flight	

I hereby declare that the information given above is accurate.

If a Permission is issued, I understand that I shall be responsible for complying with the conditions specified therein and shall take all necessary actions to secure the safe conduct of the flight(s).

.....
Date of Application

.....
Name of Applicant

.....
Signature of Applicant



香港特別行政區政府

民航處

Civil Aviation Department

The Government of the Hong Kong Special Administrative Region

NOTES

The following Notes are provided for guidance only.

1. **The fee for each application is \$1,470.**

Payment shall be made at the time of submission and may be made by one of the following methods:

- a) crossed cheque payable to 'The Government of the Hong Kong Special Administrative Region';
- b) bank draft in Hong Kong Dollars (HK\$) in favour of 'The Government of the Hong Kong Special Administrative Region' and drawn on a bank located in Hong Kong; or
- c) bank transfer to:

Bank Name	The Hongkong and Shanghai Banking Corp Ltd
Bank Address	No. 1 Queen's Road Central, Hong Kong
Swift Code	HSBC-HKHH-HKH
Bank Account No.	002-268126-008
Bank Account Name	The Government of the Hong Kong Special Administrative Region Treasury No. 1 Collection Account (Attn. Civil Aviation Department)
Payment Details	Please quote this application.

2. If payment is by crossed cheque or bank draft, (a) or (b) above, they shall be sent by post to:

Chief (Operations and Personnel),
Air Traffic Management Division, Civil Aviation Department,
Air Traffic Control Complex,
1 Control Tower Road,
Hong Kong International Airport,
Lantau, Hong Kong.

If payment is by bank transfer, (c) above, the receipt may be sent by fax to no. 2910 0186, or by post to the above address.

3. The application form and all relevant information should reach the Civil Aviation Department (CAD) **at least 7 working days prior to the proposed date(s) of the flight**. Applications received after this deadline may not be processed in time. The application form should be sent by fax to no. 2910 0186 or by post to the address in para 2 above. Depending on the particular circumstances of the proposed low flying operation, extra time may be required for processing the application.

4. A map or diagram showing the proposed area of operation shall be sent by fax to no. 2910 0186 or submitted to the following email address: aerialwork@cad.gov.hk 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 to the processing of the application.

Additional information may be required and further conditions may be imposed depending on the particular circumstances of the proposed flight.

5. This application and the requisite Permission, if granted, only relates to the requirements of the Air Navigation (Hong Kong) Order 1995, Schedule 14, Rules of the Air, para 5. The applicant shall comply with all other relevant legislation from CAD, other Government Department(s) or appropriate organization(s) as applicable before undertaking the flight.