



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 Racing Event

1. Please read the *Safety Requirements Document* and the *Small Unmanned Aircraft (SUA) Advisory Circular AC-011* for detailed requirements before completing this application form.
2. The completed form shall be submitted to CAD by email to [sua@cad.gov.hk](mailto:sua@cad.gov.hk), accompanied by relevant application fee.<sup>1</sup>

1. EVENT ORGANISER PARTICULARS
<b>I. Particulars of the Event Organiser</b> Name of the Event Organiser (in full) : _____ Organisation Registration Document Ref. No.: (e.g. <i>Business Registration Certificate</i> ) _____ Registered Address: _____ _____ Name of Accountable Person (in full) : _____ Position in Organisation: _____ Contact Tel. No.: _____ Email Address: _____
<b>II. Applicant of the Permission for Drone Racing Event</b> Contact person (in full): _____ Position in Organisation: _____ Contact Tel. No.: _____ Emergency Contact/Mobile No.: _____ Email Address: _____
2. DETAILS OF THE DRONE RACING EVENT
<b>I. Title:</b> _____ <b>II. Date:</b> _____ <b>III. Time:</b> _____ <b>IV. Venue:</b> _____

<sup>1</sup> The application fee relating to the permission will be waived until further notice.

**V. 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 Bureaux/Departments :**☐ Yes. B/Ds concerned : \_\_\_\_\_☐ No**4. APPLICATION FOR EXEMPTION****I. Would the SUA participating in the drone racing event be registered with the Civil Aviation Department and labelled?**☐ Yes (Please skip item IV i.)☐ No (Please complete item IV i.)**II. Would the SUA participating in the drone racing event be equipped with the safety system as specified in the Safety Requirements Document (Chapter 6) ?**☐ Yes (Please skip item IV ii.)☐ No (Please complete item IV ii.)**III. Has the remote pilot been registered and obtained the rating required under section 11 of the SUA Order?**☐ Yes (Please skip item IV iii.)☐ No (Please complete item IV iii.)**IV. 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 explain how the SUA would be identified:

\_\_\_\_\_

- The organiser will also be required to retain the pre-flight and post-flight checklists and all other documents associated with the operation for a minimum of 2 years after the date of event.

<input type="checkbox"/>	ii. Exemption from the requirements for the SUA safety system <ul style="list-style-type: none"> <li>The organiser will be required to retain the pre-flight and post-flight checklists and all other documents associated with the operation for a minimum of 2 years after the date of event.</li> </ul>
<input type="checkbox"/>	iii. Exemption from remote pilot registration and/or remote pilot's rating <ul style="list-style-type: none"> <li>Please provide justification of the competency of the remote pilots (the racers), including the qualification and training requirements, such as the minimal hours of flying experience with SUA or a simulator.</li> <li>The organiser will also be required to retain the list and information of the remote pilots enrolled and the SUA operated for a minimum of 2 years after the date of event.</li> </ul>

## 5. REQUIRED DOCUMENTS

Required Document(s)	Name of Attachment/ Number of the relevant section(s) or paragraph(s) ([E.g. Attachment "Operations Manual" Paragraph 1.3] The document's name should be equivalent to the file name.)	Submitted ? (Yes/No/ N.A.)
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### I. EVENT ORGANISER PARTICULARS

(1) 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		
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### II. SITE PLAN (with details specified below)

(2) The race course and the surrounding safety net		
(3) The locations of the access / exit points to the race course		
(4) The flight route, including the starting and finishing points and any obstacles along the flight route		
(5) The locations of the barrier as required in paragraph 3.6 of AC-011 and their separation from the safety net		
(6) The location of remote pilots and visual observers during the race		
(7) The locations of the audience, judges, and the remote pilots and visual observers standing by		
(8) The height of the obstacles and the safety net		

### III. OPERATIONS MANUAL

(Refer to the outline of OM provided in AC-011 Appendix A for the information required)

(9) Details about the organisation		
(10) Qualification / training requirements of the remote pilots (participants)		

(11) Responsibilities and duties of the supporting crew		
(12) Qualification / experience / training requirements of the supporting crew		
(13) Technical specifications of the SUA		
(14) Description of the fail-safe function		
(15) Operating limitations and conditions		
(16) Communication during the event		
(17) Management of the cordon-off area		
(18) Requirements for records of remote pilots and the aircraft operated		
(19) Record keeping of all forms and checklists		
(20) Flight planning/ preparation		
(21) Pre-flight check		
(22) Normal operating procedures		
(23) Emergency procedures		
(24) Accident/ incident reporting and investigation		
<b>IV. SAFETY RISK ASSESSMENT</b>		
<b>(Refer to the example of Safety Risk Assessment provided in AC-011 Appendix B)</b>		
(25) 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"> <li>• An SUA flies away from the race course;</li> <li>• An SUA takes off before the supporting crew are 'evacuated' from the race course;</li> <li>• Any incoming air traffic is observed;</li> <li>• As SUA catches fire;</li> <li>• A spectator gets inside the race course.</li> </ul>		
<b>V. Support, Consent and Permission</b>		
(26) Permission from Site Owner		
(27) 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.)		

<b><i>Declaration and signature</i></b>
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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.

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Name

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Signature & Company Chop

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Position in Organisation

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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