

## **Checklist of Required Documents for Unmanned Aircraft Systems (UAS) Applications (for Non-recreational Purpose)**

- eDCA-255 form (“Application for Operating UAS” form)**  
Please submit an application for operating UAS through CAD online system (<https://e-submission.cad.gov.hk/&common/cad/fcballon.nsf/uas?openform>).
- Operations Manual (OM) & Information on the UAS**  
You should make reference to the sample of the UAS Operations Manual at [https://www.cad.gov.hk/reports/UAS\\_operations\\_manual.docx](https://www.cad.gov.hk/reports/UAS_operations_manual.docx). The OM should cover the procedures to be followed for all envisaged operations of the UAS. This document is a key requirement to enable CAD to accurately assess the application and the safety case before deciding whether to grant a permission. Applicants may be required to demonstrate their flying skills / competence to CAD.
- Proposed Area(s) of Operations**  
Please provide the flight plan with following information:
  - (i) the dimension of the proposed operating / flying area(s);
  - (ii) the take-off / landing point(s);
  - (iii) the proposed flying altitude (preferably measured in feet);
  - (iv) flight path, if any;
  - (v) the distances to nearby structures (buildings, bridge, etc); and
  - (vi) the method of cordoning off from public access and maintaining 50 metres clearance from any person, vessel, vehicle or structure not under the control of the applicant/UAS operator.
- Permission from Relevant Government Department / Land Owner**  
Please provide a copy of the Authorisation / Permission of the land / property owner on whose land/property the UAS is intended to operate.
- Insurance Policy**  
Please provide a copy of the Insurance Policy, in which it should insure the UAS Operator in respect of third party risks which may be incurred.

### **Additional Documents Required for “Hire or Reward” UAS Operations**

- DCA122A form**  
If the UAS is operated for hire or reward, the applicant is also required to submit an application for permit for using UAS to provide air service in accordance with Regulation 22 of the Air Transport (Licensing of Air Services) Regulations (Chapter 448A). The required form can be obtained at the website (<http://www.cad.gov.hk/application/DCA%20122A.pdf>).  
*(Note: Please note that **charterer** and **UAS operator** should be different parties).*
- Letter of Appointment**  
Please submit the letter of appointment from the charterer.

(Jan 2021)