



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 Aerial Photography or Aerial Survey in HK Territories (Form DCA 254)
(By an aircraft NOT registered in Hong Kong)

香港境內空中攝影或空中測繪申請表格 (DCA 254)
(非香港註冊航空器適用)

- Applicants will be charged in accordance with Hong Kong Air Navigation (Fees) Regulations (CAP. 448 sub.leg. D)
- 本處將按照《香港飛航(費用)規例》(香港法例第448D章)向申請人收取有關費用。
- Please read the attached NOTES at Page 2 carefully before completing this form.
- 在填寫此申請表格前，請先參閱第二頁之注意事項

1.	Name of Company of Aircraft Operator 經營公司名稱	
2.	Company Address 經營公司地址	
3.	Telephone No. 聯絡電話 Fax. No. 傳真號碼	Tel : 電話 Fax : 傳真
4.	Contact Person (See Note 5) e-mail Address 聯絡人姓名及電郵地址 [參閱注意事項五]	
5.	Any former experience of aerial photography or survey work in HK? 之前曾否參與相同項目? If yes, state when 如有，請填寫日期。	Yes 有 No 沒有 Date(s): 日期
6.	Registration of Aircraft 航空器註冊號碼	
7.	Manufacturer and Type/Model of Aircraft 航空器製造商 / 型號	
8.	Location(s) of photography or survey area (see Note 4c) 空中攝影或空中測繪之位置 [參閱注意事項四(c)]	
9.	Proposed Operating Altitude 空中攝影或空中測繪之擬定飛行高度	
10.	Purpose of Operation (See Note 4d) 空中攝影或空中測繪之目的 [參閱注意事項四(d)]	
11.	Proposed Date(s) of Flight(s) 擬定飛行日期	
12.	Proposed Time(s) of Flight(s) 擬定飛行時間	
13.	Operator's Weather Minima for Conducting the Flight 空中攝影或空中測繪之最低氣象條件	Cloud Base (feet) 雲底高度(英尺) Visibility (m / km) 能見度(公尺/公里)
14.	Airport of departure and landing (See Note 8) 始飛及降落之機場 [參閱注意事項八]	

I hereby declare that the information given above is accurate.

If 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).

本人申報上述填寫資料真確無誤。許可書簽發後，本人定將會履行上述列明之條件，採取所有應當的預防措施，以確保飛行安全。

.....
Date of Application
申請日期

.....
Name of Applicant
申請人姓名

.....
Signature of Applicant
申請人簽署



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NOTES

注意事項

The following Notes are provided for guidance only.

本處現提供以下注意事項作為申請人填寫表格的指引。

1. The fee for each application is HK\$1,875.

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

每項申請的費用為港幣一千八百七十五元正。有關申請費用可循以下途徑，於提交申請表時一併繳交：

- a) crossed cheque payable to ‘The Government of the Hong Kong Special Administrative Region’; 以劃線支票付款，抬頭請寫「香港特別行政區政府」；
- 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 以本地銀行發出的港幣本票繳付予「香港特別行政區政府」；或
- c) bank transfer to: 以銀行轉賬 / 電匯付款：

Bank Name 銀行名稱	The Hongkong and Shanghai Banking Corp Ltd 香港上海匯豐銀行 (HSBC)
Bank Address 銀行地址	No. 1 Queen’s Road Central, Hong Kong 香港皇后大道中一號
Swift Code 環球代碼	HSBC-HKHH-HKH
Bank Account No. 銀行戶口號碼	002-268126-008
Bank Account Name 銀行戶口名稱	The Government of the Hong Kong Special Administrative Region Treasury No.1 Collection Account (Attn. Civil Aviation Department)
Payment Details 付款詳情	Please quote “Application for Aerial Photography or Aerial Survey in HK Territories” 請註明「香港境內空中攝影或空中測繪申請」

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

若申請人選擇以劃線支票 / 銀行本票付款，請連同申請表格郵寄至：

Chief (Operations) 2,
Air Traffic Management Division, Civil Aviation Department,
2/F, Office Building, Civil Aviation Department Headquarters,
1 Tung Fai Road, Hong Kong International Airport,
Lantau, Hong Kong.

香港國際機場東輝路一號
民航處總部辦公大樓二樓
民航處航空交通管理部
總航空交通管制主任(航空交通事務) 2

If payment is by bank transfer, (c) above, the receipt may be sent by fax to +852 2910 0186, or by post to the above address. For overseas transfer, please include **enough bank charges and tender exact amount of HK\$1,875** to avoid any underpayment due to exchange difference and any deduction made by your appointed bank in Hong Kong.

若申請人選擇以銀行轉賬 / 電匯付款，請將存款收據連同申請表格傳真至+852 2910 0186，或郵寄至上述地址。海外申請者以電匯戶口付款時，所有因匯率上的波動或香港中轉銀行可能收取的任何費用或佣金而引致的差額，皆全數由繳款者負責；因此，請確保有**足夠款項以繳付淨額港幣一千八百七十五元正**。



3. The application form and all relevant documentation listed in this notes, shall reach the Civil Aviation Department (CAD) **at least 28 working days prior to the date of the proposed flight**. They may be submitted by e-mail to aerialwork@cad.gov.hk, or by fax to +852 2910 0186.

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

此申請表格及所有於注意事項中列明之相關文件，必須於**擬定飛行日期不少於二十八個工作天前**以傳真(傳真號碼：+852 2910 0186) 或電郵 (aerialwork@cad.gov.hk) 送交民航處審核。

視乎個別情況，本處可能要求申請人提交補充資料或需額外時間處理有關申請。

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

以下文件必須於申請時一併提交：

- a) Copy of Certificate of Airworthiness of the aircraft from the State of registration;
飛行器註冊國家簽發之適航證書副本；
- b) Copy of pilot's licence;
機長執照副本；
- c) Chart and/or map showing the precise area of the proposed flight(s) and route(s) of flight(s);
擬定飛行地區、飛行路線及飛行高度之詳細圖則或地圖；及
- d) A letter from the sponsoring organization or company certifying the purpose of the flight(s).
贊助或僱請機構簽發之證明或僱用證明文件。

If sent via e-mail, these documents shall either be in pdf or Word format for text files, and pdf or jpeg format for photo files.

如以電郵提交上述文件，文字檔案須為 pdf 或 Word 格式，而圖片檔案則須為 pdf 或 jpeg 格式。

Submission of incomplete or insufficient information may result in a delay in the processing of the application or even decline an application without refund of application fee.

註：資料提交若有不齊全或不足均可能引致延誤處理簽發許可書申請或拒絕申請並不獲退款。

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

聯絡人一般為經營公司之代表。

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. 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.

簽發之許可書是據《1995 年飛航(香港)令》第 84 條之要求為依歸。申請人在進行飛行項目之前，必須取得與民航處其它相關法則、特區政府其他部門或其他組織的法規有關的授權或許可。

7. Notwithstanding the issuance of Permission, the final approval of the ATC Watch Manager is still required on the day of the flight. The pilot shall contact the ATC Watch Manager (tel. no. 2910 6821) **three hours prior to the EOBT** of the flight to request this approval.

即使在許可書簽發之後，最終的航管放行(包括飛行時間、高度及路線等)仍須經航空交通控制中心當值主任許可。因此，機長須於**擬定起飛前三小時**致電航空交通控制中心當值主任(電話號碼：+852 2910 6821)商議許可放行。



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

如航空器是於香港國際機場起飛及降落，經營公司須另外提交以下證明文件：

- a) **Form DCA122 Application for Permission to Operate Non-Scheduled Services;**
經營不定期航班服務的許可證申請表格 (民航處表格 DCA 122) ;
- b) **An insurance certificate in accordance with the requirements of the Civil Aviation (insurance) Order;**
符合民航(保險)令要求簽發之保險證書；
- c) **A Noise Certificate; and**
航空器噪音證書；及
- d) **Name of handling agent.**
代理人公司名稱。

9. 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.

任何人於與民航處進行任何事務往來時，均不得向民航處職員提供利益；否則，即可能違反《防止賄賂條例》（香港法例第201章）第4(1)條及／或第8條，最高可被判罰款五十萬元及監禁七年。
