



香港特別行政區政府

民航處

Civil Aviation Department

The Government of the Hong Kong Special Administrative Region

FLIGHT CONDITIONS FOR A PERMIT TO FLY – APPROVAL FORM

(For applicants who are not DOA holders or DOA holders with no privilege to approve flight conditions)

1. Applicant	2. Report/Document Ref. No. : Issue:
3. Aircraft manufacturer/type	4. Serial number(s)
5. Aircraft configuration The above aircraft for which a Permit to Fly is requested is defined in:	
6. Substantiations	
7. Conditions/Restrictions The above aircraft must be used with the following conditions or restrictions:	
8. Statement The flight conditions have been established and justified (see Instruction Field 8). The aircraft has no features and characteristics making it unsafe for the intended operation under the identified conditions and restrictions.	
9. Approved under [ORGANISATION APPROVAL NUMBER] If applicable	
10. Date of issue	11. Name and signature
The original completed application shall be sent to: Airworthiness Office, Flight Standards and Airworthiness Division Civil Aviation Department Civil Aviation Department Headquarters 1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong Attention: Senior Airworthiness Officer (Certification) Note: To facilitate the application process, the completed application may be emailed to: certification@cad.gov.hk	

12. CAD approval reference and date

Note: CAD Form 37 must be completed and submitted to CAD together with this Form.

INSTRUCTIONS

Information to be entered into CAD Form 18B:

The use of this form is required to enable CAD to process the application of “Flight Conditions for a Permit to Fly” without undue delay. The individual fields of the approval form may be varied in size to allow entry of all required information.

- Field 1: Name of organisation providing the flight conditions and associated justifications
- Field 2: Number and issue, for traceability purpose
- Field 5: Add reference to the document(s) identifying the configuration of the aircraft. For change(s) affect the initial approval form: description of change(s). This form must be reissued.
- Field 6: Provide all references to the document(s) justifying that the aircraft (as described in 5.) can perform the intended flight(s) safely under the defined conditions or restrictions.
For change(s) affect the initial approval form: reference(s) to additional justification(s). This form must be re-issued.
- Field 7: Details of these conditions/restrictions, or reference to relevant document, including specific maintenance instructions and conditions to perform these instructions.
- Field 8: The flight conditions have been established and justified including any condition or restriction necessary for safe operation of the aircraft, namely:
- the conditions or restrictions put on itineraries or airspace, or both, required for the flight(s);
 - the conditions and restrictions put on the flight crew to fly the aircraft;
 - the restrictions regarding carriage of persons other than flight crew;
 - the operating limitations, specific procedures or technical conditions to be met;
 - the specific flight test programme (if applicable);
 - the specific continuing airworthiness arrangements including maintenance instructions and regime under which they will be performed.
 - the method used for the control of the aircraft configuration, in order to remain within the established conditions
- Field 9: Organisation approval number, if applicable.
- Field 11: To be signed by an authorised representative of the applicant. If not signed, delays will occur.
- Field 12: To be filled in ONLY by CAD.

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:

Airworthiness Office
Flight Standards and Airworthiness Division
Civil Aviation Department Headquarters
1 Tung Fai Road
Hong Kong International Airport
Lantau, Hong Kong

(Attn.: Senior Airworthiness Officer (Standards))

Anti-bribery Reminder

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.