



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 APPROVAL OF FLIGHT CONDITIONS FOR A PERMIT TO FLY

<b>1. Applicant</b>	
1.1 Applicant's Reference <i>(if applicable)</i>	
1.2 Name	
1.3 Address <i>(registered business/postal address)</i>	
1.4 Contact Person <i>(if applicable)</i>	
1.5 Telephone	
1.6 Fax	
1.7 E-mail	
<b>2. Scope</b> Approval of flight conditions For applicants who are not DOA holders/DOA holders with no privilege to approve flight conditions: <input type="checkbox"/> CAD Form 18B is attached <input type="checkbox"/> CAD Form 18B is not attached because:  For DOA Holders applying for approval of flight conditions: <input type="checkbox"/> CAD Form 18A is attached <input type="checkbox"/> CAD Form 18A is not attached because	
<b>3. Applicability / Description</b>	
3.1 Applicability <i>(Aircraft manufacturer/type)</i>	
3.2 Serial Number	
3.3 Nationality and Registration marks	



**5. To be filled in only by CAD: (if applicable)**

**Statement of technical satisfaction**

*The certification team is satisfied that the applicant has shown that the aircraft is capable of safe flight under the conditions or restrictions necessary for safe operation of the aircraft in accordance with the hereby approved flight conditions.*

**Notes/Remarks/Restrictions:**

**6. Applicant's declaration**

I confirm that the information contained herein is correct and complete. I agree to pay the charges levied by CAD in respect of the service provided, as required.

**7. Applicant's signature**

Date	Name	Signature
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This application should be sent by fax, e-mail or regular mail to:

Civil Aviation Department Headquarters  
Flight Standards and Airworthiness Division  
1 Tung Fai Road, Hong Kong International Airport  
Lantau, Hong Kong  
Fax: +852 2362 4250  
E-mail: [certification@cad.gov.hk](mailto:certification@cad.gov.hk)

**DO NOT FORGET TO SIGN THE APPLICATION FORM**

## Information to be entered into Form 37 - Application for Approval of Flight Conditions:

The use of this form is required to enable CAD to process applications without undue delay. The individual fields of the application form may be varied in size to allow entry of all required information. It is strongly recommended to use the English language.

Field 1.1: Enter your reference (optional).

Field 1.2: Enter the name of the legal entity making the application.

Field 1.3: Enter registered business address to be printed on the certificate; add postal address if different e.g. for mailing or billing purposes

Field 1.4-1.7: Enter name, telephone, fax and e-mail of contact person for this application; in case the purpose for the permit is 4.2(15), the applicant must be the owner of the aircraft.

Field 2: A DOA holder having the privilege to approve flight conditions must submit its CAD Form 18A, or equivalent Form as defined in DOA Holder procedures, together with the CAD Form 37 for CAD approval. If the CAD Form 18A or Form 18B is submitted at a later stage, the applicant should explain the reasons why.

Field 3.1-3.3: Enter manufacturer, type / model, serial number, nationality and registration mark.

Field 3.4: If the application for approval of flight conditions is related to an ongoing certification project that has already been applied for tick the dedicated boxes and insert the complete CAD project number (P-No).

Field 4: Information entered under 4.1. - 4.4. do not replace the separate application of the Permit to Fly to be made to CAD.

Field 4.1: Identify the duration until the Permit to Fly shall be valid; a standard Permit to Fly shall be issued for a maximum of 12 months.

- Field 4.2:
- (1) - Testing of new aircraft or modifications.
    - Testing of new concepts of airframe, engine propeller and equipment
    - Testing of new operating techniques.
  - (2) - Certification flight testing for Type Certification, Supplemental Type Certificates, changes to Type Certificates or European Technical Standard Order Authorisation.
    - Flights for the purpose of noise measurements.
  - (3) Flights for training of crew that will perform design or production flight testing before the design approval and Certificate of Airworthiness (CofA) can be issued.
  - (4) For establishing conformity with the approved design, typically this would be the same programme for a number of similar aircraft.
  - (5) Green aircraft ferry for follow on final production.
  - (6) Before the aircraft is sold and/or registered.
  - (7) Before the aircraft is registered in the State where the CofA will be issued.
  - (8) In the case of inspection flight test by the authority before the CofA is issued.

(9) Flights for the purpose of conducting market survey, sales demonstrations and customer crew training with non type certificated aircraft or aircraft for which conformity has not yet been established or for non-registered a/c and before CofA is issued.

(10) Flying the aircraft to an exhibition or show and participating to the exhibition or show before the design approval is issued or before conformity with the approved design has been shown.

(11) Ferry flights in cases where maintenance is not performed in accordance with approved programmes, where an AD has not been complied with, where certain equipment outside the Minimum Equipment List (MEL) is unserviceable or when the aircraft has sustained damage beyond the applicable limits.

(12) Oversees ferry flights with additional fuel capacity.

(13) Training flight and positioning flight for this purpose are included.

(14) Flying an aircraft which has been shown to comply with all applicable airworthiness requirements but not with environmental requirements for example due to weather constraints.

(15) For aircraft which cannot practically meet all applicable airworthiness requirements, such as certain aircraft without TC-holder (“generically termed orphan aircraft”) or aircraft which have been under national systems of Permit to Fly and have not been shown to meet all applicable requirements. The option of a Permit to Fly for such an aircraft should only be used if a certificate of airworthiness or restricted certificate of airworthiness cannot be issued due to conditions which are outside the direct control of the aircraft owner, such as the absence of properly certified spare parts.

*Note: The above listing is of cases when a Permit to Fly MAY be issued; it does not mean that in the described cases a Permit to Fly MUST be issued. If other legal means are available to allow the intended flight(s) they can also be used.*

Field 4.3: This is the most important field! Give a short description of the non-compliance with the applicable airworthiness requirements.

Field 5: To be filled in only by CAD (*if applicable*).

Field 7: Signature of an authorised representative of the applicant.

## **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.