



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 PERMIT TO FLY

Important Note: Please read the Completion Instructions before filling this form.

1. Applicant

1.1. Applicant's Reference <i>(if applicable)</i>		
1.2. Organisation Name		
1.3. Address		
1.4. Contact Person	Title	<input type="checkbox"/> Ir <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.
	Name	
	Phone	
	Job Title	
	E-mail	

2. Applicability / Description

2.1. Product Identification	<input type="checkbox"/> Large Aeroplane <input type="checkbox"/> Rotorcraft <input type="checkbox"/> Small Aeroplane <input type="checkbox"/> Others (Specify):
2.2. Manufacturer / Type	
2.3. Serial Number	
2.4. Nationality and Registration marks	
2.5. This application is related to an ongoing certification project	<input type="checkbox"/> Not applicable <input type="checkbox"/> Type Certificate (TC) / Restricted Type Certificate (RTC) <input type="checkbox"/> Change / Repair <input type="checkbox"/> CAD Project Number: P-..... <i>(insert P-No)</i>

3. Flight Conditions

<p>3.1. Aircraft configuration</p> <p>The above aircraft for which a Permit to Fly is requested is defined in:</p>	
<p>3.2. Substantiations</p>	
<p>3.3. Conditions / Restrictions</p> <p>The above aircraft must be used with the following conditions or restrictions:</p>	
<p>3.4. Statement <i>(Please ensure the statements are acknowledged and boxes are ticked)</i></p> <p>The flight conditions have been established and justified. <i>(see Completion Instructions Field 3.4)</i> <input type="checkbox"/></p> <p>The aircraft has no features and characteristics making it unsafe for the intended operation under the identified conditions and restrictions. <input type="checkbox"/></p>	

4. Permit to Fly

<p>4.1. Requested duration for the Permit to Fly <i>(maximum 12 months)</i></p>	<p>From (D/M/Y)</p>	<p>Until (D/M/Y)</p>
<p>4.2. Purpose</p>	<p><input type="checkbox"/> 1. Development</p> <p><input type="checkbox"/> 2. Showing compliance with regulations or certification specifications</p> <p><input type="checkbox"/> 3. Design organisations or production organisations crew training</p> <p><input type="checkbox"/> 4. Production flight testing of new production aircraft</p> <p><input type="checkbox"/> 5. Flying aircraft under production between production facilities</p> <p><input type="checkbox"/> 6. Flying the aircraft for customer acceptance</p> <p><input type="checkbox"/> 7. Delivering or exporting the aircraft</p> <p><input type="checkbox"/> 8. Flying the aircraft for Authority acceptance</p>	

	<input type="checkbox"/> 9. Market survey, including customer's crew training <input type="checkbox"/> 10. Exhibition and airshow <input type="checkbox"/> 11. Flying the aircraft to a location where maintenance or airworthiness review are to be performed, or to a place of storage <input type="checkbox"/> 12. Flying an aircraft at a weight in excess of its maximum certificated takeoff weight for flight beyond the normal range over water, or over land areas where adequate landing facilities or appropriate fuel is not available <input type="checkbox"/> 13. Record breaking, air racing or similar competition <input type="checkbox"/> 14. Flying aircraft meeting the applicable airworthiness requirements before conformity to the environmental requirements is shown <input type="checkbox"/> 15. For non-commercial flying activity on individual non-complex aircraft or types for which CAD agrees that a certificate of airworthiness or restricted certificate of airworthiness is not appropriate <input type="checkbox"/> 16. Flying an aircraft for troubleshooting purposes or to check the functioning of one or more systems, parts or appliances after maintenance.
<p>4.3. Description of the non-compliance with the applicable airworthiness requirements</p>	
<p>4.4. Remarks <i>(Optional)</i></p>	

5. Fee Information

The applicant will be charged in accordance with Hong Kong Air Navigation (Fees) Regulations (CAP. 448 sub. leg. D), Schedule, paragraph 3. For details of the deposit fee, please refer to Field 5 of the "Completion Instructions" of this form.

In the case of withdrawal or other cases of termination of the application, the expenditure incurred in the investigation will be recovered. The expenditure includes working hours and specific costs and, if applicable, transport costs outside Hong Kong.

The deposit will be returned to the applicant after deducting all expenditure. If the deposit is insufficient, the applicant shall pay the outstanding balance prior to issuance of the Permit to Fly or upon termination of the application.

6. Applicant's declaration and signature

<p>6.1. Attachments</p> <p>I am submitting this application form, together with the following applicable attachments with each attachment numbered accordingly. I understand that the application will not be accepted by HKCAD unless all attachments are provided with following exceptions:</p> <ul style="list-style-type: none"> † Attachment A is not required if it is not associated with an ongoing certification project. 			
No.	Documentation	Reference No. and Revision Status / Date	Field No. Reference
A.	<input type="checkbox"/> Project Package† (if applicable)		2.5
B.	<input type="checkbox"/> Supporting document(s) identifying the configuration of the aircraft		3.1
C.	<input type="checkbox"/> Substantiations and risk assessment		3.2
D.	<input type="checkbox"/> Supporting document(s) for the conditions / restrictions		3.3
E.	<input type="checkbox"/> Deposit fee	Cheque #: _____ in amount of HK\$15,000	5
F.	<input type="checkbox"/> Others		N/A
6.2. Application		<input type="checkbox"/> This is an initial application <input type="checkbox"/> This application form completely supersedes the previously submitted application form dated: _____	
<p>6.3. Declaration</p> <p>I declare that I am authorised by the company to sign this form and all information provided in this application form is correct and complete. I agree to pay the fees levied by the Hong Kong SAR Government in respect of this application.</p>			
Name		Signature	
Job Title			
Date (D/M/Y)			

Completion Instructions

Submission Method

The completed application and associated reference documents shall be emailed to:
certification@cad.gov.hk

Attention: Senior Airworthiness Officer (Certification)

All files should be in PDF format. Additional information may be required and further conditions may be imposed depending on the particular circumstances of the proposed Operations. Incomplete or insufficient information may delay the application process.

Important notes:

1. **Complete all Fields in a clear legible way. Enter 'N/A' for those fields that are not applicable to this application.**
2. The use of this form is required to enable HKCAD to process the application for "Approval of Flight Conditions and 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 #	Completion Instructions
1.1.	Enter your reference (optional)
1.2.	Please enter the full name of the company (as it appears on the Business Registration or similar legal document) or natural person (as it appears in the ID Card/Passport) providing the flight conditions and associated justifications.
1.3.	Enter registered business address to be printed on the certificate; add postal address if different e.g. for mailing or billing purposes.
1.4.	The applicant shall designate a 'Contact Person' responsible for support of the application. HKCAD will only liaise with the designated 'Contact Person' throughout the project. If the applicant wishes to change their 'Contact Person' during the course of investigation, this form should be amended accordingly.
2.1. – 2.4.	Identify the product category, enter manufacturer, type, model, serial number(s), country of registry and registration mark.
2.5.	Indicate whether or not the application for approval of flight conditions is related to an ongoing certification project that has been applied for at HKCAD by ticking the appropriate check box. If the application for an approval of flight conditions is related to an ongoing certification project that has already been applied for at HKCAD, identify the certification project category by ticking the appropriate box and insert the complete HKCAD project number.

3.1.	<p>Add reference to the document(s) identifying the configuration of the aircraft.</p> <p>For change(s) affecting the initial approval form: description of change(s). This form must be re-issued.</p>
3.2.	<p>Please provide all justifications and make references to the document(s) justifying that the aircraft (as described in Field 3.1) can perform the intended flight(s) safely under the defined conditions or restrictions.</p> <p>The substantiations should include analysis, calculations, tests or other means used to determine under which conditions or restrictions the aircraft can perform safely a flight.</p> <p>Aircraft manufacturer's technical support as follows:</p> <ol style="list-style-type: none"> i. scheduled tasks that covered via Aircraft Maintenance Program Engineering Statement (AMPES) or equivalent; ii. for deviations to any inspection, maintenance, modification classified as mandatory tasks exceeding the type certification requirements: <ul style="list-style-type: none"> • Airbus Flight Condition Document (FCD); • Boeing Configuration and Flight Restriction Record (CFRR) or equivalent covered by Type Certificate Holder (TCH) depending on which tasks have not been performed. <p>For change(s) affecting the initial approval form: reference(s) to additional justification(s). This form must be re-issued.</p>
3.3.	<p>Details of these conditions/restrictions, or reference to the relevant document, including specific maintenance instructions and conditions to perform these instructions, are</p> <ol style="list-style-type: none"> (1) the conditions or restrictions put on itineraries or airspace, or both, required for the flight(s); (2) the conditions and restrictions put on the flight crew to fly the aircraft; (3) the restrictions regarding carriage of persons other than flight crew; (4) the operating limitations, specific procedures or technical conditions to be met; (5) the specific flight test programme (if applicable); (6) the specific continuing airworthiness arrangements including maintenance instructions and regime under which they will be performed; (7) the method used for the control of the aircraft configuration, in order to remain within the established conditions <p>Examples are:</p> <ul style="list-style-type: none"> • The flight conditions approval is restricted to ferry ... flight(s) only. Departure Airport: Destination Airport: (or a suitable alternate). • Special test areas must be used to avoid conflicts with regular traffic and flight testing over populated areas. • ATC coordination is required. • Flight Crew must have the appropriate licence and must be familiar with aircraft configuration and special operational procedures required under this flight conditions.

	<ul style="list-style-type: none"> • Pilot/Co-pilot must have valid [- indicate required pilot licence -] and must be familiar with aircraft configuration and special operational procedures required under this flight condition. • Special Flight Test Program..... must be observed. • Experimental Flight Test Pilot(s) are required. • Test Pilot(s) for avionics and systems test are required. • Only minimum flight crew and required technical personal on board. • No passengers • VFR Day only • VMC only • Non-icing conditions • Flight must be conducted un-pressurized • The Flight Crew must use supplementary oxygen as required by EU OPS 1.385. • Flight must be conducted with the gear down and locked. VLO = • Flight must NOT be conducted in RVSM airspace. • Avoid areas of turbulence, high g-load, hard landing. • Dry runways only, no wet-, contaminated runways. • Special Maintenance Instructions and Flight Operations Instructions must be observed. • Regular Service and Maintenance Requirements apply. • Damage and Deficiency must exist that would prevent dispatch. • Before the flight can be carried out, following checks must have been performed without findings: • No flight over congested or densely populated areas, except for take-off and landing. • The Basic Flight Manual and the relevant Supplements remain applicable. • The aircraft maintenance programme and related manuals remain applicable.
3.4.	<p>Please ensure the statements are acknowledged and boxes are ticked.</p> <p>Flight conditions include:</p> <p>(1) the configuration(s) for which the permit to fly is requested;</p> <p>(2) any condition or restriction necessary for safe operation of the aircraft, including:</p> <ol style="list-style-type: none"> a. the conditions or restrictions put on itineraries or airspace, or both, required for the flight(s); b. any conditions or restrictions put on the flight crew to fly the aircraft; c. the restrictions regarding carriage of persons other than flight crew; d. the operating limitations, specific procedures or technical conditions to be met; e. the specific flight test programme (if applicable); f. the specific continuing airworthiness arrangements including maintenance instructions and regime under which they will be performed; <p>(3) the substantiation that the aircraft is capable of safe flight under the conditions or restrictions of point (2);</p> <p>(4) the method used for the control of the aircraft configuration, in order to remain within the established conditions.</p>
4.1.	<p>Indicate the duration for the validity of the Permit to Fly. A standard Permit to Fly shall be issued for a maximum of 12 months.</p>

	<p>The date on field 4.1 use the format dd/mmm/yyyy (dd = 2-digit day, mmm = first 3 letters of the month, yyyy = 4-digit year).</p>
<p>4.2.</p>	<ul style="list-style-type: none"> (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 aircraft and before the C of A 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 the 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. (16) Flying an aircraft for troubleshooting purposes or to check the functioning of one or more systems, parts or appliances after maintenance.

	<i>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.</i>
4.3.	<p>Give a short description of the non-compliance with the applicable airworthiness requirements.</p> <p>(1) Does the aircraft have any overdue Airworthiness Directives?</p> <p>(2) Does the aircraft have any overdue Service Life Limits?</p> <ul style="list-style-type: none"> In the context of this question, the term 'Service Life Limits' refers to components subject to a 'Certified Life Limit' after which the component should be retired (Hard Life). If the aircraft referred to in this application has any components that have exceeded their specified overhaul life (Soft Life), this should be declared in the question relating to compliance with the Approved Maintenance Programme. <p>(3) Does the aircraft have any overdue Airworthiness Limitation Items?</p> <ul style="list-style-type: none"> ALLs (Airworthiness Limitation Items) are structural items that the Certification process has defined as critical from a fatigue point of view during the damage tolerance assessment. The inspection frequency of such items is mandatory. <p>(4) Does the aircraft have any overdue Certification Maintenance Requirements?</p> <ul style="list-style-type: none"> In the context of this question, a CMR is not a 'Certificate of Maintenance Review' as required by the Air Navigation Order, or a 'Certificate of Release' to Service following completion of maintenance. A 'Certification Maintenance Requirement' is a periodic task established during the design certification of the aircraft as an operating limitation on the Type Certificate. Its purpose is to detect safety significant latent (hidden) failures that would, in combination with one or more specific failures or events, result in a hazardous or catastrophic failure condition. <p>(5) Does the aircraft have any overdue Critical Design Configuration Control Limitations?</p> <ul style="list-style-type: none"> If CDCCL have been identified for the aircraft type by the TC/STC holder, maintenance instructions should be developed. CDCCL's are characterised by features in an aircraft installation or component that should be retained during modification, change, repair, or scheduled maintenance for the operational life of the aircraft or applicable component or part. <p>(6) Does the aircraft have any unapproved modifications or repairs?</p> <ul style="list-style-type: none"> If the unapproved modification is currently in the process of gaining approval, please supply further details including the project number (if applicable). <p>(7) Does the aircraft have any damage outside approved limitations?</p> <p>(8) Does the aircraft have any defects outside the Minimum Equipment List or Maintenance Manual Limits or other approved data?</p>
4.4.	This Field is optional. The applicant may indicate any other circumstance of flight or additional information as necessary.
5.	<p>IMPORTANT NOTES:</p> <p>An initial deposit of HK\$15,000 is required for this application. Payment must be made by a crossed cheque or a bank draft in Hong Kong dollars payable to "The Government of the Hong Kong Special Administrative Region" and drawn on bank located in Hong Kong. Payment by wire transfer is not accepted.</p>

6.1.	Please indicate all supporting documents related to this application.
6.2.	Please indicate this is an initial application or revised application. If this is a revised application, please include the date of the previously submitted application form.
6.3.	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.