

# Appendix A – Application Form for Permission for Small Unmanned Aircraft Night Operations



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 Permission for Small Unmanned Aircraft Night Operations (For Specific Operations Only)

1. Please read the *Safety Requirements Document and Small Unmanned Aircraft Advisory Circular No. AC-003* to learn about the detailed requirements before completing this application form.
2. The completed form shall be submitted to the CAD by email to [sua@cad.gov.hk](mailto:sua@cad.gov.hk) as application for permission.

### 1. APPLICANT'S PARTICULARS

Name of Applicant (in full) : \_\_\_\_\_

Contact Tel. No.: \_\_\_\_\_ Fax No. (if any): \_\_\_\_\_

Email Address: \_\_\_\_\_

*If the applicant is an organisation, please also provide the following information:*

Name of Contact Person (in full): \_\_\_\_\_

Post of Contact Person: \_\_\_\_\_

### 2. APPLICATION DETAILS

Model and Registration No. of the SUA to be used: \_\_\_\_\_

Remote Pilot Certificate Reference No. (with advanced rating): \_\_\_\_\_

Proposed date(s) of the specific night operations:  
\_\_\_\_\_

\* *Note* :

1. This application mechanism allows the applicant to apply for permission to conduct night operations for a cumulative maximum of five nights only within any calendar month. If multiple or specific operations for more than five nights in a calendar month are required, please refer to paragraph 9.3 of the relevant AC.
2. If after the application is submitted and approved, the applicant needs to change the proposed operation date(s) due to unforeseen circumstances (e.g. adverse weather conditions), please inform CAD via [sua@cad.gov.hk](mailto:sua@cad.gov.hk) in advance.

<b>3. APPLICATION DETAILS &amp; REQUIRED DOCUMENT(S)</b>		
<b>Required Document(s)</b>	<b>Submitted? (Yes / No / N.A.)</b>	<b>Supplementary Information</b>
<b>A. GENERAL</b>		
(1) Proposed locations to carry out night operations: (Detail description of precise location or boundary of operation area shall be provided, which may be indicated in latitude and longitude coordinates of WGS 1984 format)		Please specify:
(2) Proposed dates and time to carry out night operations (maximum of five nights within one calendar month):		Please specify:
<b><u>Requirements Compliance</u></b>	Please tick all the boxes on the left to declare that the proposed night operation will comply with the respective requirements. For any unchecked boxes, applicant is required to detail alternative mitigation on the right column. Any supplementary information may also be provided.	
<b>A. Equipment Requirements</b>	<b>Will be complied with?</b>	<b>Alternative mitigation and supplementary information</b>
(1) SUA is equipped with the necessary safety system capable of performing the functions specified in section 13 of the SUA Order, i.e. flight log and geo-awareness functions.	<input type="checkbox"/>	
(2) SUA is equipped with navigation or position lighting. Additional strobe or anti-collision lighting system is recommended.	<input type="checkbox"/>	
(3) Ground station/ remote controller software is in place to assist the remote pilot in identifying the SUA's position in real time.	<input type="checkbox"/>	
(4) SUA is equipped with obstacle avoidance function is recommended.	<input type="checkbox"/>	
(5) All personnel and crew members involved in the SUA night operations are recommended to be provided with appropriate high visibility personal protective equipment (e.g. reflective apparel, safety vests, etc.)	<input type="checkbox"/>	
<b>B. Personnel Requirements</b>	<b>Will be complied with?</b>	<b>Alternative mitigation and supplementary information</b>
(1) Remote pilot conducting night operations have advanced rating assigned. (Please attach copies of the remote pilots' certificates)	<input type="checkbox"/>	
(2) Visual Observer (VO) is available.	<input type="checkbox"/>	

(3) Effective audio communication is maintained between the VO and the remote pilot at all times during the flight.	<input type="checkbox"/>	
<b>C. Insurance Requirements</b>	<b>Will be complied with?</b>	<b>Alternative mitigation and supplementary information</b>
(1) A policy of insurance is in force to insure a person or a class of person for the third-part liability (for bodily injury and/or death).	<input type="checkbox"/>	
(2) The minimum coverage is HKD 10 million. (Please attach the insurance policy if available upon submission)	<input type="checkbox"/>	
<b>D. Operating Requirements</b>	<b>Will be complied with?</b>	<b>Alternative mitigation and supplementary information</b>
(1) The airspace is visible at all times by the remote pilot and/or the chosen VO during the flight.	<input type="checkbox"/>	
(2) Remote pilot to maintain direct and effective communication with the VO to continuously know and determine the position, altitude, attitude (orientation, deck angle, pitch, bank) and movement of his/ her SUA , as well as the collision avoidance information for safe operation of the SUA.	<input type="checkbox"/>	
(3) VO to maintain VLOS with one SUA or for one remote pilot at any one time only. VO should not be assigned other duties.	<input type="checkbox"/>	
(4) Thorough site and flight safety assessment covering the take-off and landing points, and areas along and surrounding the SUA flight paths shall be conducted in daylight hours prior to the intended SUA night operations, to identify, record and address any hazards, restrictions and obstacles in the associated areas that might affect the night operations. Circumstances permitting, the arrangement of a recce flight(s) in daylight hours should be considered to assist in the site and flight safety assessment process.	<input type="checkbox"/>	
(5) Take-off and landing (including recovery landing) points are equipped with adequate lighting to provide clear visual reference, and also allow the remote pilot, VO to visually see and avoid hazards and obstacles on the ground to facilitate safe take-off and landing of the SUA. A mechanism is established to prevent public access to the take-off/ landing points during use.	<input type="checkbox"/>	

<p>(6) The VO and any other crew are adequately briefed on the details of operations, including but not limited to the flight plan, safety risk involved, risk mitigation measures in place, emergency procedures, etc. They shall also be made aware of the terms and conditions of the permission issued by the CAD under section 37 of the SUA Order, and take all necessary measures to comply with such terms and conditions specified therein.</p>	<input type="checkbox"/>	
<p>(7) The remote pilot obtains relevant information (e.g. ground visibility, cloud base, wind speed and precipitation) from on-site measurement or the Hong Kong Observatory appropriate weather conditions are met.</p>	<input type="checkbox"/>	
<p>(8) The SUA is not operated within a restricted flying zone or carry any dangerous goods during flight.</p>	<input type="checkbox"/>	
<p>(9) All other applicable operating requirements to the SUA are to be complied with:</p> <ul style="list-style-type: none"> <li>i. maintaining visual line of sight,</li> <li>ii. maintaining the flying altitude at 300ft AGL or below</li> <li>iii. maintaining lateral separation with any uninvolved person and vehicle, vessel or structure not under the control of the remote pilot according to the speed of the aircraft</li> <li>iv. not carrying any person or animal during flight</li> <li>v. nothing being dropped from the aircraft</li> <li>vi. the remote pilot operating no more than one SUA at the same time</li> <li>vii. the dimension of SUA not exceeding 1m during flight, except that the longest distance between any two rotor blade tips can be up to 1.2 m.</li> </ul>	<input type="checkbox"/>	
<p><b>E. Weather limitations</b></p>	<p><b>Will be complied with?</b></p>	<p><b>Alternative mitigation and supplementary information</b></p>
<p>(1) Night operations shall not be conducted if the following weather limitations cannot be met:</p> <ul style="list-style-type: none"> <li>i. Ground visibility warrants the remote pilot, VO and/or supporting crew to maintain effective monitoring and control of the SUA operations;</li> <li>ii. SUA is kept clear of cloud for the planned flight (i.e. not operated in or out of cloud);</li> <li>iii. Wind does not exceed the wind speed limitation specified by the manufacturer;</li> <li>iv. The remote pilot shall have practical means to monitor surface wind speed on site; and</li> </ul>	<input type="checkbox"/>	

v. The remote pilot must not launch the SUA when Rainstorm Warning, Tropical Cyclone Warning or Strong Monsoon Signal is in force.		
<b>F. Emergency Procedures</b>	<b>Will be complied with?</b>	<b>Alternative mitigation and supplementary information</b>
(1) The remote pilot shall determine suitable responses and fail-safe mechanism for emergency during operation, e.g. loss of command and control link, or navigational lighting.	<input type="checkbox"/>	
<b>G. Incident and Accident Reporting</b>	<b>Will be complied with?</b>	<b>Alternative mitigation and supplementary information</b>
(1) In case of accident or incident, after reporting to the Police, the permission holder shall notify the CAD Unmanned Aircraft Office at sua@cad.gov.hk as soon as possible, if the operation has caused any damage to third party property or injury to person.	<input type="checkbox"/>	
(2) Within 24 hours of any incident or accident (whether or not there was damage to third party property or injury to person), permission holder shall provide full details of the circumstances in writing to the CAD Unmanned Aircraft Office by email.	<input type="checkbox"/>	
(3) Upon request from the CAD, the permission holder shall provide additional details and/or investigation findings within three (3) calendar days, in writing by email. A log of all incidents, accidents and occurrences shall be properly maintained by the permission holder and shall be made available upon the request by the CAD.	<input type="checkbox"/>	
<b>G. Pre-defined Safety Risk Assessment</b>	<b>Will be complied with?</b>	<b>Alternative mitigation and supplementary information</b>
(1) Navigation or position lights shall be always be switched on during the flight to ensure the SUA can always be seen during night operations. If the intensity navigation or position lighting is not strong enough, additional strobe or anti-collision lighting system will be installed to ensure SUA can be seen during the whole flight.	<input type="checkbox"/>	
(2) The night operations shall not proceed or shall halt immediately if the number of satellites acquired is less than 7 to reduce the operational risk in case of GPS loss.	<input type="checkbox"/>	

(3) The remote pilot shall determine suitable responses and fail-safe mechanism for emergency during operation, e.g. loss of command and control link, or navigational lighting.	<input type="checkbox"/>	
(4) Appropriate ground station or remote controller software shall be used to assist the remote pilot in identifying the SUA's position in real time.	<input type="checkbox"/>	
(5) Operation conducted shall use Visual Observer.	<input type="checkbox"/>	

### ***Declaration and signature***

I, as the applicant, declare that:

- The information given in this application is correct to the best of my knowledge and belief;
- I will ensure that the operations are compliant with CAD's requirements, conditions on the permission; and
- I am accountable for all matters relating to the application as well as coordination with CAD when needed.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Applicant and Organisation Chop

\_\_\_\_\_  
Date

*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.*

## **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:

Unmanned Aircraft Office  
Air Services and Safety Management Division  
Civil Aviation Department Headquarters  
1 Tung Fai Road  
Hong Kong International Airport  
Lantau, Hong Kong