



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)

•Applicants will be charged in accordance with Hong Kong Air Navigation (Fees) Regulations (CAP. 448 sub.leg. D)

•Please read the attached NOTES at Page 2 carefully before completing this form.

1.	Name of Company of Aircraft Operator	
2.	Company Address	
3.	Telephone No. Fax. No.	Tel : Fax :
4.	Contact Person (See Note 5) e-mail Address	
5.	Any former experience of aerial photography or survey work in HK? If yes, state when	Yes / No Date(s):
6.	Registration of Aircraft	
7.	Manufacturer and Type/Model of Aircraft	
8.	Location(s) of photography or survey area (see Note 4c)	
9.	Proposed Operating Altitude	
10.	Purpose of Operation (See Note 4d)	
11.	Proposed Date(s) of Flight(s)	
12.	Proposed Time(s) of Flight(s)	
13.	Operator's Weather Minima for Conducting the Flight	Cloud Base (feet) Visibility (m / km)
14.	Airport of departure and landing (See Note 8)	

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).

.....
Date of Application

.....
Name of Applicant

.....
Signature of Applicant



NOTES

The following Notes are provided for guidance only.

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:
 - a) crossed cheque payable to 'The Government of the Hong Kong Special Administrative Region';
 - 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
 - c) bank transfer to:

Bank Name	The Hongkong and Shanghai Banking Corp Ltd
Bank Address	No. 1 Queen's Road Central, Hong Kong
Swift Code	HSBC-HKHH-HKH
Bank Account No.	002-268126-008
Bank Account Name	The Government of the Hong Kong Special Administrative Region Treasury No. 1 Collection Account (Attn. Civil Aviation Department)
Payment Details	Please quote this application.

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

Chief (Operations and Personnel),
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.

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.

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.
4. The following supporting documents must be submitted with the application:
 - a) Copy of Certificate of Airworthiness of the aircraft from the State of registration;
 - b) Copy of pilot's licence;
 - c) Chart and/or map showing the precise area of the proposed flight(s) and route(s) of flight(s);
 - d) A letter from the sponsoring organization or company certifying the purpose of the flight(s).

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.

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.



5. The contact person will normally be a representative of the aircraft operator.
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.
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.
8. If the aircraft will be operating from Hong Kong International Airport, the operator is also required to submit the following documents:
 - a) Form DCA122 Application for Permission to Operate Non-Scheduled Services;
 - b) An insurance certificate in accordance with the requirements of the Civil Aviation (insurance) Order;
 - c) A Noise Certificate; and
 - d) Name of handling agent.
