

Filming Involving Captive Balloon Flights
With NO Persons on Board

Licence Name: Captive Balloon Flights Permission

Licensing Authority: Civil Aviation Department (CAD)

Inquiry Contact: Air Traffic Management Division
Civil Aviation Department

Address: Air Traffic Control Complex,
1 Control Tower Road,
Hong Kong International Airport, Lantau, Hong Kong

Tel: 2910 6233

Fax: 2910 0186

The Regulation: Air Navigation (Hong Kong) Order 1995 (Article 70)(1)

● **Control Subject Matter:**

- Balloon flights

● **Conditions of the Licence:**

- A permission issued under Article 70(1) of the Air Navigation (Hong Kong) Order 1995 may impose conditions for captive balloon flights.
- The applicant should consider whether it is necessary to consult any other organisation(s) and Government Department(s) for their permission(s) in connection with the proposed balloon flights.

How to Apply:

1. The applicant is to ensure that the completed application form and all relevant information will reach the Assistant Director-General of Civil Aviation (Air Traffic Management) **at least 14 working days** before the proposed date(s) of the captive balloon flights.
2. Please note that late application will NOT be considered.

Licence Fees:

- \$1,470 per permit

Duration of Licence:

- As stated in the permit

Form Required :

- Application guidelines are available at the Resource Centre and website of the Film Services Office.
- Only e-application is accepted (Form No. DCA 251) at CAD's website at www.cad.gov.hk/english/applications.html

FOR REFERENCE ONLY

(For application, please complete the e-form at <http://www.cad.gov.hk/english/applications.html>)



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 Flying Captive Balloon (No persons on board) **(Form e-DCA 251)**

*** 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 applicant (see Note 4)	<input type="text"/>	
2.	Company address	<input type="text"/>	
	Contact Person	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	<input type="text"/>
3.	Telephone No.	<input type="text"/>	
	Fax No.	<input type="text"/>	
4.	Contact e-mail address	<input type="text"/>	
5.	Any former balloon operation experience in HK? If yes, state when	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.	Type of balloon	<input type="checkbox"/> Helium <input type="checkbox"/> other type	
7.	Number of balloons flown	<input type="text"/>	
8.	Linear dimensions of balloon(s)	<input type="checkbox"/> diameter for spherical <input type="checkbox"/> length x width x height	
9.	Height of balloon above anchor point	<input type="text"/>	metres (including height of balloon)
10.	Height of anchor point above ground level if on elevated structure, e.g. rooftop (see Note 5c)	<input type="text"/>	metres
11.	Dimension of clear area (see Note 5b and 5c)	<input type="checkbox"/> radius from anchor point <input type="checkbox"/> length x width	
12.	No. of anchor(s) and weight (each)	<input type="text"/>	nos. kilograms
13.	Length and number of anchor ropes	<input type="text"/>	metres nos.
14.	Lifting force of balloon (see Note 5e)	<input type="text"/>	kilograms
15.	Maximum Take-Off Weight (MTOW) of balloon (see Note 5e)	<input type="text"/>	kilograms
16.	Balloon manufacturer's wind limitation (see Note 5e)	<input type="text"/>	knots
17.	Proposed date(s) of flight (inclusive) (see 5f)	Start Date <input type="text"/>	End Date <input type="text"/>
18.	Proposed time(s) of flight (inclusive)	Start Time <input type="text"/> 00 <input type="text"/> hr <input type="text"/> 00 <input type="text"/> min (local)	End Time <input type="text"/> 00 <input type="text"/> hr <input type="text"/> 00 <input type="text"/> min (local)

19.	Precise location of flight (see Note 5a & 5f)	<input type="text"/>
20.	Purpose of flight (see Note 5h)	<input type="checkbox"/> advertising <input type="checkbox"/> community promotion <input type="checkbox"/> aerial photographs <input type="checkbox"/> others (specify)
21.	Is the flight for hire or reward (see Note 5g)	<input type="checkbox"/> Yes <input type="checkbox"/> No
22.	Is the balloon capable of carrying passenger(s)? (See Note 5h)	<input type="checkbox"/> Yes <input type="checkbox"/> No



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NOTES *The following Notes are provided for guidance only.*

1. The fee for each application is \$1,470.

Payment shall be made at the time of application 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,
Air Traffic Control Complex,
1 Control Tower Road,
Hong Kong International Airport,
Lantau, Hong Kong.

If payment is by bank transfer, (c) above, the receipt may be sent by fax to no. 2910 0186, or by post to the above address. For overseas transfer, please include enough bank charges and tender exact amount in Hong Kong Dollars 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 information should reach the Civil Aviation Department (CAD) at least 14 working days prior to the date of the proposed balloon flight. Applications received after this deadline will not be processed in time. Depending on the particular circumstances of the proposed balloon operation, extra time may be required for processing of the application.

4. The applicant is normally the operator of the balloon, or the Company itself.

5. The following supporting documents shall be submitted to the following email address: balloon@cad.gov.hk in addition to the e-Form application. These documents shall either be in pdf or Word format for text files, and pdf or jpeg format for photo files. Incomplete or insufficient information may delay the application process.

- a) Photographs and/or maps showing the location of the proposed balloon flight and the adjacent area.
- b) Scaled site plan showing the locations of the anchors and the clear area, with the dimension of the clear area precisely marked.
- c) Elevation or cross sectional plan showing that the cable swept path(s) of the balloon will remain clear of any structures or nearby road traffic and method to secure the balloon.
- d) Description of measures to ensure that the clear area would not be accessible by the public (such as area being fenced off or guarded).
- e) Specification of the balloon.
- f) A letter from the owner or management company of the land authorising the use of the location for flying a captive balloon.
- g) If the flight is for hire or reward, the operator is also required to submit an Application for Permission to Operate Non-Schedule Services (DCA122) obtainable at the following site:
<http://www.cad.gov.hk/application/DCA%20122.pdf>.
- h) For balloon capable of carrying passengers, the operator is required to provide a copy of the insurance certificate showing that the balloon carries appropriate insurance cover for any accident, incident or occurrence in compliance with the requirements set out in the Civil Aviation (Insurance) Order.

Additional information may be required and further conditions may be imposed depending on the particular circumstances of the proposed balloon operation.

6. Information shall be entered in all applicable fields of the form. Any enquiries concerning the e-Form should be made to the duty CAD officer, tel. no. 29106233.

7. CAD may conduct a site visit to the location to verify the information submitted by the applicant. (The applicant will be required to arrange such visit if required.)

8. This application and the requisite Permission, if granted, only relates to the requirements of the Air Navigation (Hong Kong) Order 1995. The applicant shall obtain any other necessary authorization or permission under any other relevant legislation from CAD, other Government Department(s) or appropriate organization(s) as applicable before undertaking the captive balloon flight.

9. The applicant is advised not to enter into any contractual obligation or begin publicity of the balloon flight until the requisite permissions and authorisations have been obtained.

Form e-DCA 251 (31 Mar 14)