

Filming Involving Captive Balloon Flights
With 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 of the Air Navigation (Hong Kong) Order 1995 may impose conditions for 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 28 working days** before the proposed date(s) of the 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 252) 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 (Form e-DCA 252) (With persons on board)

*** 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 or Company (see Note 4)	<input type="text"/>
2.	Company address	<input type="text"/>
	Contact Person (see Note 5b)	<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? If yes, state where and when	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Balloon manufacturer	<input type="text"/>
7.	Type of balloon (see Note 5c)	<input type="checkbox"/> Helium <input type="checkbox"/> Hot Air <input type="checkbox"/> other type (specify)
8.	Linear dimensions of balloon	<input type="checkbox"/> diameter for spherical <input type="checkbox"/> length x width x height
9.	Height of balloon flight above anchor point	<input type="text"/> metres
10.	Height of anchor point above ground level if on elevated structure, e.g. rooftop	<input type="text"/> metres
11.	Dimension of clear area (see Note 5a) and 6)	<input type="checkbox"/> radius from anchor point <input type="checkbox"/> length x width
12.	Number of anchors and weight (each)	<input type="text"/> nos. <input type="text"/> kilograms
13.	Length and number of anchor ropes	<input type="text"/> metres <input type="text"/> nos.
14.	Lifting force of balloon	<input type="text"/> kilograms
15.	Maximum Take-Off Weight (MTOW) of balloon (see Notes 5c and 5d)	<input type="text"/> kilograms
16.	Balloon Manufacturer's wind limitation (see Notes 5c, 5d and 5e)	<input type="text"/> knots
17.	Proposed date(s) of flight	Start Date <input type="text"/> End Date <input type="text"/>
18.	Proposed time(s) of flight	Start Time <input type="text"/> hr <input type="text"/> min (local) End Time <input type="text"/> hr <input type="text"/> min (local)

19.	Precise location of flight (see Note 5a and 6)	<input type="text"/>
20.	Maximum capacity of balloon	Crew <input type="text"/> Passenger <input type="text"/>
21.	Is the flight for hire or reward (see Note 5m)	<input type="checkbox"/> Yes <input type="checkbox"/> No



香港特別行政區政府
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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 e-application form and all relevant information (see paragraph 4) should reach the Civil Aviation Department (CAD) at least 28 working days prior to the date of the proposed flight. Delayed e-applications received after this timeframe may 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 should be : 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 proposed location of the balloon flight and the adjacent area including the clear area and locations of the anchors.

(b) Full name of the contact/accountable person.

(c) Type certification of the balloon (if applicable).

(d) Flight Manual(s).

(e) Operations Manual(s) (if applicable).

(f) Emergency Manual(s).

(g) Training Manual(s) including details of training organization and/or trainer(s) (qualifications and experience of trainer(s) may be required).

(h) Maintenance Manual(s).

(i) Copies of the pilot licences of the operator(s)/pilot(s) (if applicable).

(j) Presentation/Plan to fulfill the requirements stated in items (d) to (h) above, the Air Navigation (Hong Kong) Order 1995 (if applicable) and other CAD documents (if applicable), including training plan, maintenance requirements and plan for crew licensing and maintenance staff certification.

(k) 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.

(l) A letter from the owner or management company of the land authorising the use of the location for flying a captive balloon.

(m) If the flight is for hire or reward, the operator is also required to submit an Application for Permission to Operate Non-Scheduled Air Services form (Form DCA122) obtainable at the following site [<http://www.cad.gov.hk/application/DCA%20122.pdf>]

Additional information may be required and further conditions may be imposed depending on the particular circumstances of the proposed balloon operation. Any enquiries on the e-application should be made to the CAD duty officer on phone no. 2910 6233.

6. CAD will conduct a site visit to the location to verify the information submitted by the applicant and for a demonstration of normal and contingent operating procedures. (The applicant will be requested to arrange this visit).

7. 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 a captive balloon flight.

8. 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.

e-DCA 252 (31 Mar 14)