

## 使用系留气球放飞(载人)作拍摄用途

许可证名称： 系留气球放飞(载人)许可证

审批部门： 民航处

联络： 民航处航空交通部  
地址： 香港大屿山国际机场航空交通管制大楼  
电话： 2910 6233  
传真： 2910 0186

规例： 1995 年空中航行（香港）令第 70 条

● **监管事项：**

- 气球放飞

● **发出许可证条件：**

- 依照1995年空中航行（香港）令第70条所发出的许可证内会附加气球飞行之规条；以及
- 申请人应考虑是否需要向其他机构或政府部门申请其他与气球飞行有关之准许。

如何申请：

1. 申请人须将填妥之申请表格及有关文件在不少于气球放飞的**28 个工作天前**寄到民航处助理处长(航空交通管理)。
2. 逾期提出申请概不接受。

收费：

- 每个许可证： \$1,470

许可证有效期：

- 列于许可证上

所需表格：

- 申请指引可于电影服务统筹科的数据中心索取或网站下载。
- 只接受网上申请(表格 DCA252)，网址为：  
<http://www.cad.gov.hk/chinese/applications.html>

# 只 供 参 考

〈如需申请，请填写载于 <http://www.cad.gov.hk/chinese/applications.html> 的电子表格〉



香港特别行政区政府  
民航处

**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 style="width: 100%;" type="text"/>	
2.	Company address	<input style="width: 100%;" type="text"/>	
	Contact Person (see Note 5b)	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	<input style="width: 100%;" type="text"/>
3.	Telephone No.	<input style="width: 100%;" type="text"/>	
	Fax No.	<input style="width: 100%;" type="text"/>	
4.	Contact e-mail address	<input style="width: 100%;" 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 style="width: 100%;" 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 style="width: 100%;" type="text"/>	metres
10.	Height of anchor point above ground level if on elevated structure, e.g. rooftop	<input style="width: 100%;" 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 style="width: 100%;" type="text"/>	nos. kilograms
13.	Length and number of anchor ropes	<input style="width: 100%;" type="text"/>	metres nos.
14.	Lifting force of balloon	<input style="width: 100%;" type="text"/>	kilograms
15.	Maximum Take-Off Weight (MTOW) of balloon (see Notes 5c and 5d)	<input style="width: 100%;" type="text"/>	kilograms
16.	Balloon Manufacturer's wind limitation (see Notes 5c, 5d and 5e)	<input style="width: 100%;" type="text"/>	knots
17.	Proposed date(s) of flight	Start Date <input style="width: 100%;" type="text"/>	End Date <input style="width: 100%;" type="text"/>
18.	Proposed time(s) of flight	Start Time <input style="width: 20px;" type="text"/> :00 <input style="width: 20px;" type="text"/> hr <input style="width: 20px;" type="text"/> :00 <input style="width: 20px;" type="text"/> min (local)	End Time <input style="width: 20px;" type="text"/> :00 <input style="width: 20px;" type="text"/> hr <input style="width: 20px;" type="text"/> :00 <input style="width: 20px;" 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



香港特别行政区政府

民航处

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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](mailto: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.

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e-DCA 252 (31 Mar 14)