

Application to Operate Unmanned Aircraft System (UAS or “Drone” weighing over 7kg) at CSE Sports Facilities

This application has to be submitted to the CSE with at least 14 days in advance.

(1) Faculty/Department/ Organization: _____

(2) Name of operating person(s) & Contact no.: _____
(Remarks: The Principle operator on the day must be the same person as the site assessment visit)

(3) Date(s) and Time(s) of Flight: _____

(4) Area(s) of Operation: _____

(5) Purpose of Flight(s): _____

(6) Type of Unmanned Aircraft/Drone: _____

(7) Details of experience operating this type of UAS/Drone:

(8) Submission of the approved permit of operation UAS from the Civil Aviation Department (CAD): Yes
If not, you may apply the related permit at: <http://www.cad.gov.hk/application/DCA%20122A.pdf>.

(9) Hirer should effect a Third Party Liability Insurance with the limit of liability not less than HKD10,000,000 any one accident covering the operation of Drone / UAS: Yes

(10) HKU should be included in such Third Party liability Insurance as additional name of Insured subject to Cross Liability Clause: Yes

(11) Submission of Evidence of Pilot competency: Yes

Applicant: _____ Title: _____

Telephone Number: _____ Email Address: _____

Signature and Company/Organization Chop (if any): _____ Date: _____

* Official Use:

A site assessment visit has been conducted in the presence of the Authorizing CSE staff: Yes

Name of CSE Staff who considered this application: _____

Approved by : _____ (Title: _____) Date: _____

IF NOT APPROVED, REASON: _____

Conditions

This application is subject to the following conditions:

The following are the general operational parameters for safe operations of non-recreational UAS/Drones (for simplicity the term 'UAS' and 'Drone' are equivalent):

1. Area of operations

- a) UAS shall be flown **within the reserved venue** only and shall not be flown over any common areas in the Sports Centre.
- b) UAS shall normally not be flown within the Aerodrome Traffic Zone (ATZ) or within 5 km of any aerodrome.
- c) UAS shall not be flown over or within 50 m of any person, vessel, vehicle or structure not under the control of the UAS operator; except that during take-off and landing, the UAS must not be flown over or within 30 m of any person other than the person in charge of the UAS or a person necessarily present in connection with the operation of the UAS. Further conditions on flight safety clearance may be imposed on the operation of the UAS as necessary.
- d) The UAS operation site (including emergency operation zone and any safety zone for the operation of the UAS) shall be under the operator's full control.
- e) The take-off and landing area should be properly segregated from public access.

2. Control of UAS/Drone

The UAS operator shall be on site and keep the UAS within Visual Line of Sight (VLOS) during the period of the flight. Operating within VLOS means that the UAS operator is able to maintain direct, unaided (other than corrective lenses) visual contact with the UAS, and is able to monitor the UAS flight path in relation to other aircraft, persons, vessels, vehicle and structures for the purpose of avoiding collisions.

3. Other related issues

- a) The UAS operator is responsible for ensuring that no person and property would be endangered by the UAS, and shall not fly the UAS unless he has reasonably satisfied himself that the flight can be safely made.
- b) No hazardous material may be carried nor objects be dropped from the UAS in order to avoid endangering persons or property on the ground.
- c) The person in charge of the UAS shall not fly the UAS unless before the flight he has satisfied himself that the mechanism that causes the UAS to home and land in the event of a failure of or disruption on any control systems including the radio link is in working order.
- d) The UAS operator shall maintain records of each flight made pursuant to the permission and makes such records available to CAD on request.
- e) A site safety assessment visit has been completed by the UAS operator, and approved by an authorized CSE staff.
- f) The usage of the drone / UAS is being adhered according to manufacturer's recommendation.
- g) The maximum weight of each drone / UAS, inclusive of all payloads and additional accessories attached to the drone / UAV, should be adhered according to manufacturer's recommendation.

4. Altitude of Operations

- a) The altitude of UAS shall not exceed 300 feet above ground level.
- b) The UAS operator shall take all necessary measures to ensure the planned altitude flown is accurate.

5. Time of Operations

- a) UAS operations shall be conducted during daylight only.
- b) No more than one UAS will normally be permitted at any one time within the same block of designated airspace.

6. Weather Criteria

- a) ground visibility of not less than 5 km - visibility of more than 5 km may be required depending on the nature and area of operations;
- b) cloud base not lower than the approved altitude of operations;
- c) surface wind of no more than 20 knots, unless otherwise specified by the manufacturer (the surface wind speed limit may be reduced if the controllability of the UAS is in doubt);
- d) the UAS operator shall have a hand-held anemometer to monitor surface wind speed on site; and
- e) the UAS operator must not launch the UAS when Rainstorm Warning, Tropical Cyclone Warning or Strong Monsoon Signal is in force.

7. Pilot Qualification

Evidence of pilot competency is required when making an application for permission to operate UAS.

8. Operations Manual

- a) If any doubts exist, the UAS operator may be required to submit an operations manual covering the procedures to be followed for all envisaged operations of the UAS. This document is a key requirement to enable CAD to accurately assess the application and the safety case before deciding whether to grant a permission.
- b) Guidance for the compilation of the UAS operations manual can be downloaded [here](#).

9. Frequency spectrum and Radio Frequency Interference (RFI)

If significant doubt exists, the UAS operator is required to seek approval from the Office of the Communications Authority on the use of radio frequencies and to ensure that no RFI is caused to air traffic operations and air navigation equipment.

Declaration: I have read and fully understood the conditions above and will comply with the stated regulation. Breach of any conditions set above renders this approval invalid.

Signature of the Applicant: _____

Date: _____