

# Small Unmanned Aircraft (SUA) Operation Permit

## 無人機操作許可證

### IMPORTANT INSTRUCTIONS

- Application for this permit shall be made **7 CALENDAR DAYS** prior to the date of SUA operation and submitted to Security Control Center (SCC).
- In general, the application shall not be accepted for operation on Saturday, Sunday or Public Holidays.
- Applicant** shall complete **Part A** and **Operator(s)** shall complete **Part B**.
- A “Permit Badge” shall be obtained from SCC upon approval of this permit. An operator shall wear the “Permit Badge” at all times during the operation of SUA. “Permit Badge” shall be returned to SCC on daily basis and upon permit expiry.
- In case of emergency, please contact SCC by dialing **2358 8999** or ext. **8999** immediately.

### 重要指示

- 本許可證必須於操作無人機當天計**7天前**向保安部提交申請。
- 一般情況下大學將不會接受於星期六、日或公眾假期進行操作之申請。
- 申請人**請填妥**甲部**及**操作員**請填妥**乙部**。
- 完成申請許可證後須向保安部領取“許可証章”，操作員須於操作無人機時配戴該“許可証章”，“許可証章”必須每天及於許可證到期時交回。
- 如遇緊急事故，立即撥**2358 8999**或內線**8999**向保安室聯絡。

### PART A. 甲部. (To be completed by applicant 由申請人填寫)

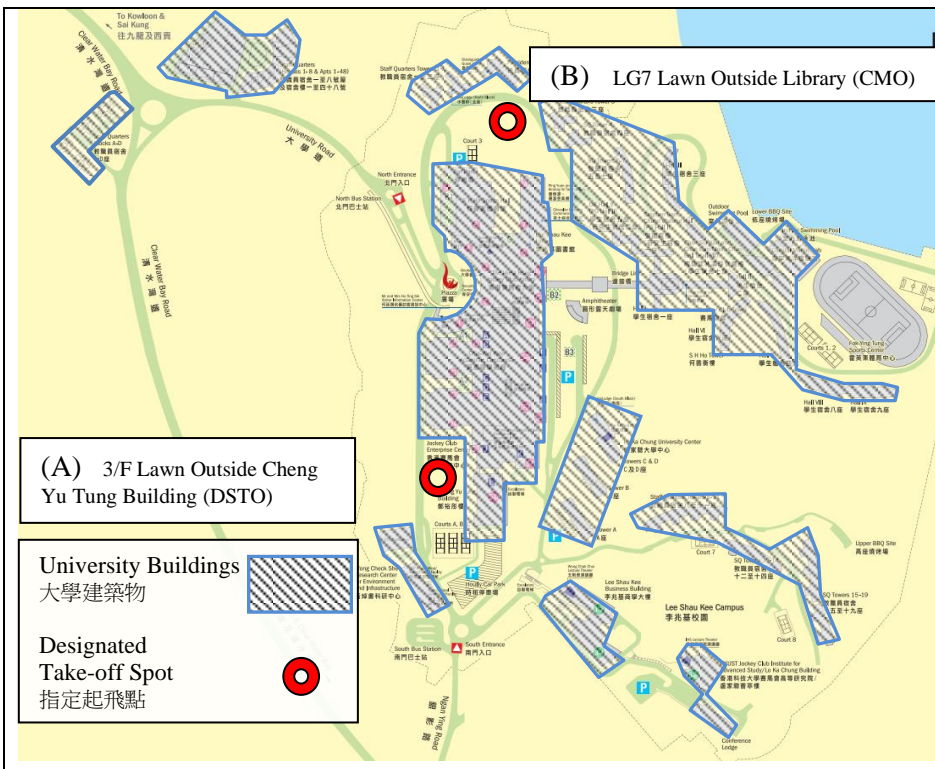
Department: \_\_\_\_\_ Name of Applicant: \_\_\_\_\_ HKUST Staff / Student ID: \_\_\_\_\_  
 所屬部門: \_\_\_\_\_ 申請人姓名: \_\_\_\_\_ 大學職員/學生編號: \_\_\_\_\_

Name of Operator: \_\_\_\_\_ Operator’s Cert. Ref.: \_\_\_\_\_ UAV Registration no.: \_\_\_\_\_  
 操作員姓名: \_\_\_\_\_ 操作員證書編號: \_\_\_\_\_ 無人機註冊號碼: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Email: \_\_\_\_\_ Model of UAV: : \_\_\_\_\_  
 聯絡電話: \_\_\_\_\_ 電郵: \_\_\_\_\_ 無人機型號: \_\_\_\_\_

Purpose of UAV operation: \_\_\_\_\_  Research  University  Others – Please specify:  
 使用無人機目的: \_\_\_\_\_ 研究 大學活動 其它 – 請註明

SUA Weight: 無人機重量	<input type="checkbox"/> Less than 少於 250g	<input type="checkbox"/> Between 於 250g and 7kg 之間*	*Copy of CAD’s label shall be attached for this application 申請時須附上由民航處發出之標籤的副本
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Schedule and location of UAV operation  
無人機操作時間表及位置

Date 日期	Time 時間	Location 位置
1	From: _____ To: _____	A / B
2	From: _____ To: _____	A / B
3	From: _____ To: _____	A / B

I declare the information provided in Part A of the permit is correct.  
本人聲明向此許可證甲部提供之資料為確實無誤。

Signature of Applicant  
申請人簽署

\_\_\_\_\_

Date 日期

\_\_\_\_\_

**PART B. 乙部.** (To be completed by Operator(s) 由操作員填寫)

I agree to fulfill the requirements listed below and shall bear own liability of UAV damage of any cause and damage to university properties or whatsoever kind of harm to any person or properties of the public.  
本人願意遵守下列之必要條件，並當自行承擔無人機因任何原因造成之損壞及對校園設施造成破壞或對任何公眾人士或物品造成任何傷害之責任。

1. UAV shall be in good condition.  
無人機狀況良好
2. UAV shall only be flown within the campus designated area.  
只可於大學指定範圍內飛行無人機
3. Operation of UAV shall be away from any person, vehicle, vessel or building at a distance no less than 50 metres.  
操作無人機時與任何人士、船隻、車輛或構築物保持最少50米範圍飛行距離
4. A minimum of 30 metres of safety clearance of person shall be maintained for UAV take-off or landing except for the UAV Operator.  
無人機起飛或降落時必須與任何人士保持最少30米安全距離，但無人機操作員不在此限
5. The flying altitude of a UAV shall not exceed 90 metres above ground level and shall be lower than the cloud base.  
無人機的放飛高度不得超過地面以上90米及同時低於雲層底高度
6. Operation of UAV shall always be within visual line of sight and during daylight hours only.  
無人機的飛行位置必須於視線內及操作只可於日間進行
7. No operation of UAV is allowed during adverse weather conditions (e.g. wind speed above 30km/h, visual limit less than 5km, heavy rainstorm, tropic cyclone or strong monsoon signal).  
惡劣天氣時不可操作無人機(風速超過30km/h, 能見度低於5公里, 暴雨警告, 熱帶氣旋或強烈季候風)
8. The University reserves the right to scrutinize any content of the UAV media shooting within the campus.  
大學將保留查閱任何於大學內由無人機拍攝的內容之利
9. Applicant must possess a valid Civil Aviation Department operation Permit (applicable to UAV weights more than 7kg).  
必須持有民航處發出之許可證(只適用於重量多於7公斤之無人機)
10. Applicant agrees to obey Civil Aviation Ordinance and the subsidiary Small Unmanned Aircraft Order, Personal Data (Privacy) Ordinance and Telecommunications Ordinance.  
同意遵守《民航條例》及其《小型無人機令》,《個人資料(私隱)條例》和《電訊條例》
11. The University reserves the right to terminate UAV operation under special circumstances.  
大學將保留因特殊情況下終止無人機操作之權利

Name of Operator(s): \_\_\_\_\_ Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_  
操作員姓名 簽署 日期

FOR INTERNAL USE ONLY 只供內部使用

**PART C. 丙部.** (Approved by CMO / DSTO 由校園管理處/學務長辦公室批准)

1. <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	2. <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	3. <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
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Refer to PART A Schedule and location of UAV operation 參考甲部之無人機操作時間表及位置

Person-in-charge: \_\_\_\_\_ (CMO/DSTO) Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
負責人 簽署 日期

\*Original copy of this permit shall be kept by Security Control Center for record and monitoring purpose.

本許可證之正本須由保安部存檔及作監察用途

\*\*Copy of this permit shall be submitted to Health, Safety and Environment Office for monitoring purpose.

本許可證之副本須交送至健康、安全及環境處作監察用途。



香港特別行政區政府  
民航處

The Government of the Hong Kong Special Administrative Region  
Civil Aviation Department

遙控駕駛員證書  
REMOTE PILOT CERTIFICATE

茲證明此遙控駕駛員已根據《小型無人機令》(第448G章)註冊。  
This is to certify that the remote pilot named below is registered pursuant to the Small Unmanned Aircraft Order (Cap. 448G).

註冊遙控駕駛員姓名	
Name of Registered Remote Pilot	CHONG CHUNMANG
香港身份證/護照編號	
HKID/Passport Number	XXXXXXXXXX
操作等級	
Rating Type	標準等級 Standard Rating
發出日期	
Issuance Date	01-06-2022
有效期	
Validity	由 01-06-2022 至 31-05-2025 from to

Certificate Ref.

Rev (05/2022)

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證書編號

Certificate Ref:

RP2022XXXXXX

**UAV Operator's Certificate Reference Number**



**UAV Registraton number**