



Small Unmanned Aircraft (SUA) Operation Permit 無人機操作許可證

IMPORTANT INSTRUCTIONS

重要指示

- Application for this permit shall be made 7 CALENDAR DAYS prior to the date of SUA operation and submitted to Security Control Center (SCC).
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。
- In general, the application shall not be accepted for operation on Saturday, Sunday or Public Holidays
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。
- Applicant shall complete Part A and Operator(s) shall complete Part B.
申請人請填妥甲部及操作員請填妥乙部。
- 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.
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。
- In case of emergency, please contact SCC by dialing 2358 8999 or ext. 8999 immediately.
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 所屬部門	Name of Applicant 申請人姓名	Staff ID. 職員編號
Name of Operator 操作員姓名	Remote pilot cert validity 遙控駕駛員證書有效期	SUA Reg. No. 無人機註冊號碼
Contact No. 聯絡電話	Email 電郵	Model of SUA 無人機型號
Purpose of SUA operation 使用無人機目的	<input type="checkbox"/> Research 研究	<input type="checkbox"/> University Function 大學活動
		<input type="checkbox"/> Others – Please specify: 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
	<input type="checkbox"/> More than 大於 7kg	Copy of SUA Reg. Cert. shall be attached for this application 申請時須附上由民航處發出之無人機註冊證書副本

<p>(A) 3/F Lawn Outside Cheng Yu Tung Building (DSTO)</p> <p>(B) LG7 Lawn Outside Library (CMO)</p> <p>University Buildings 大學建築物</p> <p>Designated Take-off Spot 指定起飛點</p>	Schedule and location of SUA operation 無人機操作時間表及位置		
	Date 日期	Time 時間 From To	Location 位置
			A / B / Other
			A / B / Other
			A / B / Other
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 my own liability for SUA 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. SUA shall be in good condition.
無人機狀況良好
2. SUA 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 SUA 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 any person shall be maintained for SUA take-off or landing except for the SUA 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 SUA 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 SUA 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 SUA 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 SUA 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. Operator must possess the valid remote pilot certificate and SUA registration certificate issued by the Government of Hong Kong SAR Civil Aviation Department.
操作員必須持有由香港特別行政區政府民航處發出之有效的遙控駕駛證書及小型無人機註冊證書.
10. Applicants agree to obey Civil Aviation Ordinance and the subsidiary Small Unmanned Aircraft Order, Personal Data (Privacy) Ordinance and Telecommunications Ordinance.
申請人同意遵守《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 SUA 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)

操作員姓名

Signature(s)

簽署

Date

日期

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

FOR INTERNAL USE ONLY 只供內部使用

☐ Approved

☐ Not Approved

Person-in-charge

負責人 (CMO / DSTO)

Signature(s)

簽署

Date

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.

SUA Remote pilot Certificate Validity



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	ANDY
香港身份證/護照編號 HKID/Passport Number	
操作等級 Rating Type	標準等級 Standard Rating
有效期至 Valid Until	28-09-2025

Rev (05/2022)

Page 1/3

SUA Registration number

香港特別行政區政府
民航處
The Government of the Hong Kong Special Administrative Region
Civil Aviation Department
小型無人機註冊證書
SMALL UNMANNED AIRCRAFT REGISTRATION CERTIFICATE

茲證明以下小型無人機已根據《小型無人機令》(第448G章)註冊。
This is to certify that the Small Unmanned Aircraft ("SUA") with details described below is registered pursuant to the Small Unmanned Aircraft Order (Cap. 448G).

註冊編號 Registration Number	HKE0000634(8)
製造商/組建者 Manufacturer/Assembler	DJI (大疆創新)
型號 Model	Air 3S
序列號 Serial Number	15"
類型 Type	航拍機 Drone
負責人姓名 Name of Responsible Person	
香港身份證/護照編號 HKID/Passport Number	
有效期至 Valid Until	30/03/2030

Rev. (01/2022) Page 1/3 註冊編號
Registration Number: HKE0000634(8)