

Application for Low-altitude Economy Regulatory Sandbox X

(For operations involving the use of small unmanned aircraft weighing 150kg or less)

1. Before completing the application form, please read the Safety Requirements Document for Small Unmanned Aircraft Operations and the relevant Small Unmanned Aircraft Advisory Circular(s) for detailed requirements before completing this application form. The mentioned documents are available on the CAD website (https://www.cad.gov.hk/english/sua_new.html).
2. The completed form and all the required documents shall be submitted to LAE.sandbox@tlb.gov.hk

1. MODULES
Please choose the modules to be applied under Sandbox X: <input type="checkbox"/> Cross-boundary applications <input type="checkbox"/> Multiple applications / users shared-platform <input type="checkbox"/> Others (Please specify: _____)
2. APPLICANT'S PARTICULARS
Name of the Organisation (in full) : _____ Type of Organisation Registration Document and Reference No.: <i>(e.g. Business Registration Certificate and No.)</i> _____ <i>[Note: The organisation shall demonstrate its local nexus (such as be registered in Hong Kong under the Business Registration Ordinance (Cap. 310)).]</i> Registered Address: _____ _____ Name of Accountable Person (in full) : _____ Post Title: _____ Contact Tel. No.: _____ Email Address: _____ <i>I acknowledge that, upon issuance of the Advanced Operations Permission, my organisation would be listed as the Advanced Operations Permission Holder on the CAD website.</i> Collaborating Organisation (in full) : _____ (if applicable) Place of Registration : _____ <i>[Note: Applicant who cannot fulfill the eligibility requirements as stated in (a) of the part of "Eligibility" on the LAE Regulatory Sandbox X web page (http://www.tlb.gov.hk/eng/highlights/transport/low-altitude.html) can collaborate with organisations who possess the relevant qualifications.]</i>

3. DETAILS OF THE TRIAL OPERATIONS

I. Type of Proposed Unmanned Aircraft (UA) Trial Operations (Attach additional sheets if required):

(e.g. with the utilization of a surveillance system or otherwise, operations at sparsely populated areas or otherwise, involving one UA or more than one UA in each operation, etc)

II. Trial Operational Justifications / Objectives (Attach additional sheets if required):

III. Date & Time : _From_____ To_____

IV. Location/Flight Route(s) : _____

V. Maximum Flight Altitude: _____ feet above ground level (AGL)

Please provide justification if the maximum flight altitude is higher than 300 ft AGL.

VI. Details of Trial Operations including Timelines, Methodology and Scenarios to achieve the Objectives of Regulatory Sandbox in 6 to 12 months' period (please refer to <http://www.tlb.gov.hk/eng/highlights/transport/low-altitude.html> for the objectives). (Attach additional sheets if required):

4. REQUIRED PERMISSION

I. Site Permission:

☐ Yes

Site owner/ Government B/D concerned: _____

☐ No/ Obtained from site owner

Please explain why site permission is not required.

II. Permission/ Licence/ Authorisation from other Government Bureaux /Departments where applicable:

(e.g. Hong Kong Police, Leisure and Cultural Services Department, Food and Environmental Hygiene

Department, Office of the Communications Authority, Marine Department, etc.)

- ☐ Yes. Government B/Ds concerned : _____
- ☐ No/ Obtained from site owner

5. REQUIRED DOCUMENT

Required Document	Name of Attachment/ Number of the relevant section(s) or paragraph(s) of the Operations Manual (OM) (Note: For electronic submissions, the document's name should be equivalent to the file name.)	Submitted ? (Yes/No/ N.A.)
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I. ORGANISATION'S PARTICULARS

(1) A copy of the organisation's Business Registration Certificate in Hong Kong under the Business Registration Ordinance (Cap. 310)	<i>[e.g. Attachment "BRC"]</i>	
(2) Description of the organisation's nature of work	<i>[e.g. Attachment "Company Background"]</i>	
(3) Organisation Structure	<i>[e.g. Attachment "Organisation Structure"]</i>	
(4) Contact details, role in organisation and resume (CV) of the Accountable Person	<i>[e.g. Attachment "CV of AM"]</i>	
(5) Description of UA to be used for the intended operations, with details such as manufacturer name, model name or model number, weight of UA and other technical specifications of the UA	<i>[e.g. Attachment "Description / List of UA"]</i>	
(6) List of Remote Pilots involved in the intended operations with details such as personal particulars, qualifications and training records	<i>[e.g. Attachment "List of Remote Pilots"]</i>	

II. TECHNICAL COMPETENCE

(7) The organisation shall demonstrate its experience in safely operating UA to conduct the proposed operations, for example, with the approval issued by major civil aviation regulatory authority to conduct such operations.		
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<p><i>[Note: The application of an applicant without specific experience for the proposed operations may still be considered, provided that it can demonstrate its competence to conduct the proposed operations are commensurate with its level of experience.]</i></p>		
<p>(8) The organisation shall demonstrate its solid understanding of the technology and systems involved in the proposed UA operations, and relevant regulations, standards, and industry best practices.</p>		
<p>(9) If the organisation has expertise in unmanned aircraft design, development, and testing, and have access to necessary testing facilities and equipment, please provide further information.</p>		
<p>III. OPERATIONAL EXPERIENCE</p>		
<p>(10) The organisation shall prove its prior experience in conducting the proposed UA operations (including but not limited to their ability to monitor flight paths, maintain accurate navigation, and ensure secure payload handling).</p>		
<p>(11) The organisation shall demonstrate its strong commitment to safety and proven track record in safe operations of UA including regulatory compliance and safety standards, for example, supported by approval issued by major civil aviation regulatory authorities for the intended operations.</p>		
<p>IV. INNOVATION</p>		
<p>(12) If the organisation considers operationalizing innovative trials not conducted before locally with viable and sustainable applications beneficial to the development of low-altitude economy, please provide further information.</p>		
<p>(13) If the organization considers adopting locally developed technologies, please provide further information.</p>		
<p>V. CONTRIBUTION TO THE DEVELOPMENT OF LOW-ALTITUDE ECONOMY</p>		

<p>(14) If the organisation considers trialling viable and sustainable applications conducive to enhancing the understanding of various practical aspects of low-altitude economy (such as design of air route network, requirements for infrastructure / facilities, response to emergency situations, development of relevant operational parameters of the regulatory regime), please provide further information.</p>		
VI. ECONOMIC BENEFITS		
<p>(15) The organisation shall demonstrate the commercial value of the proposed trial operations, and outline the expected economic and commercial benefits.</p>		
VII. SAFETY MANAGEMENT AND RISK ASSESSMENT		
<p>(16) The organisation shall demonstrate its ability to manage safety, identify, assess, and mitigate risks associated with the proposed UA operations and sufficient experience with hazard analysis and risk assessment methodologies (such as the Specific Operations Risk Assessment (SORA)).</p>		
VIII. REGULATORY COMPLIANCE		
<p>(17) The organisation shall undertake to accept all the conditions and requirements imposed by the Working Group on Developing Low-altitude Economy and/or the Project Facilitation Task Force, including those related to privacy and other relevant concerns (e.g. permission from land owners or other stakeholders where necessary).</p>		
IX. INSURANCE COVERAGE		
<p>(18) The organisation shall undertake to maintain in force a policy of insurance that insures against any liability that may be incurred in respect of the death of, or bodily injury to, a third party - (a) arising out of or caused by the operations of the UA for the flight in Hong</p>		

Kong; and (b) arising out of any one event.		
X. OPERATIONAL PROCEDURES <i>[If the proposed trial operations involve the use of small unmanned aircraft weighing 150 KG or less, please refer to the guidance notes in Appendix A of the respective CAD Advisory Circular(s)]</i>		
A. Applicability		
(19) Compliance statement and applicability, document control and amendment of the Operations Manual (OM)	<i>[e.g. OM Paragraph 1.1]</i>	
(20) Type(s) and descriptions of the proposed UA operations <i>[Note: If the proposed trial operations involve the use of small unmanned aircraft weighing 150 KG or less, please refer to the relevant AC(s) for the types of advanced operations.]</i>		
(21) Policy of the retention of a list of UA and personnel involved in the proposed operations		
B. Organisation		
(22) Key personnel (including Accountable Person, Remote Pilot, etc.) and responsibilities		
(23) Responsibilities and duties of supporting personnel		
(24) Competency or qualification requirements of key personnel, supporting personnel and any other relevant personnel		
C. Overview of the UA and communication protocol		
(25) Brief technical description of the UA and the UA controlling system (including ground station, remote controller, flight controlling software, etc.)		
(26) Overview of the command and control (C2) Link		
(27) Brief description of C2 link signal latency		

(28)	Description of the navigation and positioning system		
(29)	Description of the collision avoidance and movement coordination technologies		
(30)	Description of the Geo-fencing mechanism		
(31)	Description of the Fail-safe mechanism		
(32)	Operating limitations and conditions		
(33)	Means of Communications (for normal flight operations and for emergency (e.g. UA flyaway))		
D. Operational Control			
(34)	Monitoring of UA operation		
(35)	Requirements on the area of operations		
(36)	Safety System		
(37)	Surveillance System (if applicable)		
(38)	Management of cordon-off area		
(39)	Personnel and equipment Redundancy		
(40)	Operation control of C2 Link		
(41)	Operation control of GPS / GNSS signal		
(42)	Policy of crew health		
(43)	Go / no-go criteria		
(44)	Emergency abort criteria		
(45)	Policy of documentation and records		
E. Operational Procedures			
E1. Flight Planning			
(46)	On-site survey and assessment	<i>[e.g. OM Paragraph 1.1]</i>	
(47)	Safety risk management		
(48)	Policy on liaison with other Government Bureaux / Department and seeking relevant permission(s) (if applicable)		

(49) Cordoning measures		
E2. Pre-flight Checks		
(50) Selection of operating area and alternative		
(51) Cordon procedure to maintain the minimum lateral separation		
(52) Weather / adverse space weather conditions checks		
(53) Equipment readiness		
(54) Loading of equipment / payload (if any)		
(55) UA Conditions		
(56) C2 Link, UA positioning system and calibration		
(57) Geo-fencing		
(58) Return-to-home position / maximum altitude		
(59) Pre-flight checklist		
(60) Normal operating procedures including flight procedures at different phases		
(61) Emergency procedures		
F. Quality Assurance		
(62) Quality assurance policy		
(63) Training policy and programme		
(64) Support to oversight activities by the CAD		
G. Accident / incident reporting and investigation		
(65) Accident or incident reporting timeframe and policy		
(66) Investigation policy		
H. Appendices		
(67) Template of various forms and records		
XI. RISK ASSESSMENT		

<p>(68) Identification of risks and proposal of safety mitigation measures applicable to the proposed operations.</p> <p><i>[If the proposed trial operations involve the use of small unmanned aircraft weighing 150 KG or less, please refer to the guidance notes in Appendix B of the respective CAD Advisory Circular(s)]</i></p>		
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Declaration and signature

I, as the applicant, declare that:

- The information given in this application form is correct to the best of my knowledge and belief;
- I have the authority for ensuring that the operations are to be in compliance with all the statutory requirements and the conditions of the permission if granted; and
- I am accountable for all matters relating to the application as well as coordination with relevant Government Department(s) when needed.

Name

Signature & Company Chop

Position in Organisation

Date

Personal Data Collection Statement

1. Purposes of Collection

The personal data provided by means of this form, including all the supporting documents included in the application, will be used by Civil Aviation Department / Government bureaux and Departments under the Project Facilitation Task Force for the following purposes:

- a. Processing of your application in this form;
- b. Carrying out relevant provisions of the Civil Aviation Ordinance (Chapter 448) and its subsidiary Orders / Regulations;
- c. Assisting in the enforcement of any other Ordinances and Regulations by other Government bureaux and Departments;
- d. For communication purposes between Civil Aviation Department and yourself;
- e. For validation and verification of authenticity of your supporting documents in association with the application;
- f. For statistics and research purposes on the condition that the resulting statistics or results will not be made available in a form which will identify the data subjects.

It is obligatory for you to supply the personal data as required in this form. If you fail to supply the required data, we may not be able to process your application.

2. Classes of Transferees

The personal data you provided by means of this form may be disclosed to:

- a. Other Government bureaux and Departments for the purposes mentioned in paragraph 1 above;
- b. Other Contracting States of the International Civil Aviation Organisation and Civil Aviation Authorities for the purpose mentioned in paragraph 1 above;
- c. Other organisations or agencies for execution of their duties as required by Civil Aviation Department.

3. Access to Personal Data

You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

4. Enquiries

Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be addressed to:

Unmanned Aircraft Office
Air Services and Safety Management Division
Civil Aviation Department Headquarters
1 Tung Fai Road
Hong Kong International Airport
Lantau, Hong Kong