THE CHINESE UNIVERSITY OF HONG KONG
Application for Permission to Operate Small Unmanned Aircraft (SUA) on Campus

Notes to Applicants:
1. Please read the Guidelines on Operation of Small Unmanned Aircraft at CUHK.
2. Apart from the University’s permission, the SUA operations shall be subject to the corresponding regulatory requirements under the SUA Order, including registration and labelling of SUA, registration of remote pilot, training and assessment, equipment, operating requirements and insurance.
3. Copies of the following documents should be submitted for verification.
   - The proposed area of operations in full details.
   - Copies of the SUA registration label and the remote pilot certificate
   - Approval of Advanced Operation (if applicable) by CAD
   - Insurance policy (if applicable)
4. An application endorsed by the Head of the hosting Department/Unit should be submitted to the Estates Management Office (EMO) to coordinate the vetting process by the Professional and Administrative Service (PAS) Units.
5. The original copy of the approved application should be kept by the hosting Department/Unit and a copy of such should be filed to the Security Office (SCU) for issuance of internal permit to enable the flying operation.

A. Details of Application (to be completed by the Applicant)

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Department/Unit</td>
</tr>
<tr>
<td>2</td>
<td>Purpose of Flight(s)</td>
</tr>
</tbody>
</table>
| 3 | Categorization of SUA (based on the total weight during the flight including battery or payload etc.) | □ Cat A1 SUA: weight ≤ 250g  
□ Cat A2 SUA: 250g < weight ≤ 7 kg  
□ Cat B SUA: 7 kg < weight ≤ 25 kg  
Registration no. |
| 4 | SUA Responsible Person | Name:  
Relation with applicant (if not the applicant): |
| 5 | Remote pilot | Name:  
Relation with applicant (if not the applicant):  
Experience & qualification in SUA operation: |
| 6 | Type of SUA |
| 7 | Categorization of Operation | Standard Operation:  
□ Cat A1 SUA and Within Cat A1 SUA operating requirements  
□ Cat A2 SUA and Within Cat A2 SUA operating requirements  
Advanced Operation*:  
□ Cat A1 or A2 SUA but exceeding the operating requirements  
□ Cat B SUA  
*The University will only consider the above 2 advanced operations |
| 8 | Date(s) & Time(s) of Flight |
| 9 | Area(s) of Operation |

A site test for the SUA Remote pilot may be arranged by CUAV, if the registered remote pilot only has a “standard rating” assigned by CAD. The applicant may contact CUAV to assist in the SUA operation if needed.
Declaration and Undertaking by Applicant:
(Please √ to confirm.)

( ) I have read and fully understood the “Guidelines on the Operation of Small Unmanned Aircrafts at CUHK”. I undertake to comply with the subject guidelines and the regulatory requirements under the SUA Order, and inform the University if there is any change to the information provided in this application (including the flight remote pilot and the flight path) as it may affect the University’s approval of the proposed operation.

<table>
<thead>
<tr>
<th>Staff ID / Student ID, as applicable</th>
<th>Signature of Applicant (Name of Applicant)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Tel / Email</td>
<td>Date</td>
</tr>
</tbody>
</table>

B. Endorsement by Hosting Department/Unit
(Please √ to confirm.)

( ) The purpose of SUA operation has been reviewed and affirmed.

( ) The following staff member has been assigned to serve as the Officer-in-Charge during the SUA operation (please state the name of appointee and contact no./email):

Signature & Name of Department/Unit Head

Date

C. Vetting Process (cf. point 3 of Notes to Applicants)

<table>
<thead>
<tr>
<th>Responsible PAS Units</th>
<th>Supported/ Not supported</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 EMO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 SCU</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 University Safety Office (USEO)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Audio-Visual Division (CUAV)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D. Approval by the Faculty Dean/Supervising Officer

Signature of Faculty Dean/Supervising Officer

Name of Faculty Dean/Supervising Officer

Date

Remarks: Completed application should be returned to the hosting Department/Unit. Routing and record of an approved application should follow point 5 or 6 (as applicable) of Notes to Applicants.

(June 2022)