

## THE CHINESE UNIVERSITY OF HONG KONG

### Application for Permission to Operate Unmanned Aerial Systems (UAS) on Campus

#### **Notes to Applicants:**

1. Please read the Guidelines on Operation of Unmanned Aerial Systems at CUHK (<https://www.cuhk.edu.hk/oths/uas/guide.pdf>).
2. Applicant should attach the information of the UAS and the proposed area of operations in full.
3. Apart from the University's permission, a UAS operator must possess a valid permit issued by the Civil Aviation Department (CAD), HKSARG if (a) an aircraft (without fuel) is above a designated weight (currently 7 kg) OR an aircraft of any weight using for hire or reward. Authorization/permission from the University, as the land owner, forms part of the required documents for UAS applications to CAD. In this connection, an approval-in-principle from the University will therefore be granted upon clearance from the internal procedure.
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. For UAS (without fuel) weighing not more than the CAD designated limit (currently 7 kg or less) AND the operation is not for hire or reward, 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.
6. For UAS (without fuel) weighing more than the CAD designated limit (currently 7 kg) OR UAS of any weight for hire or reward, the original copy of the approved application should be kept by the hosting Department/Unit and a copy of such should be filed to EMO for issuance of a written approval-in-principle to facilitate the CAD application. A copy of the CAD permit and the insurance coverage should be filed to SCU for issuance of internal permit to enable the flying operation.

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

	Item	Details
1	Department/Unit	
2	Purpose of Flight(s)	
3	Weight and Nature of UAS Operation (cf. point 2 of Notes to Applicants)	1. UAS (without fuel) weighing * 7 kg or less / *over 7 kg 2. UAS operation is * <u>not</u> for hire or reward / * for hire or reward. [* Please delete as applicable.]
4	Operator	Name: Relation with applicant (if not the applicant): Experience & qualification in UAS operation:
5	Type of UAS	
6	Date(s) & Time(s) of Flight	
7	Area(s) of Operation	

#### **Declaration and Undertaking by Applicant:**

(Please ✓ to confirm.)

( )	I have read and fully understood the “Guidelines on the Operation of Unmanned Aerial Systems at CUHK”. I undertake to comply with the subject guidelines and inform the University if there is any change to the information provided in this application (including the flight operator and the flight path) as it may affect the University's approval of the proposed operation.
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Employee ID / Student ID, as applicable		Signature of Applicant (Name of Applicant)	
Contact Tel / Email		Date	

**B. Endorsement by Hosting Department/Unit**

(Please √ to confirm.)

( )	The purpose of UAS operation has been reviewed and affirmed.
( )	The following staff member (or student representative in the case of a student body) has been assigned to serve as the Officer-in-Charge during the UAS operation (please state the name of appointee/student and contact no./email):

Signature & Name of Department/Unit Head		Date	
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**C. Vetting Process (cf. point 3 of Notes to Applicants)**

	Responsible PAS Units	Supported/ Not supported	Remarks
1	EMO		
2	SCU		
3	University Safety Office (USEO)		
4	Audio-Visual Division (CUAV)		

Remarks: A site test for the UAS Operator may be arranged by CUAV, particularly in respect of those applications where CAD’s permit is not required. The applicant may contact CUAV to assist in the UAV operation if needed.

**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.

(October 2018)