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PEOPLE'S REPUBLIC OF CHINA
AERONAUTICAL INFORMATION SERVICE
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**APPLICATION PROCEDURE AND REQUIREMENTS FOR HELICOPTER OPERATIONS
FOR COMMERCIAL OR AIRPORT TENANT FLIGHTS
AT HONG KONG INTERNATIONAL AIRPORT**

1. Introduction

- 1.1 Helicopter operations at Hong Kong International Airport (HKIA) have to be carefully managed with regard to other airport movements. As there is no helipad or dedicated helicopter area at HKIA, each helicopter movement occupies a runway 'slot'. In order to optimise runway utilisation, helicopter operators wishing to operate commercial or airport tenant flights to/from HKIA shall apply to the Hong Kong Civil Aviation Department for prior permission/approval. This AIC provides guidance on the relevant procedures and requirements.

2. Eligible Helicopter Operations

- 2.1 A maximum of 4 ad hoc helicopter movements may be accommodated at HKIA per day, subject to the following conditions:
- (i) such helicopter operations shall not delay or restrict scheduled flights;
 - (ii) such helicopter operations are subject to a cap of 2 movements per hour; and
 - (iii) each application will be considered on a case-by-case basis.
- 2.2 The categories of helicopter flights that may be permitted to operate at HKIA are:
- (i) commercial flights; and
 - (ii) flights by HKIA tenant companies.
- 2.3 Helicopter operations below visual meteorological conditions minima; outside of daylight hours; or for private, recreational or training purposes are not normally permitted at HKIA.

3. Application for Helicopter Operations to/from HKIA

- 3.1 Operators shall apply to the Director-General of Civil Aviation (DGCA) for written permission/approval to operate to/from HKIA. This requirement is also applicable to flights making an approach without landing at HKIA.
- 3.2 For cross-boundary helicopter operations, applications must be submitted via the online e-filing system (https://www.cad.gov.hk/english/efiling_home.html) at least 3 working days prior to the day of intended operation. Details on the information and documents required and application procedures are available in GEN 1.2 of AIP Hong Kong.

- 3.3 For local helicopter operations, details are available in VHHH AD 2.20 of AIP Hong Kong. For operations involving hire or reward, applications for permission to operate non-scheduled services (<https://www.cad.gov.hk/application/DCA%20122.pdf>) should be submitted.
- 3.4 Non-frequent or new operators, and operators proposing new flight routes are encouraged to submit their applications as early as possible and at least 2 weeks prior to the date of operations, as documentation to demonstrate compliance with the requirements in Paragraph 6 will be required and the DGCA may request additional information.

4. Application for Runway Slot

- 4.1 Operators shall also apply to the Hong Kong Schedule Coordination Office for a runway slot for each arrival or departure at HKIA. This requirement is also applicable to flights making an approach without landing at HKIA. Requests should be made by e-mail to hkgslot@cad.gov.hk, at least 3 working days prior to the day of intended operation.
- 4.2. Operators may apply for runway slots during daylight hours only. The permissible times may be adjusted subject to traffic demands for scheduled flights.

5. Other Pre-flight Arrangements

- 5.1 Operators shall separately contact Airport Authority Hong Kong and the appropriate ground handling agent to secure approval and/or confirmation of parking stand and ground handling services.
- 5.2 For cross-boundary helicopter operations, prior approval(s) must be obtained from the appropriate civil aviation authority, customs, immigration and quarantine authorities, as well as any other relevant authorities. Operators shall provide the relevant documentation upon request.
- 5.3 Flight notification shall be submitted to Hong Kong ATC on the day of the flight:
- (i) CAD Flight Plan Form for cross-boundary helicopter operations (<http://www.cad.gov.hk/application/DCA6a.pdf>);
 - (ii) CAD VFR Local Flight Notification Form for local helicopter operations (<http://www.cad.gov.hk/application/DCA6b.pdf>).

6. Relevant Regulatory Requirements

- 6.1 Operators shall comply with all regulatory and safety requirements for Hong Kong, including but not limited to the Air Navigation (Hong Kong) Order 1995 (Cap. 448C of the Laws of Hong Kong) and AIP Hong Kong.
- 6.2 Operators shall have in place documented normal and contingency procedures to cater for planned and unforeseeable circumstances for operations to/from HKIA.

- 6.3 Operators shall also ensure that the flight crew (i) has achieved the necessary English language proficiency; (ii) is conversant with the regulations, routings and flight procedures as stipulated in AIP VHHH AD 2.20 and 2.22; (iii) has completed familiarization briefing and/or training on the flight route, local flying rules and procedures acceptable to the DGCA; and (iv) strictly follow ATC instructions at all times.
- 6.4 To enhance overall safety and tracking/monitoring of helicopter operations at HKIA, helicopters operating to/from HKIA are recommended to be equipped with automatic dependent surveillance broadcast (ADS-B) system.
7. **AIC 29/19 is hereby superseded.**