

Important Notes For Guidance on Flight with Animal(s) Onboard

1. Agriculture, Fisheries and Conservation Department (AFCD) Special Permit

Passengers (Animal owners) are required to submit all necessary documents to the Agriculture, Fisheries and Conservation Department (AFCD) and apply for a special permit prior to flight operation. A copy of special permit should be forwarded together with ground handling request to HKBAC for reference.

For application guideline of special permit and the Requirements for Pets travel by private jet issued by the AFCD, please refer to Appendix I.

2. Advanced Notification

To allow sufficient time for liaison with concerned government authorities, flight operators/agents **should submit a special handling request by declaring the type and number of animals onboard AND submitting all special permits issued by the AFCD by the time the ground handling request is submitted. In any event, it should be at least 2 working days prior to the operation day. Special handling could not be arranged if HKBAC does not receive such declaration with the type and number of animals onboard for any handling request.**

**** Due to safety and operational efficiency considerations from different control authorities, the maximum number of animals to be handled by HKBAC for each flight is ten animals. ****

3. Special Flight Coordination Fee

Special Flight Coordination Fee would apply if and when the number of animals is more than five. Please check with our Customer Service Team for the quotation of the Special Flight Coordination Fee.

4. **Animal Handling**

4.1 Container / cage standards

Passengers (animal owners) are required to accompany their animals at all times at HKBAC, including during inspection and quarantine procedures carried out by the AFCD.

All animals on HKBAC premises are required to be kept in an individual escape proof container / carrier at all times. **For safety reasons, animals are strictly prohibited from walking on or off leash in the car park area, Executive Terminal Building (ETB) and on the ramp.**

Passengers travelling with animal(s) must comply with the **Notes for Guidance** stated on Application Form for Special Permit issued by the AFCD: **“Animals/birds must be crated in suitable containers for humane transportation and in accordance with IATA standard if transported by air.”**

According to IATA Live Animals Regulations, please note the general container requirements for animals below:

- For general transport purposes, animals will be carried only in closed containers.
- The container must be well-constructed and it must be rigid enough to prevent the animal from escaping through gaps at the seams or joints.
- The door must be constructed in such a way that accidental opening cannot occur, either from the inside or the outside.

HKBAC reserves all rights to reject any animal(s) from accessing the ramp if the handling of the animal(s) does not comply with the IATA requirements.

4.2 Contingency containers / cages

Two spare large animal cages (previously approved by the AFCD and Customs & Excise Department) or cages of IATA standard (sizes about: 120cm*85cm*90cm & 90cm*60cm*70cm) shall be made available by the travel agents on the arrival/departure day. The aforementioned cages must be delivered to HKBAC at least 1 hour but not more than 3 hours prior to STA/STD on the arrival/departure day.

If there is a malfunction of the original cage, the animal itself or the caged animal would be placed inside the spare cage for further transport.

4.3 Manual handling

Due to safety reasons of the animals and staff, only checked luggage will be handled by HKBAC staff; **animals will NOT be handled by HKBAC staff.**

Travel agents should ensure that necessary manpower or aid is onboard on departure or arrival. Only passengers of the flight will be allowed access to the ramp to assist.

4.4 Trolley usage

As HKBAC's equipment is for the conveyance of luggage only, **transportation of caged animals by HKBAC luggage trolleys is prohibited.**

If required, travel agents must supply their own trolleys at least 1 hour but not more than 3 hours prior to STA/STD on the arrival/departure day to assist with the embarking/disembarking process. **Trolleys must be equipped with brakes, be of sufficient size to carry containers, and be marked with the travel agents' logos** in order to be used on the ramp.

5. Prevention of Animal Escaping from Cabin

Departure: Crew members are required to close the cabin door immediately after all passengers and animals have embarked to avoid any animal from escaping from the cabin.

Arrival: Crew members are required to close the cabin door at all times, including in between disembarkation of the animals one after another, to avoid the risk of any animal escaping from the cabin.

6. **Photography & Videography**

To protect the privacy of all customers, photography or filming is strictly prohibited on HKBAC premises and ramp. Future handling requests would not be accepted if any photo or video breaching the above principle is found in the public domain, social media or as marketing material.

7. **Use of Executive Terminal Building (ETB)**

To minimize disturbance and ensure the safety of all users at the terminal, passengers travelling with animals should use HKBAC's private room during waiting time at the terminal for both departure and arrival. HKBAC's private room would be reserved and the room would be cleaned and disinfected properly after having been occupied by animals.

** The costs of the private room and cleaning & disinfection would be charged on the aircraft bill. Please check with our Customer Service Department for the quotation of the associated costs. **

Entry/exit of the ETB will be made via a dedicated channel between the car park and the private room (signage will be placed in the car park). Passengers should wait in their vehicles with their animals before and/or after they enter/exit the private room.

The animals must be kept in containers at all times and are not allowed to walk around/ on HKBAC premises (including inside the ETB), on or off leash.

HKBAC reserves the rights to hold passengers' responsible for any facility damages caused by their animals during their stay.

8. **Special logistic arrangement for flight with more than five animals**

ALL animals and passengers must be dropped off and picked up at HKBAC by a single coach / minibus for departure and arrival. Flight operators/agents should provide the vehicle type and registration number in advance. Separate vehicles for individual drop-off and pick-up will not be granted entry into the car park.

All animals should be kept inside their containers/carriers at all times. For safety reasons, animals are strictly prohibited from walking on or off leash in the car park area, lounge Executive Terminal Building (ETB) and on the ramp.

Departure:

- All animals must stay on the coach / minibus before the aircraft is ready for boarding.
- Passengers should keep relevant documentation on hand for the export / import of live animals by the request of Control Authorities.

Arrival:

- Pre- arranged coach/ minibus for picking up passengers and animals should arrive HKBAC for standby at least 45 mins before STA on the arrival day.

9. **Adverse Weather**

Under adverse weather/ contingencies such as typhoons, HKBAC recommends the operators/agents to consider rearranging the flight schedule or special pre-arrangement with pet clearance support from an alternative airport.

The availability of ground handling service provided by HKBAC is subject to safety considerations, weather condition and resource availability.

10. **Non Compliance**

HKBAC, at its sole discretion, may not provide handling service if operators/agents, passengers and related organizers do not comply with the rules and regulations as stated above, or if it considers that there is a potential impact to the safety and operations.

Appendix I

Reminder from the Agriculture, Fisheries and Conservation Department to all operators / handling agents

Animals imported / transshipped into Hong Kong by means of excess baggage / hand-carried baggage / in-cabin without prior written approval issued by the AFCD is strictly prohibited. The animals should be conveyed to Hong Kong as Manifested Cargo under and in accordance with a **Special Permit** issued by the AFCD. Failure to comply may render the air carriers liable to prosecution.

In view that shipment by private jet is not considered as manifested cargo, **prior written approval issued by the AFCD is required** for animals that are transported by private jets. Application for in-cabin carriage should be made directly to Permit and Certification Section. This Section can be contacted by phone (852) 2150 7065 and by email: ICSENQUIRY@afcd.gov.hk.

Please refer to the following link for requirements pertaining to “Import of Animals into Hong Kong by means of Manifested Cargo”:

https://www.afcd.gov.hk/english/quarantine/quarantine/files/G103_guideline_to_import_export_animal_n_bird_Jul17E.pdf

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2 May 2019

Circular letter to Pet Transport Agency

Dear Sir/Madam,

Requirements for Pets travel by private jet

Recently, pets travel to Hong Kong by private jet become more frequent and there is a trend on the increasing number of pets in each trip as well. Since the loading area for private jet at the aviation centre does not have proper facilities for quarantine and inspection of animals, it is not suitable for handling a large number of animals at a time. Moreover, private jet is not designed for carrying animals, it may cause danger during the loading process of animals especially for large dogs.

Owing to the above reasons, this Department imposes the following requirements for pets travel by private jets and apply immediately to all new applications.

1. Maximum number of pets carried by each flight is 10 heads;
2. Only small or medium sized dog is recommended to be travelled by private jet (body weight is 20kg or below). For the large dog, suitable loading facilities and sufficient manpower (at least two staff) shall be available to ensure the animal can be loaded or unloaded in the safety way;
3. Pets must be kept in a cage or container during the process of off-loading from aircraft until to the quarantine facilities;
4. Known Dangerous Dogs and fighting dogs with valid dog licence are not allowed to be travelled by private jet.

Failure to comply with the above requirements, the permit condition for travelling as manifest cargo will not be waived.

If you have any queries on the above arrangements, please feel free to contact Mr. Ng at 2150 7063.

Yours sincerely,


(TSOI Siu-ling)

for Director of Agriculture, Fisheries and Conservation

