Sections 1 and 2 of this form are mandatory, and so is at least one of the sections 3 up to and including 8. Please email the completed form to the Operational Helpdesk of LVNL via [ops\_Helpdesk@lvnl.nl](mailto:ops_helpdesk@lvnl.nl). If necessary, LVNL will involve the Human Environment and Transport Inspectorate. Therefore, it might be possible that this Inspectorate will contact you.

More information about this form and processing times can be found at [en.lvnl.nl/services/events](https://lvnl.sharepoint.com/sites/ProFlow/Dossiers/667634/Formulier%20Evenementen%20-%20EN%20versie/en.lvnl.nl/services/events).

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| **Section 1: About the applicant** | | | |
| Organisation |  | Date of request | December 13, 2023 |
| Name point of contact |  | Position point of contact |  |
| Address |  | Email address |  |
| Postal code and city |  | Phone number |  |

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| **Section 2: About the event** | | |
| Name of the event |  | |
| Date and time of the event | * *Please note date and time (or period) as precise as possible, in dd-mm-yy and hh:mm.* * *When you organise multiple activities (see below), please note the date and time for each activity.* | |
| Is an alternative date or time possible? | no  yes, that is       *in dd-mm-yy and hh:mm* | |
| Has this event been organised before? | no  yes → When?       Was a temporary segregated area ('TGB') established?  no  yes | |
| Activities (more than one possible) |  | Releasing toy balloons  → complete **Section 3: Releasing toy balloons** |
|  | Using small captive balloons and kites  → complete **Section 4: Using small captive balloons and kites** |
|  | Shooter party  → complete **Section 5: Shooter party** |
|  | Air show, such as a fly-by, acrobatic flights or a flight competition → complete **Section 6: Activity with aircraft** |
|  | Relay flights for reporting → complete **Section 6: Activity with aircraft** |
|  | Flights for crowd management  → complete **Section 6: Activity with aircraft** |
|  | Something else, namely        → complete **Section 7: Other activities with a possible impact** |
| Additionally, in **Section 8: Remarks** you may put information that you think is relevant but does not fit the other sections. | |

| **Section 3: Releasing toy balloons** | | |
| --- | --- | --- |
| When releasing toy balloons, you need to comply with regulations. The page [Toy balloons and Chinese lanterns (lvnl.nl)](https://en.lvnl.nl/services/events/toy-balloons-and-chinese-lanterns) shows whether you need permission to release balloons and, if so, if you need permission by the Operational Helpdesk or the local airport authority.  If you don't need permission or need permission of the airport authority, you can note this below and email the form. In this way, LVNL and the Inspectorate get an insight of activities in airspace, which enables them to take all these activities into account when processing other event requests.  You can find the regulations itself on [Regeling kabelvliegers en kleine ballons](https://wetten.overheid.nl/BWBR0007094/2014-12-12) (overheid.nl) (in Dutch). | | |
| Permission | I don't need permission.  I need permission of the airport authority.  I ask permission via de Operational Helpdesk to release 1000 or more toy balloons within a radius of 8000 m around a controlled aerodrome. | |
| Around aerodrome | ~ choose an aerodrome ~ |
| Address or coordinates in WGS-84 |  |

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| **Section 4: Using small captive balloons and kites** | |
| When using small captive balloons or kites, you need to comply with regulations. The page [Captive balloons and kites (lvnl.nl)](https://en.lvnl.nl/services/events/captive-balloons-and-kites) shows where you can use these balloons and kites.  You can find the regulation itself on [Regeling kabelvliegers en kleine ballons](https://wetten.overheid.nl/BWBR0007094/2014-12-12) (overheid.nl) (in Dutch).  **Exemption from legal requirements**  If you do not meet the legal requirements for small captive balloons or kites (for example because the balloon or kite exceeds the maximum height), you can request an exemption. Your request will be assessed on social and commercial importance and potential impact on aviation. You need to motivate your request below. | |
| Permission | I will use small captive balloons or kites and I comply with regulations. |
| I would like to request an exemption from legal requirements for using small captive balloons and kites. This is my motivated request: |

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| **Section 5: Shooter party** | |
| Address or coordinates in WGS-84 |  |
| Radius (m) |  |
| Maximum height (m) |  |

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| **Section 6: Activity with aircraft** | | | |
| Requested flying area and/or track | * *Show the requested flying area and/or track as exactly as possible, on a Google Earth map (kml file) or map created with the* [*VFR chart*](https://vfrchart.lvnl.nl/) *(lvnl.nl). Please create this map with your flight operator.* * *Email the map together with this form.* | | |
| Flying area: is there a safety buffer? | ☐ no, flights will go to the outer boundaries of the area  yes → What are the dimensions of the safety buffer, horizontally and vertically? | | |
| Requested flying altitude | Minimum        ft AGL  ft AMSL  FL  Maximum        ft AGL  ft AMSL  FL | Flight rules | VFR  IFR  both |
| ADEP | *(more than one possible)* | ADES | *(more than one possible)* |
| Number of aircraft |  | | |
| Aircraft details | *For each aircraft: (1) call sign (2) registration (3) type (4) number of flights (a day).* | | |
| Flight operator |  | Email address |  |
| Point of contact |  | Phone number |  |
| Other parties in the area | Are other (aeronautical) parties active in the area or near the track?  yes, and I will send an overview of the parties, their plans and any working arrangements made along with the form  no → Is shared use of airspace desirable?  yes  no  I don't know | | |
| Stakeholders | Did you consult stakeholders, such as airport operators, province, municipality, interest groups for small aviation and the environment, etc.?  yes, and I will send an overview of the stakeholders, their feedback and any arrangements made along with the form  no | | |
| Exemption or permit required? | For some activities with aircraft, an exemption or permit of the Human Environment and Transport Inspectorate or the province is needed. In addition to the current form, you need to complete another form.   * For an air display or flight competition, a permit is needed. Go to [Luchtvaartvertoning of -wedstrijd (ilent.nl)](https://www.ilent.nl/onderwerpen/luchtvaartvertoning-of-wedstrijd) to download the form (in Dutch). * In the situations below an exemption to the Besluit Luchtverkeer 2014 is needed. Go to [Aanvraag ontheffing op besluit luchtverkeer 2014 (ilent.nl)](https://e-loket.ilent.nl/formulier/nl-NL/defaultenvironment/ALu_036.aspx) to download the form (in Dutch):   + Flying below the minimum altitude.   + Flying VFR outside the uniform daylight period (UDP).   + Dropping objects from an aircraft during flight. * Are you planning to land on or depart from a location outside an aerodrome? Then you might need to request an exemption (named TUG) of the province of that location.   I have emailed the completed form for a permit for an air display or flight competition to the Inspectorate on ~ date ~.  I have emailed the completed form for an exemption to the Besluit Luchtverkeer 2014 to the Inspectorate on ~ date ~.  I have requested a TUG exemption on ~ date ~. | | |

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| **Section 7: Other activities with a possible impact on airspace** | |
| This form describes the most common activities with a possible impact on airspace. When you (also) organise other activities that might have an impact on airspace, for instance non-standard use of drones, then please note this below. | |
| What kind of activities are you organising? | *please be as detailed as possible* |

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| **Section 8: Remarks** | |
| Is there anything else you would like to mention in this application? |  |

Email the completed form with any attachments (maps, working arrangements, stakeholder feedback, etc.)   
to the Operational Helpdesk via [ops\_Helpdesk@lvnl.nl](mailto:ops_helpdesk@lvnl.nl).