

# Request for coordination of special aerial activities

---

## 1. Applicant information

Date of request

Phone

Name/Company

E-mail

Address

Contact number  
(During activity)

## 2. Activity information

Type of activity

Time(s), (local time)

Exact location

Date(s)

Duration

## 3. Details about special flights with manned aircraft

Registration / Callsign

Flight rules

IFR

VFR

Type of aircraft

Altitude

#### 4. Details about sky lanterns (with a volume of 1m<sup>3</sup> or less), toy balloons, fireworks and sky laser

(For sky lanterns and balloons with a volume of more than 1m<sup>3</sup>, paragraph 5 must be used)

Amount

Launch

Payload (attached objects)

Are the balloons bunched together? (Balloon grapes)

Yes

No

Beam direction of sky laser

Altitude of the firework (in meters)

#### 5. Details about unmanned aerial activities

Type of unmanned aircraft

##### Legal basis

The self declaration below does only apply for applicants of activities that fall under the Swiss ordinance on aircraft of special categories<sup>1</sup>, article 15, 16 and 17:  
model aircraft (including mini drones);  
kites and unmanned tethered balloons/blimps;  
unmanned free balloons and sky lanterns with a volume of more than 1m<sup>3</sup>.

Centre coordinates of the activity area

Radius around the centre (in meters)

Altitude (in meters above ground level)

#### Self-declaration regarding safety of third parties on ground

By filing this request, the applicant for unmanned aircraft operations or other unmanned aerial activities, declares that:

1. she/he is familiar with the rules and regulations in the ordinance on aircraft of special categories<sup>2</sup>, particularly with the possible requirement for a third party liability insurance according to article 20 and with possible cantonal rules and regulations which are based on article 19.
2. these aerial activities do not conflict with current national laws and regulations regarding protection of data privacy, as well as regarding protection of military installations.
3. she/he has taken actions necessary so that no third parties on ground are endangered by aerial activities under her/his control.

Place / Date

First name / name

*This request will not be considered if the fields "place and date", as well as "first name and name" are not filled in..*

1, 2 DETEC Ordinance on Special Category Aircraft OSCA , SR 748.941

Verordnung des UVEK über Luftfahrzeuge besonderer Kategorien, VLK, SR 748.941

---

Save the completed form and send it to the following e-mail address:

[specialflight@skyguide.ch](mailto:specialflight@skyguide.ch)

---

**Important information**

**Requests must be sent to arrive at the enquiry office no later than 10 business days before the first day of operation. Later requests will not be considered.** Approvals can only be granted on the day of operation by the responsible air traffic service unit. Such approvals granted by skyguide only cover the access to airspace. Skyguide reserves the right not to issue an approval in response to this request, or to impose additional conditions or restrictions as determined necessary.

On the skyguide [website](#), more information can be found about aerial activities that require coordination. If you have further questions, do not hesitate to contact the enquiry office.