

## **Application of Usage of Airspace (Balloons)**

### **General Guidelines for Submission for Licence/Approval/Permit using BLESS**

- Application for licence/approval/permit through BLESS can be done by individuals, companies, businesses, cooperatives, societies, government agencies, consultant, and institution.
- Applicant must first register as an individual in BLESS and proceed to register the entity that they are representing, may it be company, business, cooperatives, society, government agencies, consultant, or institution. The company and business profile in BLESS must be obtained through the data extraction process from *Suruhanjaya Syarikat Malaysia* (SSM) e-Info system directly to BLESS. A fee of RM15.00 is charged by SSM.
- The applicant is required to select their entity they are representing before selecting and filling up the licence's online form.
- *Any fees to the agency can be made* using BLESS's e-Payment module (specific for the agencies who has subscribed to this function). Payment can still be made manually and the payment information as well as the proof of payment must be available to the respective agency.
- For the licence application that requires an upfront payment (payments made prior to application submission), payment must be made using the e-Payment module before the licence application can be submitted (no manual payment is allowed). The licence application will not be able to be submitted otherwise.
- The applicant is required to upload the documents as stated in the licence's Checklist and Guidelines together with a complete application form through BLESS.
- BLESS supports all file formats (Word, Excel, Powerpoint and etc) to be uploaded using the Upload Document function.
- The original documents and images can be scanned to a JPEG or other relevant format and uploaded to BLESS.
- If the applicant is unable to upload certain documents such as drawings, please proceed to submit the documents manually (via post or to the agency's counter) based on the requirements from the respective agency. For the manual submission, the applicant is required to specify the BLESS submission number in each document for reference.

The complete licence application together with the supporting documents can be submitted online through BLESS and an email notification will be sent to the applicant.

# **GUIDELINE AND CHECKLIST FOR BALLOONS APPLICATION**

## **APPLICATION GUIDELINE**

1. The application must be submitted 7days before event date.

## **REGULATION 91. BALLOONS, KITES, AIRSHIPS, GLIDERS AND PARASCENDING PARACHUTES.**

### **(1) Within Malaysia –**

- a) a captive balloon or kite shall not be flown at a height of more than sixty metres above the ground level or within sixty metres above the ground level or within sixty metres of any vessel, vehicle or structure;
- b) a captive balloon or kite shall not be flown within five kilometres of an aerodrome boundary;
- c) a balloon exceeding two metres in any linear dimension at any stage of its flight, including any basket or other equipment attached to the balloon, shall not be flown in any controlled airspace notified for the purpose of this subregulation;
- d) an airship shall not be moored; and

(2) A captive balloon shall, when in flight, be securely moored and shall not be left unattended unless it is fitted with a device which ensures its automatic deflation if it breaks free of its moorings.