

## Application For Category One Airfield Vehicle Permit

**\*New / Renew** *(Please circle)*

Company Applying for Vehicle <i>(in block letters)</i>		Address of Company <i>(in block letters)</i>	
Department / Section <i>(applicable for airport organization only)</i>		Purpose of Vehicular Entry into Airside	
Vehicle Registration No.	Vehicle Type	Insurance Policy No.	Engine capacity
AVP Expiry Date <i>(for renewal)</i>	MOM LP / LM No. <i>(if applicable)</i>	Leased Parking Area in Airside <i>(if applicable)</i>	Provision of Seat Belts <b>Yes / No</b> <i>(Please circle)</i>

I hereby declare that the information given by me is true and correct. I have understood and agreed to abide by the conditions stated overleaf, in Civil Aviation Authority of Singapore (CAAS) By-Laws (2009), Category 1 Airside Driving Theory Handbook and any amendments issued (e.g. Airside Safety Notice, Airside Operations Notice, etc.) from time to time. I shall be responsible for any damages to CAG (S) Pte Ltd property caused by the vehicle and be liable for the costs for repairs plus administrative charges of 15% of the total cost of repairs. I shall surrender my Airfield Vehicular Permit (AVP) to Changi Airport Group (S) Pte Ltd if the vehicle is no longer required for use under this purpose. I am fully aware that -

- (a) No person shall use, or cause or permit to be used, any motor vehicle (other than a vehicle used for transport by a disabled person) within the airside unless there is in force in respect of the motor vehicle an airfield vehicle permit;
- (b) Exception is given for any motor vehicle in respect of which a temporary entry permit has been issued by CAG allowing the motor vehicle to enter the airfield; and
- (c) Vehicles with expired permits are to be removed from the airfield.

\_\_\_\_\_  
 Name, Designation & Signature of Applicant  
 Company Stamp

\_\_\_\_\_  
 Date of Application

\_\_\_\_\_  
 Name, Designation & Signature of Supporting Airport Organisation  
 Company Stamp  
*(If applicant is not from Airport Organisation)*

\_\_\_\_\_  
 Email Address & Contact No.

Self-Check List for Applicant (please tick)	Official Use
Changi Airport Airside Insurance Coverage	
Vehicle Log Card	
LTA Inspection Certificate	
Obstacle Light Specs	
Airside Parking Area Notice <i>(NA if not applicable)</i>	
Category 1 Vehicle Inspection Checklist	
Airside Driving Centre Approval Letter <i>(New only)</i>	
Pre-Approval from CAG <i>(New only)</i>	
Supporting Letter from CAG/Airport Org	

## Conditions of Application

### A New Application Pre-Approval

1. Write in to ADC at [asm.adc@changiairport.com](mailto:asm.adc@changiairport.com) using the standard email template indicating the following:
  - (a) Vehicle registration number
  - (b) Type of vehicle, inclusive of engine CC and combustion type (diesel/petrol)
  - (c) Where the vehicle will be parked when not in use
  - (d) Existing AVP number and expiry date
2. Attach with the email a copy of:
  - (a) Vehicle log card
  - (b) Tenancy Agreement, if you are parking in the airside when the vehicle is not in use
  - (c) Supporting letter/email by the relevant airport organisation to support your application. The letter/email shall indicate the title of the contract, duration, proposed use of the vehicle and its usage frequency
3. Successful applicants will receive an approval email from Airside Driving Centre within 3 working days from the date of application for pre-approval.

### B Vehicle Preparation & Vehicle Inspection

4. Upon receipt of the approval email containing the assigned radio call-sign, applicants shall arrange with NCS for installation of the vehicle transponder, radio-telephony set with ground and/or runway frequencies, and CAG-approved vendor for installation of RIPPLE. Works orders/invoice for all three (3) equipment and documentary proof of compliance for obstacle lights shall be furnished to ADC during the vehicle inspection.
5. After installation of the required equipment, please write in to ADC to schedule a vehicle inspection. The vehicle inspection must be carried out within one (1) month from issuance of the approval letter by ADC.

### C Application of Airfield Vehicle Permit (AVP)

6. Upon passing the vehicle inspection, you may apply for the AVP at Airside Driving Centre with the following documents:
  - (a) Completed Application for CAT1 Airfield Vehicle Permit (this form)
  - (b) Changi Airport Airside Insurance
  - (c) Vehicle log card
  - (d) Inspection certificate issued by vehicle inspection service provider licensed by Land Transport Authority (LTA) of Singapore. Certificate is valid for three (3) months from date of inspection
  - (e) Obstacle light specifications (refer to part (E) for more information)
  - (f) Category 1 Vehicle Inspection Checklist
  - (g) Airside Driving Centre Approval Letter (for new applications only)
  - (h) Pre-approval from CAG (for new applications only)
  - (i) Supporting letter from airport organization
  - (j) CAAS height restriction approval letter for lifting cranes (if applicable)
  - (k) Tenancy Agreement, if you are parking in the airside when the vehicle is not in use

### D Vehicle Markings

7. Applicants shall ensure that the vehicle adheres to the following:
  - (a) The entire body of the vehicle shall be painted yellow, or the distinctive colour of the Airport Emergency Service (for Airport Emergency Service vehicles)
  - (b) Horizontal surface of the vehicle body to reflect the company's logo, bearing company's name at the lower half of the body
  - (c) Assigned vehicle call-sign must be painted black (each lettering no smaller than 60cm tall on the top or front bonnet, and no smaller than 20cm tall on the left and right sides of the vehicle)

## E Vehicle Lightings

8. All vehicles are required to install a low-intensity, Type C obstacle light on the highest point of the vehicle. Refer to the table below for the obstacle light specifications

1	2	3	4	5	6	7	8	9	10
Light Type	Colour	Signal type (flash rate)	Peak intensity (cd) at given Background Luminance			Light Distribution Table			
			Day (above 500 cd/m)	Twilight (50-500 cd/m <sup>2</sup> )	Night (below 50 cd/m <sup>2</sup> )	Minimum Intensity (a)	Maximum Intensity (a)	Vertical Beam Spread (d)	
								Minimum Beam Spread	Intensity
Low-intensity Type C (mobile obstacle)	<b>Yellow/ *Blue (for emergency or security vehicle)</b>	Flashing (60-90 fpm)	N/A	40	40	40cd (b)	400cd	12° (c)	20cd

(a) 360° horizontal. For flashing lights, the intensity is read into effective intensity, as determined in accordance with Aerodrome Design Manual (Doc 9156), Part 4.  
 (b) Between 2 and 10° vertical. Elevation vertical angles are referenced to the horizontal when the light is leveled.  
 (c) Peak intensity should be located at approximately 2.5° vertical.  
 (d) Beam spread is defined as the angle between the horizontal plane and the directions for which the intensity exceeds that mentioned in the "intensity" column.  
 (Extracted from *Manual of Aerodrome Standards*)

- (a) The obstacle light shall be **switched ON at all times** when the vehicle is in operation  
 (b) The front and tail lights of the vehicle shall be switched on when the vehicle is used during the hours of darkness and the front lights shall be dipped when approaching oncoming traffic

## F Others

1. All vehicles unless exempted by CAG (refer to Airside Driving Theory Handbook 4<sup>th</sup> Edition) shall be installed with seat belts for the driver and front seat passenger. Every driver and front seat passenger in the vehicle shall fasten their seat belts when the vehicle is in motion.

Vehicles/Equipment that are exempted from seat belt installation:

S/N	Ground Support Equipment
1	Air Tug
2	Joint Container Pallet Loader (JCPL) / Lower Deck Loader (LDL)
3	Main Deck Loader (MDL)
4	Skyloader / Conveyor Belt Loader
5	Tractor
6	Transporter

2. Vehicles/equipment operating in Changi airside must be equipped with at least ONE fire extinguisher with rating not less than 21B (rating prescription according to SS EN 3-7). Airtugs must be equipped with fire extinguishers not less than 21B and capacity of not less than 6.8kg. The fire extinguisher(s) must always be serviceable throughout the validity of the AVP
3. A warning sign displayed on the dashboard (or any position conspicuous to the driver of the vehicle) bearing the words: **NO ENTRY INTO RUNWAY/TAXIWAY WITHOUT PERMISSION FROM CHANGI TOWER**
4. The vehicle shall carry the latest version of the Changi aerodrome map, downloadable from CAAS Aeronautical Information Publication (AIP) website
5. Radio-telephony (RT) set with ground and/or runway frequencies shall be installed
6. Transponder shall be installed
7. RIPPLE shall be installed
8. A "No Smoking" sign must be displayed in a position which is visible to all occupants of the vehicle
9. All vehicles unless exempted by CAG (refer to AON – 27/ 2018) shall be installed with reverse sensors at the rear and camera covering the frontage of the vehicle
10. In-Vehicle Cameras shall be able to record minimum 2-hrs of audio-video footage.
11. In the event of an incident/accident, the vehicle owner shall cooperate to provide in-vehicle camera footage to an authorised personnel for the purpose of investigation.
12. Upon notification that the vehicle has been involved in any incident in the airside, the vehicle owner shall immediately return the vehicle to a suitable location where it will remain free from tampering and retrieve the in-vehicle camera footage.
13. Vehicle owners shall ensure that the in-vehicle camera is serviceable at all times, and regularly check in-vehicle camera footage to ensure that it is of good quality.

## G Charges

1. Charges for Airfield Vehicle Permit are as follows:

Petrol, diesel & hybrid vehicles	\$0.08 per cc
Electric/battery operated vehicles	\$110.00
Trailer mounted	\$25.00

2. All charges subject to 8% GST. Payment can be made by NETS, Cashcard, Flashpay and Cheque only
3. Cheque must be made payable to Changi Airport Group (S) Pte Ltd. Fees paid are not refundable

## H Renewal of CAT1 Airfield Vehicle Permit

1. For renewal of CAT1 AVP, applicants must write in to ADC via email at [asm.adc@changiairport.com](mailto:asm.adc@changiairport.com) using the standard email template with the required supporting documents enclosed. The email must indicate the title of contract, duration of entry, proposed use of vehicle, and usage frequency. Upon approval, applicants must make an appointment with ADC for CAT1 vehicle inspection and produce the documents stated in part (C) with payment to ADC. Applicants must obtain the CAT1 AVP within one (1) month of the CAT1 vehicle inspection. For more information on payment, please refer to part (G)
2. **Vehicles shall not enter the manoeuvring area after expiry of the CAT1 AVP**