

## Application For Airfield Vehicle Permit

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

<b>Application period</b>				
<b>From:</b>		<b>To: (max 1 year or till insurance expiry date)</b>		
<b>Name of Company Applying for Permit</b>		<b>Address of Company</b>		
<b>Department / Section (applicable for airport organization only)</b>		<b>Purpose of Vehicular Entry into Airside</b>		
<b>Vehicle Registration No.</b>	<b>Vehicle Type</b>	<b>Engine Capacity</b>	<b>Leased Parking Area in Airside (if applicable)</b>	<b>Handphone Number</b>

I hereby declare that the information given by me is true and correct. I understood and agreed to abide by the conditions stated overleaf, in Civil Aviation Authority of Singapore (CAAS) By-Laws (2009), 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 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 <i>(please tick)</i>		Official Use	
Registration of New Vehicle Form (new vehicle)			
Changi Airport Airside Insurance Coverage			
Vehicle Log Card/Equipment Specs			
LTA Inspection Certificate			
CAG Airfield Inspection Certificate			
Obstacle Light Specs			
Coloured photograph of Vehicle (4 sides)			
Airside Parking Area Notice <i>(Parking in Airside)</i>			
Functionality / Preventive Maintenance Checklist <i>(GSEs only)</i>			
MOM LM Certification (scissorslift/boomlift/crane)			
Lifting Equipment Operator License (scissorslift/boomlift/crane)			
Commissioning Cert / Declaration Form <i>(CHIPS and JAS Browsers and Dispensers only)</i>			

	Verification Officer	Signature	Date
1			
2			
\$			

## Conditions of Application

### (A) Application/Renewal of Airfield Vehicle Permit (AVP)

- All applicants who wish to apply/renew their permits are required to submit their application forms (Application for Airfield Vehicle Permit) to the Airside Driving Centre. Incomplete applications will be rejected. Applicant will have to resubmit a full application. **Rejected applications will not be returned.**
- Renewal applications are to be submitted withing 3 months prior to AVP expiry date.
- Please include the following submissions:
  - Registration of New Vehicle form (**for new vehicles only**)
  - Completed Application Form for Airfield Vehicle Permit
  - THE VEHICLE (4 VIEWS: FRONT, SIDES AND BACK)** refer to part (B) for more information. Coloured photos only.
  - Certificate of insurance or endorsement letter covering Airside of Changi Airport (AVP will be issued according to expiry of insurance or max 1 year)
  - Vehicle log card or equipment specification for non-LTA registered vehicle
  - Inspection certificate issued by vehicle inspection service provider licensed by Land Transport Authority of Singapore and CAG Airfield Inspection Certificate. Certificate is valid for three (3) months from date of inspection.
  - Obstacle light specifications refer to part (C) for more information
  - Tenancy Agreement, if you are parking in the airside when the vehicle or equipment is not in use
  - MOM LM certificate & operator's license for scissorlift, boomlift and crane
  - CAAS height restriction approval letter for lifting cranes (if applicable)
  - Commissioning Certificate in line with SAOM/JIG (for new CHIPS & JAS bowsers and dispensers only)
  - Declaration form in line with SAOM/JIG (for CHIPS & JAS bowsers and dispensers only) **Renewal only**
  - Functionality or preventive maintenance checklist for Ground Support Equipment **Renewal only**

### (B) Vehicle Markings

- Please ensure the vehicles adhere to the following:
  - Entire body of the vehicle down to the waist and front portion of the vehicle shall be painted white, except for operational vehicles belonging to government agencies
  - Vehicles belonging to CAG Airport Emergency Service Division shall be marked with the distinctive colour of the Airport Emergency Service Division
  - Horizontal surface of the vehicle body to reflect the company's name at the lower half of the body
  - For construction vehicles, the body colour need not be white if there is a checkered flag (red and white) displayed at the highest point of the vehicle

### (C) Vehicle Lightings

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

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

- 360° horizontal. For flashing lights, the intensity is read into effective intensity, as determined in accordance with Aerodrome Design Manual (Doc 9157), Part 4.
- Between 2 and 10° vertical. Elevation vertical angles are referenced to the horizontal when the light is leveled.
- Peak intensity should be located at approximately 2.5° vertical.
- 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)

- The obstacle light shall be **switched ON at all times** when it is in operation.

### (D) Others

- All vehicles unless exempted by CAG shall be installed with seat belts for the driver and the front seat passenger. Every driver and front seat passenger in the vehicle shall fasten their seat belts when the vehicle is in motion
- A "No Smoking" sign must be displayed in a position which is visible to all occupants of the vehicle
- All vehicles unless exempted by CAG shall be installed with reverse sensors at the rear and camera covering the frontage of the vehicle
- Vehicles/equipment must be equipped with fire extinguisher with rating not less than 21B (rating prescription according to SS EN 3-7). Air-tugs must be equipped with fire extinguishers not less than 21B and capacity of not less than 6.8kg. The fire extinguishers must always be serviceable throughout the validity of the AVP
- A decal containing AES hotline must be displayed in a position which is visible to all occupants of the vehicle.

### (E) Charges

- Successful applications will be notified via mobile message service WhatsApp.
- 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

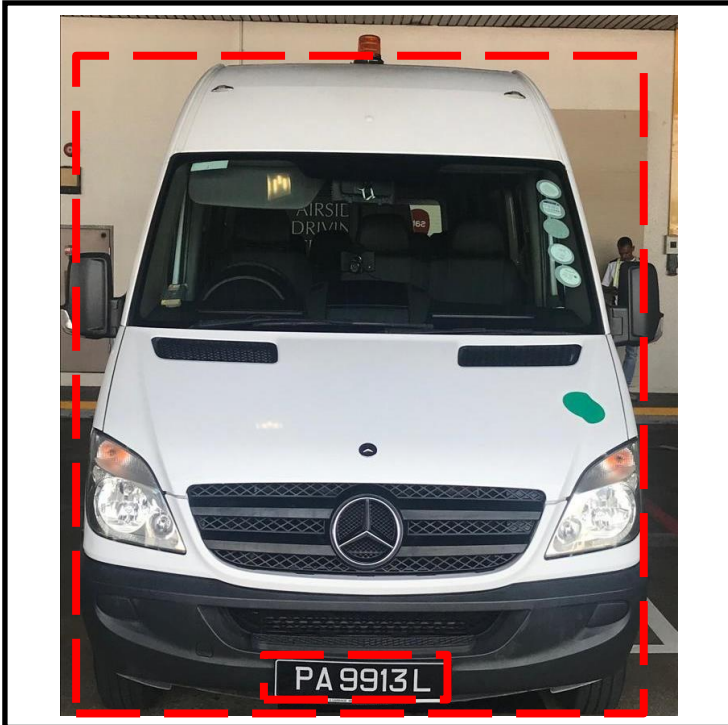
- Payment will be made via link provided, by MasterCard/VISA only.
- Upon successful payment, the image of the permit will be sent via WhatsApp within seven (7) working days.
- All charges are subject to 8% GST.
- Fees paid are not refundable.

### (F) Indemnity

- The company/employer shall indemnify and hold harmless, CAG its officers and employees against any and all loss of damage to property or bodily injury or death sustained and legal fees and costs incurred by it or them or any third party whether or not by reason of any act omission neglect or default of the Applicant during the course of or consequent to the administering or conduct of the test.

## Sample Vehicle Photo Submission

**Vehicle (Front)**



- Full view of vehicle's front, with visible license plate
- Front portion painted white
- Decal containing AES hotline (renewal)

**Vehicle (Rear)**



- Full view of vehicle's rear, with visible license plate

**Vehicle (Side 1)**



- Full view of vehicle's side
- vehicle down to the waist level painted white
- Company logo with company name at lower half
- Presence of obstacle light at highest point

**Vehicle (Side 2)**



- Full view of vehicle's side
- vehicle down to the waist level painted white
- Company logo with company name at lower half
- Presence of obstacle light at highest point