Application for Airfield Vehicle Permit (AVP)

Send in completed Registration of New Vehicle form to avp.adc@changiairport.com

1. Registration of New Vehicle Form

   Attach the following

2. Vehicle log card

3. Coloured photo of vehicle (4 views)

4. Tenancy Agreement, for parking in airside

5. Application takes 3 working days for processing

• Complete Section A

• Follow the table to complete Section B

<table>
<thead>
<tr>
<th>Airport Organisation</th>
<th>Main Contactor</th>
<th>Sub Contractor</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Airport Organisation</td>
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</tr>
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<table>
<thead>
<tr>
<th>PARTICULARS OF LICENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name of Licensee</td>
</tr>
<tr>
<td>2. Registered Address</td>
</tr>
<tr>
<td>3. Licensed Areas</td>
</tr>
<tr>
<td>4. Floor Area</td>
</tr>
<tr>
<td>5. Licence Period</td>
</tr>
<tr>
<td>6. Commencement Date</td>
</tr>
<tr>
<td>7. Licence Fee</td>
</tr>
<tr>
<td>8. Permitted Use of Licensed Areas</td>
</tr>
<tr>
<td>9. Notice Period</td>
</tr>
<tr>
<td>10. Airport Service Charge</td>
</tr>
<tr>
<td>11. Late Payment Interest Rate</td>
</tr>
<tr>
<td>12. Security Deposit</td>
</tr>
</tbody>
</table>

19/10/2020
Application for Airfield Vehicle Permit (AVP)

Applicants to send in application as per template strictly to avp.adc@changiairport.com

Files to be renamed accordingly

Registration for New Vehicle – Registration – XXX1234X
Vehicle log card – Vehicle Log Card – XXX1234X
Coloured photo of vehicle – Photo – XXX1234X
Tenancy Agreement, for parking in airside – Parking – XXX1234X
Application for Airfield Vehicle Permit (AVP)

Send in completed Registration of New Vehicle form to avp.adc@changiairport.com

1. Original letterhead to include the following

Attach the following

2. Vehicle log card

3. Coloured photo of vehicle (4 views)

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Application for Airfield Vehicle Permit (AVP)

Book your appointment with ADC once obtained CAG letterhead
# Application for Airfield Vehicle Permit (AVP)

Ensure all details filled up

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Company Applying for Permit (in block letters)</td>
<td>Address of Company (in block letters)</td>
</tr>
<tr>
<td>Department / Section (applicable for airport operations only)</td>
<td>Purpose of Vehicle / Entry into Airfield</td>
</tr>
<tr>
<td>Vehicle Registration No.</td>
<td>Vehicle Type</td>
</tr>
<tr>
<td></td>
<td>Insurance Policy No.</td>
</tr>
<tr>
<td>AVP Expiry Date (if renewal)</td>
<td>Yes / No (Please circle)</td>
</tr>
<tr>
<td></td>
<td>Provision of Seat Belts</td>
</tr>
</tbody>
</table>

I hereby declare that the information given by me is true and correct. I understand and agreed to abide by the conditions stated above in Civil Aviation Authority of Singapore (CAAS) By-laws (2009), Aircraft Driving Theory Handbook and any amendments issued (e.g. Aircraft Safety Notice, Aircraft 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, cause or permit to be used, any motor vehicle (other than a vehicle used for transport by a disabled person) within the airside unless it is in force of respect 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.
(c) Vehicles with expired permits are to be removed from the airfield.

Date of Application

Name, Designation & Signature of Applicant

Name, Designation & Signature of Supporting Airport Organization

Self-Check List for Applicant (please tick)

<table>
<thead>
<tr>
<th>Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAG Approval Letter (new vehicle)</td>
</tr>
<tr>
<td>Changi Airport Airside Insurance Coverage</td>
</tr>
<tr>
<td>Vehicle Log Book / Equipment specs</td>
</tr>
<tr>
<td>LTA Inspection Certificate</td>
</tr>
<tr>
<td>Detailed Light Spec</td>
</tr>
<tr>
<td>Photograph of Vehicle (4 sides, for renewal)</td>
</tr>
<tr>
<td>MOM LM Certification (sensors/strobe/flash/bulb)</td>
</tr>
<tr>
<td>Liftning Equipment Operator Card (conveyor/hub/seeker/vehicle)</td>
</tr>
<tr>
<td>Functionality / Preventive Maintenance Checklist (GS3E only)</td>
</tr>
<tr>
<td>Airside Parking Area Notice (Parking in Airside)</td>
</tr>
<tr>
<td>Commissioning Card / Declaration Form (GHPS and JAS Buses and Dispatchers only)</td>
</tr>
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Official Use

19/10/2020
Application for Airfield Vehicle Permit (AVP)

Sign off to declare all information provided is true and accurate

Sign off by Airport Organisation who engaged your service
Application for Airfield Vehicle Permit (AVP)

Self-checklist to assist you to attach all the necessary documents

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<tr>
<td>Lifeguard Equipment Operator Card</td>
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Application for Airfield Vehicle Permit (AVP)

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4. Inspection certificate issued by LTA licensed inspection centre (valid for 3 months)
5. Obstacle light specification
6. Tenancy Agreement, for parking in airside
7. MOM LM Certification (if applicable) scissor lift, boomlift, crane
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Application for Airfield Vehicle Permit (AVP)

Collection of AVP

Book your appointment with ADC

Payment by NETS/NETS Flashpay/Cash Card/cheque only

19/10/2020