

## Application for Renewal of Airfield Driving Permit

Changi Airport Group (S) Pte Ltd  
 Airside Driving Centre, Terminal 2 (F50)  
 Email: [asm.adc@changiairport.com](mailto:asm.adc@changiairport.com)  
 Website: <http://www.changiairport.com/corporate/our-expertise/airport-operations/airside-driving-centre.html>

**\*\*\* Incomplete form will be rejected**

Kindly attach the following documents:

1. Photocopied front and back of **NRIC/Work permit, Airport Pass, Airfield Driving Permit, and State Driving License**
2. For applicant 65 years old and above, a photocopied **doctor's medical certificate** stating applicant is 'Fit to Drive' is required
3. **Refresher Course Certificate**
4. **Employment letter** from new company if there is a change in employment status (original company letter head)

Section A – Personal Particulars <i>(all fields to be completed by applicant)</i>				
Name (in block letters) as indicated in NRIC/Work Permit		NRIC / FIN No.	Date of Birth	Gender <i>(circle)</i>
				Male / Female
Designation		Nationality	Mobile Number	Office Telephone
Singapore Driving License <i>(please circle)</i>	Foreign Driving License	Airside Internal License	PLB Class	CAT 1
3 / 3A / 3C / 3CA / 4 / 5 / F	Issued Country: Classification:	3T / 4T / 4D / 5S	A / B	YES / NO

Self-Check List for Applicant <i>(please tick)</i>	Remarks
NRIC/Work Permit (front & back)	
Airport Pass (front)	
State Driving License (front & back)	
Airfield Driving Permit (front & back)	
Refresher Course Cert	
Medical Cert (65 years old and above)	
Employment Letter (if applicable)	
CAT 1 Approval Letter (if applicable)	

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 I shall surrender my Airfield Driving Permit (ADP) to Changi Airport Group (S) Pte Ltd if my state license has been revoked by Singapore Traffic Police / Regulatory Authority and prior my resignation from service. I am fully aware that -

- (a) no person shall drive a vehicle of any description (other than a vehicle used for transport by a disabled person) within the airside unless he is the holder of a valid airfield driving permit authorising him to drive a vehicle of that description within the airside

**Signature of Applicant**

**Date of Application**

\_\_\_\_\_

\_\_\_\_\_

### Section B – Endorsement & Declaration by Employer and/or Airport Agency

By signing on this Form, I, on behalf of my company, support this application, agreed to the Conditions of Application (as stated overleaf), verified that the details of the applicant, supporting documents given are true and correct. I undertake to comply with the provisions in the CAAS By-Laws (2009) and Airside Driving Theory Handbook, including any amendments issued (e.g. Airside Safety Notice, Airside Operations Notice, etc) from time to time. I shall ensure that the applicant understood the conditions stipulated in this form and surrender his/her ADP to CAG if he/she has resigned from service. I am fully aware that no person shall –

- (a) employ or permit another person to drive a vehicle of any description (other than a vehicle used for transport by a disabled person) within the airside unless the person so employed or permitted to drive is the holder of a valid airfield driving permit authorising him to drive a vehicle of that description within the airside.

I hereby agree that the company shall indemnify and hold harmless CAG its officers and employees against any and all loss or 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.

\_\_\_\_\_  
Name, Designation & Signature of Employer

\_\_\_\_\_  
Company Stamp & Date of Endorsement

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

\_\_\_\_\_  
Name, Designation & Signature of Airport Org.  
(if applicable)

\_\_\_\_\_  
Company Stamp & Date of Endorsement

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

### Section C – For Official Use

Refresher (please circle)		Date	Remarks
ARRRC	APD / CAG / AES / dnata / SATS / SIAEC		
PLB ( A / B )	SATS / dnata / Shinmaywa		

Verification Officer		Signature	Date
1			
2			

## Conditions of Application

### **(A) Renewal of Airfield Driving Permit (ADP)**

1. All applicants who wish to renew their permits are required to submit their application forms (Application for Renewal Airfield Driving Permit) to the Airside Driving Centre, no later than two (2) weeks prior expiry of their ADP.
2. After submission, kindly book your appointment at the URL <https://adcbook.youcanbook.me> after three (3) working days for processing of application.
3. Please include photocopied front and back of NRIC/Work permit, Airport Pass, Airfield Driving Permit, State driving license, and refresher course certificate during submission of application.
4. By submitting this form, you agree that CAG may collect, use and disclose your personal data provided in this form for the purpose of processing your Airfield Driving Permit application and facilitating all matters in relation to your conduct on the Airfield, in accordance with the applicable privacy laws and CAG's Privacy Policy (<https://www.changiairport.com/en/privacy-policy.html>)
5. For applicants who are 65 years old and above, to submit a copy of the doctor's medical certificate stating applicant is 'Fit to Drive'. Medical certificate must not be issued more than three (3) months from date of ADP renewal application.
6. Applicants are required to submit an employment letter head from the new company if there is a change in employment status.
7. It is the responsibility of the holder of an ADP to attend a refresher course conducted by a training school (approved by CAG), prior his/her application to renew the ADP. He/She is also required to submit his/her application to renew the ADP within three (3) months after attending the refresher course.
8. All incomplete applications and/or submissions of details will be rejected. Resubmitted applications will require another three (3) working days for processing.
9. Any applicant whose permit expires more than three (3) years would be required to retake his/her ART and ADSCT.

### **(B) Collection of Airfield Driving Permit**

1. The fee for an Airfield Driving Permit inclusive of 7% GST is \$10.70/- for 1-year validity or \$21.40/- for 2 years validity.
2. Payment must be made on the date of collection via **NETS/Cash Card/Cheque**
3. All applicants are required to collect their ADP in person and the permit shall be valid from the date of issue.
4. Original documents of the NRIC/Work Permit, Seasonal Airport Pass, and State license required to be produced for verification during collection of Airfield Driving Permit.
5. It is mandatory for all applicants possessing smart mobile devices to download the SWEETMini App. Applicants are to produce the smart mobile device with SWEETMini App for verification during collection of Airfield Driving Permit. In the absence of a smart mobile device, applicants are to produce a letter head from the company stating driver does not possess a smart mobile device.
6. Applicant age 64 will only be issued with 1 year ADP.
7. The ADP is not transferable. Any unauthorised possession, use, retention, alternation, destruction or transfer to another person of the ADP is deemed to have infringed the CAAS by-laws (2009).
8. Any person who resigned from a company/or airport organisation is required to surrender his/her ADP.

### **(C) CAT 1 Renewal**

1. Applicants to attach supporting letter with associated letterhead from the relevant airport organisation (CAG/ CAAS/ CAFHI) indicating the reason(s) for the applicant to continue holding a CAT 1 ADP. Contractors engaged by an airport organisation shall attach supporting letter with letterhead from said airport organisation indicating the reason(s) for the applicant to continue holding a CAT 1 ADP.

### **(D) Indemnity**

1. 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 Document Submission

**NRIC (Front)**



**NRIC (Back)**



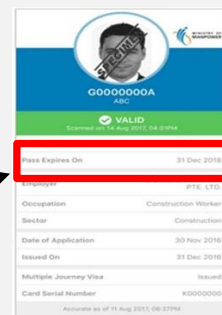
**Work Permit (Front)**



**Work Permit (Back)**



**Work Permit (Document)**



Scan QR code to obtain work permit expiry date

Attach document with application

**State Driving License (Front)**



**State Driving License (Back)**

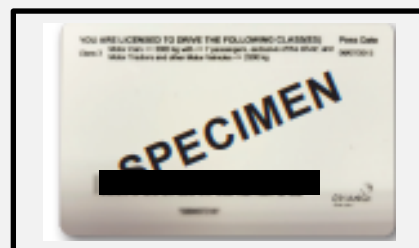


State license that are defaced will be rejected

**Airfield Driving Permit (Front)**



**Airfield Driving Permit (Back)**



**Airport Pass (Front)**

