

Application For Airfield Driving Permit

Changi Airport Group (S) Pte Ltd
Airside Driving Centre, Terminal 2 (F50)

Email: asm.adc@changiairport.com

Website: <http://www.changiairport.com/corporate/our-expertise/airport-operations/airside-driving-centre.html>

1. Please complete all fields stipulated in this form.
2. Endorsement stamp/s and signature/s of Employer and/or Airport Organisation supporting this application as required in Section B must be original. Scanned or photocopied form will be rejected.
3. Original documentation of the **NRIC/Work Permit, Seasonal Airport Pass and Class 3 Driving License issued by Singapore Traffic Police or equivalent State Driving License** are required to be produced for verification upon submission of this application form, prior the Airfield Rules Test and Airfield Driving Safety Compliance Test. Applicants who failed to produce the original documents will be rejected.
4. Kindly ensure that you have read and understood the conditions indicated in the overleaf prior submission of application.

Section A – Personal Particulars (all fields to be completed by applicant)

Name (in block letters) as indicated in NRIC/Passport		NRIC / FIN No.	Gender (please circle)
			Male / Female
Company Name (in block letters)		Designation	Date of Birth
Singapore Driving Licence (please circle)	Foreign Driving License-Country Issued & Classification Obtained		Office Telephone
3 / 3A / 3C / 3CA / 4 / 5			

Self-Check List for Applicant (please tick)	For Official Use	Signature & Date
NRIC/Work Permit (front & back)		
Airport Pass (front)		
State Driving License (front & back)	Country Issued:	
Course Certificate / Self-Study letter	SATS / dnata / Self-Study Course Date:	
Medical Cert (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 I shall surrender my Airfield Driving Permit (ADP) to Changi Airport Group (S) Pte Ltd if my state license has been revoked by Singapore Traffic Police / Regulatory Authority and prior my resignation from service.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; and
- (b) shall contact the relevant agencies at the hotlines below, as and when required.

Airport Emergency Services: 6541 2525	Medical Emergency: 6543 2223
Airport Police Division: 6546 0000	Fault Management Centre: 6541 2424
Airport Management Centre: 6541 2273/75	

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. <i>(if applicable)</i>	_____ Company Stamp & Date of Endorsement	_____ Email Address & Contact No.

Section C – For Official Use

(I) Test Booking & Results						
Preparation for ART			Course By: SATS / dnata / Self-Study		Course Date:	
ART	Date	Time	Result			
			Passed	Failed	Absent	
1 st Booking		0930 / 1100 /1430 / 1600				
2 nd Booking		0930 / 1100 /1430 / 1600				
3 rd Booking		0930 / 1100 /1430 / 1600				
4 th Booking		0930 / 1100 /1430 / 1600				
5 th Booking		0930 / 1100 /1430 / 1600				
6 th Booking		0930 / 1100 /1430 / 1600				
Approval by CAG Licensing Supervisor / Manager Prior to ADSCCT						
Signature / Date			Remarks			
ADSCCT	Date	Time	Result			Assessor Signature & Date
			Passed	Failed	Absent	
1 st Booking						
2 nd Booking						
3 rd Booking						
4 th Booking						
5 th Booking						
6 th Booking						

Note: Applicants who require booking the seventh (7th) ART and/or ADSCCT needs to complete a new form and seek endorsement from his/her employer and/or airport organisation prior making the appointment.

Conditions of Application

(A) Prerequisite

1. The employer of the applicant must agree to the terms stipulated in this form and endorse in Section B.
2. Applicant must possess at least a valid Class 3 Driving License issued by Singapore Traffic Police or equivalent State Driving License issued by a Regulatory Authority recognised by the country of issuance.

(B) Booking of Tests (Theory / Practical)

1. 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>)
2. Applicant is required to produce the original NRIC/Work Permit, Seasonal Airport Pass and Driving License on the day of enrolment and scheduled test date.
3. Application form must be accompanied with a photocopy (front and back) of:
 - a. Local applicant: NRIC, seasonal airport pass and Singapore Class 3 Driving License
 - b. Foreign applicant: Work permit, seasonal airport pass and Singapore Class 3 Driving License / Class 3 equivalent State Driving License
4. Applicant to produce an original copy of
 - a. ARRC certificate issued by SATS or dnata (ADP application to be submitted within 3 months after ARRC course is completed) or;
 - b. Company letter stating that the applicant would self-study for the ART, if applicable
5. Applicant 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 application.
6. Applicant is required to arrive 15 minutes prior to tests for document verification. Applicant who arrives later than the designated test slot would not be permitted to sit for the test.
7. Applicant late or absent for tests will have the fee forfeited. i.e. Fees paid are not refundable.

(C) Airfield Rules Test (ART)

1. ART is conducted in English, Mandarin, Malay and Tamil.
2. All applicants are expected to pass their ADSCT within 3 months after they had cleared their theory tests (ART). Failing which, he/she is required to retake his/her ART.

(D) Airfield Driving/Safety-Compliance Test (ADSCT)

1. It is a prerequisite for all applicants to pass their ART before applying for ADSCT.
2. The employer or airport organisation endorsing this application is required to provide a Class 3 vehicle for the test. The vehicle provided must be in good working condition and possess a valid Airfield Vehicle Permit issued by CAG. The employer or airport organisation is responsible to ensure that the applicant is competent to operate the test vehicle.
3. The test will be considered as fail should the vehicle provided be in not good working condition. i.e. Fees paid are not refundable.

(E) Collection of Airfield Driving Permit (ADP)

1. Applicant is required to collect the ADP in person and the permit shall be valid from the date of issue.
2. Original documents of the NRIC/Work Permit, Seasonal Airport Pass, and Driving License required to be produced for verification during collection of Airfield Driving Permit.
3. It is mandatory for the applicant possessing smart mobile devices to download the SWEET App. Applicant to produce the smart mobile device with SWEET App for verification during collection of Airfield Driving Permit. In the absence of a smart mobile device, applicant to produce a letter head from the company stating driver does not possess a smart mobile device.
4. Applicant age 64 will only be issued with 1 year ADP.
5. 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).
6. Any person who resigned from a company/or airport organisation is required to surrender his/her ADP to Airside Driving Centre.

(F) Charges

Airfield Rules Test	\$5.35 inclusive of 7% GST
Airfield Driving/Safety-Compliance Test	\$12.84 inclusive of 7% GST
Airfield Driving Permit	\$10.70 for 1-year or \$21.40 for 2-year validity, inclusive of 7% GST

1. Payment must be made on the date of booking or collection via **NETS/Cash Card/ Cheque**. Cheque must be made payable to Changi Airport Group (S) Pte Ltd. Fees paid are not refundable
2. Venue for test booking: CAG Airside Driving Centre (opposite F50 bay)
 Operating hours: Monday to Thursday: 9am – 1230pm, 2pm -5pm
 Friday: 9am – 12.30pm, 2pm – 4.30pm





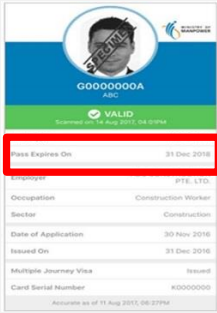



(G) Indemnity

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.

(H) 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 of Airfield Driving Permit) to the Airside Driving Centre, no later than two (2) weeks prior expiry of their ADP.
2. 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. Any applicant whose permit expires more than three (3) years would be required to retake his/her ART and ADSCT.

Sample Document Submission

<p align="center"><u>NRIC (Front)</u></p> 	<p align="center"><u>NRIC (Back)</u></p> 	
<p align="center"><u>Work Permit (Front)</u></p> 	<p align="center"><u>Work Permit (Back)</u></p>  <p align="center">Scan QR code to obtain work permit expiry date</p>	<p align="center"><u>Work Permit (Document)</u></p>  <p align="center">Attach document with application</p>
<p align="center"><u>State Driving License (Front)</u></p>  <p align="center">State license that are defaced will be rejected</p>	<p align="center"><u>State Driving License (Back)</u></p> 	
<p align="center"><u>Airport Pass (Front)</u></p> 	Empty space for Airport Pass (Back)	