

## Application For Category One 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>

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. Attach supporting email or letter from CAG officer or authorised airport organisation indicating the reasons and duration for which applicant requires a CAT 1 ADP.
4. Applicants are required to produce 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** for verification upon submission of this application form, prior to the CAT 1 Theory Test and CAT 1 Practical Test. Applicants who fail to produce the original documents will not be eligible to take the tests.
5. Kindly ensure that you have read and understood the conditions indicated in the overleaf prior to 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
Name & Address of Company (in block letters)	Date of Birth	Nationality
	Designation	Email Address
ADP Expiry Date (dd/mm/yyyy)	Mobile Number	Office Telephone

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 & Authority Issued:	
Airfield Driving Permit (front & back)		
Supporting Letter from CAG/Airport Org		
Pre-Approval from CAG		

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 I shall surrender my Airfield Driving Permit (ADP) to Changi Airport Group (S) Pte Ltd if my state license has been revoked by Singapore Traffic Police / Regulatory Authority and prior my resignation from service.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) 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>).
- (b) 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
- (c) shall contact the relevant agencies at the hotlines below, as and when required.

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

\_\_\_\_\_  
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

<b>Theory Training</b>	Course Date:		Trainer Signature & Date:			
<b>Theory Test</b>	<b>Date</b>	<b>Time</b>	<b>Result</b>			<b>CAG Assessor Signature &amp; Date</b>
			<b>Passed</b>	<b>Failed</b>	<b>Absent</b>	
1 <sup>st</sup> Booking						
2 <sup>nd</sup> Booking						
3 <sup>rd</sup> Booking						
<b>CAT 1 Practical Training Log</b>	Training Completion Date:		Trainer Signature & Date:			
<b>Practical Test</b>	<b>Date</b>	<b>Time</b>	<b>Result</b>			<b>CAG Assessor Signature &amp; Date</b>
			<b>Passed</b>	<b>Failed</b>	<b>Absent</b>	
1 <sup>st</sup> Booking						
2 <sup>nd</sup> Booking						
3 <sup>rd</sup> Booking						

*Note: Applicants who require booking the fourth 4<sup>th</sup> Theory and/or Practical test needs to complete a new form and seek endorsement from his/her employer and/or airport organisation prior to making the appointment.*

#### (II) Issuance of CAT 1 Airfield Driving Permit (ADP)

Signature of CAG Licensing Officer / Date

## Conditions of Application

### (A) CAT 1 Theory Training and Test

1. Applicant must possess a valid Airfield Driving Permit issued a minimum of three (3) months prior to the date of application.
2. Applicant must not be involved in any accident/incident or issued with a Notice of Offence (NOO) during a period of one (1) year before the date of application.
3. **Applicant's employer/company is required to write in to ADC Licensing Manager/Supervisor via hardcopy letter or email to request for applicant to hold a CAT 1 ADP, stating reasons for applicant and the duration of which applicant requires entry. This letter or email must be accompanied by a supporting letter with CAG/airport organisation letterhead, or email from the respective CAG officer/airport organisation officer to provide justification for the applicant to obtain a CAT1 ADP.**
4. The employer of the applicant must agree to the terms stipulated in this form and endorse in Section B.
5. 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.
6. The applicant is required to produce the original NRIC/Work Permit, Seasonal Airport Pass, Driving License and Airfield Driving Permit on the day of enrolment and scheduled test dates.
7. Application form must be accompanied with a photocopy (front and back) of NRIC/Work permit, seasonal airport pass, Singapore Class 3 Driving License/Class.
8. Collection of photocopied documents is meant for verification of drivers' details.
9. It is a prerequisite for all applicants to attend the CAT 1 Theory Training before applying for the CAT 1 Theory Test.
10. CAT 1 Theory Training and Test are conducted in English only. Applicants are required to arrive 15 minutes prior to their theory test for documents verification. Any applicant who arrives later than the designated test slot would not be permitted to sit for his/her test.
11. Applicants who are late or absent for their tests will have his/her fee forfeited. i.e. Fees paid are not refundable.

### (B) CAT 1 Practical Test

1. Applicants must pass their CAT 1 Theory Test and completed the CAT 1 Practical Training before applying for CAT 1 Practical Test.
2. All applicants are required to produce their original identity card (NRIC), Work Permit, Seasonal Airport Pass, Class 3 Driving License issued by Singapore Traffic Police or equivalent State Driving License issued by a Regulatory Authority and valid Airfield Driving Permit for verification on the day of the test.
3. Applicants are required to arrive 15 minutes prior to their CAT 1 Practical Test for documents verification. Any applicant who arrives later than his/her designated test slot would not be permitted to take the test.
4. Applicants who are late or absent for their tests will have his/her fee forfeited. i.e. Fees paid are not refundable.
5. The employer or airport organisation endorsing this application is required to provide a CAT 1 vehicle for the test. The vehicle provided must be in good working condition and possess a valid CAT 1 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.
6. The test will be considered as fail should the vehicle provided be in not good working condition. i.e. Fees paid are not refundable.
7. Applicant must obtain their CAT 1 permit within 3 months of attending the Theory Training. Failing which, applicants shall re-attend the entire course.

### (C) Collection of CAT 1 Airfield Driving Permit

1. The CAT 1 Airfield Driving Permit will be issued to applicants who successfully pass the CAT 1 Practical Test.
2. The CAT 1 Airfield Driving Permit is valid for one (1) year from date of issue, or until the holder resigns, whichever is earlier.
3. All applicants are required to collect their CAT 1 Airfield Driving Permit in person and the permit shall be valid from the date of issue.
4. Original documents of the NRIC/Work Permit, Seasonal Airport Pass, State license and Airfield Driving Permit required to be produced for verification during collection of CAT 1 Airfield Driving Permit.
5. It is mandatory for all applicants possessing smart mobile devices to download the SWEET App. Applicants are to produce the smart mobile device with SWEET App for verification during collection of CAT 1 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. Permit holders must carry the CAT 1 Airfield Driving Permit when driving in the airside.
7. The CAT 1 Airfield Driving Permit is not transferable. Any unauthorised possession, use, retention, alternation, destruction or transfer to another person of the CAT 1 Airfield Driving Permit 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 CAT 1 Airfield Driving Permit to Airside Driving Centre.

### (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.

### (E) Renewal of CAT 1 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 to expiry of their Airfield Driving Permit.
2. It is the responsibility of the holder of a CAT 1 Airfield Driving Permit to attend a CAT 1 Refresher Course conducted by CAG Airside Driving Centre, prior to his/her application to renew the CAT 1 Airfield Driving Permit. Applicant 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.
3. Applicants are required to attach a supporting letter with CAG/airport organisation letterhead or email from the respective CAG officer/airport organisation officer to provide justification for the applicant to continue holding a CAT1 ADP.

## Sample Document Submission

**NRIC (Front)**



**NRIC (Back)**



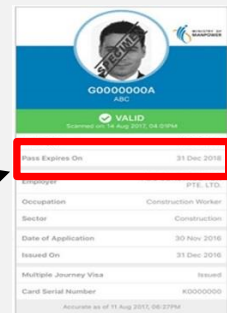
**Work Permit (Front)**



**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)**

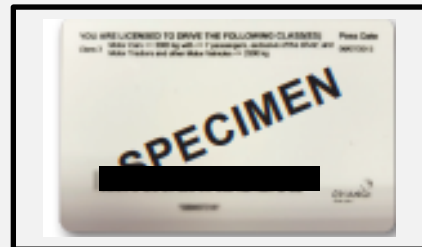


State license that are defaced will be rejected

**Airfield Driving Permit (Front)**



**Airfield Driving Permit (Back)**



**Airport Pass (Front)**

