Application for Airfield Vehicle Permit (AVP) Renewal

Book your appointment with ADC
Application for Airfield Vehicle Permit (AVP) Renewal

Ensure all details filled up

Application For Airfield Vehicle Permit

*New / Renew (Please circle)*

<table>
<thead>
<tr>
<th>Name of Company Applying for Permit (in block letters)</th>
<th>Address of Company (in block letters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department / Division (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>Insurance Policy No.</td>
<td>Engine capacity</td>
</tr>
<tr>
<td>AVP Expiry Date (for renewal)</td>
<td>MOM LF / LM No. (if applicable)</td>
</tr>
<tr>
<td>Leased Parking Area In Airport (if applicable)</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 agree to abide by the conditions stated, either 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 (SG) 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 airport 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:

(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 Organization

Company Stamp

Email Address & Contact No.

Self-Check List for Applicant (please tick)

<table>
<thead>
<tr>
<th>Official Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAG Approval Letter (new vehicle)</td>
</tr>
<tr>
<td>Changi Airport Airfield Insurance Coverage</td>
</tr>
<tr>
<td>Vehicle Log Card / Equipment Spares</td>
</tr>
<tr>
<td>LTA Inspection Certificate</td>
</tr>
<tr>
<td>Emergency Light Spec</td>
</tr>
<tr>
<td>Photograph of Vehicle (4 sides, for renewal)</td>
</tr>
<tr>
<td>MOM LF Certification (sensors / light units / batteries)</td>
</tr>
<tr>
<td>Liftequipment, Equipment Operator Card (exemption to be -only)</td>
</tr>
<tr>
<td>Functionality / Preventive Maintenance Checklist (95SEs only)</td>
</tr>
<tr>
<td>Airfield Parking Area Notice (Parking in Airfield)</td>
</tr>
<tr>
<td>Commissioning Card / Declaration Form</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Company Applying for Permit</td>
<td>(in block letters)</td>
</tr>
<tr>
<td>Address of Company</td>
<td>(in block letters)</td>
</tr>
<tr>
<td>Vehicle Registration No.</td>
<td>(if applicable)</td>
</tr>
<tr>
<td>Vehicle Type</td>
<td>(if applicable)</td>
</tr>
<tr>
<td>Insurance Policy No.</td>
<td>(if applicable)</td>
</tr>
<tr>
<td>Engine Capacity</td>
<td>(if applicable)</td>
</tr>
<tr>
<td>AVP Expiry Date for renewal</td>
<td>(if applicable)</td>
</tr>
<tr>
<td>MOM LP/LM No. (if applicable)</td>
<td>(if applicable)</td>
</tr>
<tr>
<td>Leased Parking Area in Airport (if applicable)</td>
<td>(if applicable)</td>
</tr>
<tr>
<td>Provision of Seat Belts</td>
<td>(Yes/No)</td>
</tr>
</tbody>
</table>

**Sign off to declare all information provided is true and accurate**

**Sign off by Airport Organisation who engaged your service**

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

Self-checklist to assist you to attach all the necessary documents
Application for Airfield Vehicle Permit (AVP) Renewal

Attach the following:

1. Changi Airport Airside Insurance
2. Vehicle log card
3. Inspection certificate issued by LTA licensed inspection centre (valid for 3 months)
4. Obstacle light specification
5. Coloured photo of vehicle (4 views)
6. Functionality/preventive maintenance checklist (for GHAs)
7. Tenancy Agreement, for parking in airside
8. MOM LM Certification (if applicable) scissor lift, boomlift, crane
9. Lifting Equipment Operator Certification (if applicable), scissor lift, boomlift, crane
10. Declaration form for CHIPS & JAS bowsers and dispensers

Ensure insurance states ‘Coverage includes Singapore Changi Airport Airside’

Ensure insurance coverage covers the period of AVP

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

Attach the following:

1. Changi Airport Airside Insurance
2. Vehicle log card
3. Inspection certificate issued by LTA licensed inspection centre (valid for 3 months)
4. Obstacle light specification
5. Coloured photo of vehicle (4 views)
6. Functionality/preventive maintenance checklist (for GHAs)
7. Tenancy Agreement, for parking in airside
8. MOM LM Certification (if applicable) scissor lift, boomlift, crane
9. Lifting Equipment Operator Certification (if applicable), scissor lift, boomlift, crane
10. Declaration form for CHIPS & JAS bowser and dispensers

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

Attach the following:

1. Changi Airport Airside Insurance
2. Vehicle log card
3. Inspection certificate issued by LTA licensed inspection centre (valid for 3 months)
4. Obstacle light specification
5. Coloured photo of vehicle (4 views)
6. Functionality/preventive maintenance checklist (for GHAs)
7. Tenancy Agreement, for parking in airside
8. MOM LM Certification (if applicable) scissor lift, boomlift, crane
9. Lifting Equipment Operator Certification (if applicable), scissor lift, boomlift, crane
10. Declaration form for CHIPS & JAS bowsers and dispensers

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

Attach the following:

1. Changi Airport Airside Insurance
2. Vehicle log card
3. Inspection certificate issued by LTA licensed inspection centre (valid for 3 months)
4. Obstacle light specification
5. Coloured photo of vehicle (4 views)
6. Functionality/preventive maintenance checklist (for GHAs)
7. Tenancy Agreement, for parking in airside
8. MOM LM Certification (if applicable) scissor lift, boomlift, crane
9. Lifting Equipment Operator Certification (if applicable), scissor lift, boomlift, crane
10. Declaration form for CHIPS & JAS bowsers and dispensers

Ensure light specs follow the requirement.

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

Attach the following

1. Changi Airport Airside Insurance
2. Vehicle log card
3. Inspection certificate issued by LTA licensed inspection centre (valid for 3 months)
4. Obstacle light specification
5. Coloured photo of vehicle (4 views)
6. Functionality/preventive maintenance checklist (for GHAs)
7. Tenancy Agreement, for parking in airside
8. MOM LM Certification (if applicable) scissor lift, boomlift, crane
9. Lifting Equipment Operator Certification (if applicable), scissor lift, boomlift, crane
10. Declaration form for CHIPS & JAS bowsers and dispensers

19/10/2020
1. Changi Airport Airside Insurance
2. Vehicle log card
3. Inspection certificate issued by LTA licensed inspection centre (valid for 3 months)
4. Obstacle light specification
5. Coloured photo of vehicle (4 views)
6. Functionality/preventive maintenance checklist (for GHAs)
7. Tenancy Agreement, for parking in airside
8. MOM LM Certification (if applicable) scissor lift, boomlift, crane
9. Lifting Equipment Operator Certification (if applicable), scissor lift, boomlift, crane
10. Declaration form for CHIPS & JAS bowsers and dispensers

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

Attach the following

1. Changi Airport Airside Insurance
2. Vehicle log card
3. Inspection certificate issued by LTA licensed inspection centre (valid for 3 months)
4. Obstacle light specification
5. Coloured photo of vehicle (4 views)
6. Functionality/preventive maintenance checklist (for GHAs)
7. Tenancy Agreement, for parking in airside
8. MOM LM Certification (if applicable) scissor lift, boomlift, crane
9. Lifting Equipment Operator Certification (if applicable), scissor lift, boomlift, crane
10. Declaration form for CHIPS & JAS bowsers and dispensers

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

Attach the following:

1. Changi Airport Airside Insurance
2. Vehicle log card
3. Inspection certificate issued by LTA licensed inspection centre (valid for 3 months)
4. Obstacle light specification
5. Coloured photo of vehicle (4 views)
6. Functionality/preventive maintenance checklist (for GHAs)
7. Tenancy Agreement, for parking in airside
8. MOM LM Certification (if applicable) scissor lift, boomlift, crane
9. Lifting Equipment Operator Certification (if applicable), scissor lift, boomlift, crane
10. Declaration form for CHIPS & JAS bowsers and dispensers

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

Attach the following

1. Changi Airport Airside Insurance
2. Vehicle log card
3. Inspection certificate issued by LTA licensed inspection centre (valid for 3 months)
4. Obstacle light specification
5. Coloured photo of vehicle (4 views)
6. Functionality/preventive maintenance checklist (for GHAs)
7. Tenancy Agreement, for parking in airside
8. MOM LM Certification (if applicable) scissor lift, boomlift, crane
9. Lifting Equipment Operator Certification (if applicable), scissor lift, boomlift, crane
10. Declaration form for CHIPS & JAS bowers and dispensers

---

DECLARATION OF MAINTENANCE FOR HYDRANT DISPENSERS AND BOWERS

Dear Sir/Madam,

Vehicle No: XXX1234
Type of Vehicle: Hydrant Dispenser / Bower

<table>
<thead>
<tr>
<th>Item</th>
<th>Test/Check</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Doorman performance</td>
<td>Yearly</td>
</tr>
<tr>
<td>2.</td>
<td>Pressure test and bubble test</td>
<td>Yearly</td>
</tr>
<tr>
<td>3.</td>
<td>Pressure test of high level cut-off devices</td>
<td>Yearly</td>
</tr>
<tr>
<td>4.</td>
<td>Fire extinguishers</td>
<td>Yearly</td>
</tr>
<tr>
<td>5.</td>
<td>Filter vessel air eliminators</td>
<td>Yearly</td>
</tr>
<tr>
<td>6.</td>
<td>Pressure relief valves</td>
<td>Yearly</td>
</tr>
<tr>
<td>7.</td>
<td>Filter internal inspection</td>
<td>Yearly</td>
</tr>
<tr>
<td>8.</td>
<td>Filter Memo/Filter Water Separator element change</td>
<td>Yearly</td>
</tr>
</tbody>
</table>

We declare that the vehicle referred to above has undergone and passed all relevant maintenance checks as required in accordance to Shell Aviation Operations Manual (SAOM) Standards, and is fit for operational use.

Yours sincerely,

Signature: ______________________ Date: ________________
Name: __________________________ Designation: ________________

* - delete as appropriate

1 Based on IG 1 Appendix A1 / SAOM requirements.
Application for Airfield Vehicle Permit (AVP) Renewal

Attach the following:

1. Changi Airport Airside Insurance
2. Vehicle log card
3. Inspection certificate issued by LTA licensed inspection centre (valid for 3 months)
4. Obstacle light specification
5. Coloured photo of vehicle (4 views)
6. Functionality/preventive maintenance checklist (for GHAs)
7. Tenancy Agreement, for parking in airside
8. MOM LM Certification (if applicable) scissor lift, boomlift, crane
9. Lifting Equipment Operator Certification (if applicable), scissor lift, boomlift, crane
10. Declaration form for CHIPS & JAS bowser and dispensers

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

Collection of AVP

1. Renew your AVP three (3) months prior expiry
2. Renew your AVP no later than two (2) weeks prior expiry
3. Payment by NETS/NETS Flashpay/Cash Card/cheque only