

Application For Airfield Vehicle Permit

*New / Renew (Please circle)

Name of Company Applying for Permit <i>(in block letters)</i>		Address of Company <i>(in block letters)</i>	
Department / Section <i>(applicable for airport organization only)</i>		Purpose of Vehicular Entry into Airside	
Vehicle Registration No.	Vehicle Type	Insurance Policy No.	Engine capacity
AVP Expiry Date <i>(for renewal)</i>	MOM LP / LM No. <i>(if applicable)</i>	Leased Parking Area in Airside <i>(if applicable)</i>	Provision of Seat Belts Yes / No <i>(Please circle)</i>

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 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, or cause or permit to be used, any motor vehicle (other than a vehicle used for transport by a disabled person) within the airside 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; and
- (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 Organisation
 Company Stamp
If applicant is not from Airport Organisation

 Email Address & Contact No.

Self-Check List for Applicant <i>(please tick)</i>		Official Use
CAG Approval Letter (new vehicle)		
Changi Airport Airside Insurance Coverage		
Vehicle Log Card/Equipment Specs		
LTA Inspection Certificate		
Obstacle Light Specs		
Photograph of Vehicle (4 sides, for renewal)		
MOM LM Certification (scissorslift/boomlift/crane)		
Lifting Equipment Operator Cert (scissorslift/boomlift/crane)		
Functionality / Preventive Maintenance Checklist <i>(GSEs only)</i>		
Airside Parking Area Notice <i>(Parking in Airside)</i>		
Commissioning Cert / Declaration Form <i>(CHIPS and JAS Bowsers and Dispensers only)</i>		

Conditions of Application

(A) Registration of New Vehicle

- Send in the completed Registration of New Vehicle form to avp.adc@changiairport.com
- Attach with the form a copy of:
 - Vehicle log card or equipment specification for non-LTA registered vehicle
 - A COLOURED PHOTO OF THE VEHICLE (4 VIEWS: FRONT, SIDES AND BACK)** refer to part (C) for more information
 - Tenancy Agreement, **if you are parking in the airside when the vehicle or equipment is not in use**
 - Application take 3 working days for processing

(B) Application of Airfield Vehicle Permit (AVP)

- Upon receipt of the approval letter, you may apply for the AVP at Airside Driving Centre with the following documents:
 - Completed Application Form for Airfield Vehicle Permit
 - CAG approval letter (for new vehicles only)
 - Insurance covering Changi Airport Airside
 - Vehicle log card or equipment specification for non-LTA registered vehicle
 - Inspection certificate issued by vehicle inspection service provider licensed 6by Land Transport Authority of Singapore. Certificate is valid for three (3) months from date of inspection
 - Obstacle light specifications refer to part (D) for more information
 - MOM LM certificate & operator's certificate for scissorlift, boomlift and crane
 - Tenancy Agreement, **if you are parking in the airside when the vehicle or equipment is not in use**
 - Commissioning Certificate in line with SAOM/JIG (for new CHIPS & JAS bowsers and dispensers only)
 - CAAS height restriction approval letter for lifting cranes (if applicable)
- Book your appointment at the following URL <https://adbook.youcanbook.me>

(C) Vehicle Markings

- Please ensure the vehicles adhere to the following:
 - Entire body of the vehicle down to the waist and front portion of the vehicle shall be painted white, except for operational vehicles belonging to government agencies
 - Vehicles belonging to CAG Airport Emergency Service Division shall be marked with the distinctive colour of the Airport Emergency Service Division
 - Horizontal surface of the vehicle body to reflect the company's logo, bearing company's name at the lower half of the body
 - For construction vehicles, the body colour need not be white. If there is a checkered flag (red and white) displayed at the highest point of the vehicle

(D) Vehicle Lightings

- All vehicles are required to install a low-intensity, Type C obstacle light on the highest point of the vehicle. Kindly refer to the table for the obstacle light specifications

1 Light Type	2 Colour	3 Signal type (flash rate)	4 Peak intensity (cd) at given Background Luminance			7 Light Distribution Table			
			Day (above 500 cd/m)	Twilight (50- 500 cd/m ²)	Night (below 50 cd/m ²)	Minimum Intensity (a)	Maximum Intensity (a)	9 Vertical Beam Spread (d)	
								Minimum Beam Spread	Intensity
Low-intensity Type C (mobile obstacle)	Yellow/ *Blue (for emergency or security vehicle)	Flashing (60- 90 fpm)	N/A	40	40	40cd (b)	400cd	12° (c)	20cd

- 360° horizontal. For flashing lights, the intensity is read into effective intensity, as determined in accordance with Aerodrome Design Manual (Doc 9157), Part 4.
- Between 2 and 10° vertical. Elevation vertical angles are referenced to the horizontal when the light is leveled.
- Peak intensity should be located at approximately 2.5° vertical.
- Beam spread is defined as the angle between the horizontal plane and the directions for which the intensity exceeds that mentioned in the "intensity" column.
(Extracted from Manual of Aerodrome Standards)

- The obstacle light shall be **switched ON at all times** when it is in operations

(E) Others

- All vehicles unless exempted by CAG shall be installed with seat belts for the driver and the front seat passenger. Every driver and front seat passenger in the vehicle shall fasten their seat belts when the vehicle is in motion
- A "No Smoking" sign must be displayed in a position which is visible to all occupants of the vehicle
- All vehicles unless exempted by CAG shall be installed with reverse sensors at the rear and camera covering the frontage of the vehicle
- Vehicles/equipment must be equipped with fire extinguisher with rating not less than 21B (rating prescription according to SS EN 3-7). Air-tugs must be equipped with fire extinguishers not less than 21B and capacity of not less than 6.8kg. The fire extinguishers must always be serviceable throughout the validity of the AVP
- A decal containing AES hotline must be displayed in a position which is visible to all occupants of the vehicle

(F) Charges

- Charges for Airfield Vehicle Permit are as follows:

Petrol, diesel & hybrid vehicles	\$0.08 per cc
Electric/battery operated vehicles	\$110.00
Trailer mounted	\$25.00

- All charges subject to 7% GST. Payment can be made by NETS, Cashcard, Flashpay and Cheque only.
- Cheque must be made payable to Changi Airport Group (S) Pte Ltd. Fees paid are not refundable

(G) Renewal of Airfield Vehicle Permit

- Applicants to produce documents stated in part (B)
- A COLOURED PHOTO OF THE VEHICLE (4 VIEWS: FRONT, SIDES AND BACK)** refer to part (C) for more information
- Declaration form in line with SAOM/JIG (for CHIPS & JAS bowsers and dispensers only)
- Functionality or preventive maintenance checklist for Ground Support Equipment
- For payment and charges, refer to part (F) for more information

Sample Vehicle Photo Submission

Vehicle (Front)



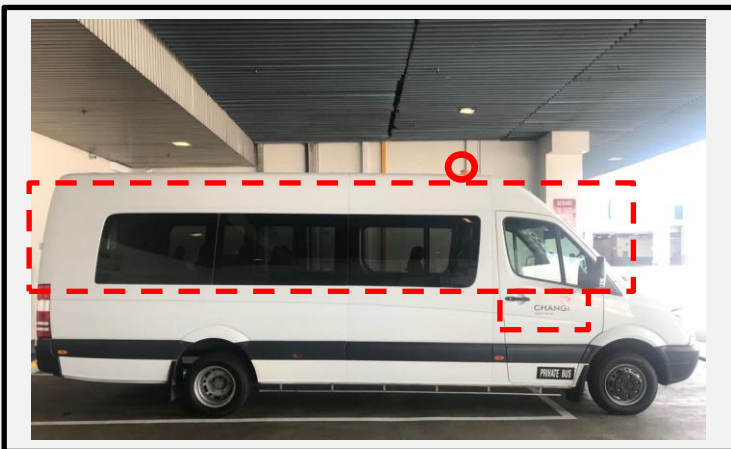
- Full view of vehicle's front, with visible license plate
- Front portion painted white
- Decal containing AES hotline (renewal)

Vehicle (Rear)



- Full view of vehicle's rear, with visible license plate

Vehicle (Side 1)



- Full view of vehicle's side
- vehicle down to the waist level painted white
- Company logo with company name at lower half
- Presence of obstacle light at highest point

Vehicle (Side 2)



- Full view of vehicle's side
- vehicle down to the waist level painted white
- Company logo with company name at lower half
- Presence of obstacle light at highest point