

**Notice:**

- Companies that do not have an account with Airside Driving Centre (ADC) must first register a new account online (<https://apies3.changiairport.com/APIES/AccountCreation>) before any permit applications for drivers or vehicles can be submitted.
- Drivers with existing physical Airfield Driving Permit (ADP) must first retrieve their online driver account from <https://apies3.changiairport.com/APIES/driverregistration>.
- Drivers are strongly encouraged to retrieve their personal particulars via Singpass during permit applications. Drivers can register from <https://www.singpass.gov.sg/home/ui/register/instructions>
- All driver and vehicle permit applications must be supported by corporate representatives, i.e. the applicant's employer and airport organisation\* in APIES.

*\*Airport organisation here refers to companies that are involved in supporting airfield operations, regulation, security, airlines, and aircraft manufacturers. These companies include government agencies (MHA, MINDEF, RSAF, etc.), Airport Operator- CAG, Airport Regulator- CAAS, ground handling agents (SATS & dnata), SIAEC, airlines, MROs, refueling companies, etc. Sub-contractors of the ground handling agents are not allowed to endorse the ADP application.*

**Permit Application Terms & Conditions**

**Please read this carefully before accessing and using the Permit Application (“Application”). The Application is Changi Airport’s portal for submission of permit approvals including but not limited to Airfield Driving Permit, Passenger Loading Bridge Operator Permit, Airfield Vehicle Permit and Temporary Entry Permit (collectively the “Permits”)) provided by Changi Airport Group (Singapore) Pte. Ltd. (“CAG”).**

**By using or accessing the Application, You indicate acceptance of these Terms and Conditions (“Terms”). If You do not accept these Terms, You should not access or use the Application. CAG reserves the right to revise these Terms at any time without notice and You agree to be bound by such revised Terms if You continue to use the Application and/or hold the Permits.**

**A. General**

1. The Application is provided on an ‘as is’ and ‘as available’ basis. To the fullest extent permissible by applicable laws, CAG makes no representations and warranties, and disclaims all representations and warranties, whether express or implied, regarding the Application, including but not limited to, the accuracy, completeness, reliability, timeliness, non-infringement of proprietary rights, title, merchantability, satisfactory quality, suitability for any particular purpose, availability of the Application, and the Application is free of virus or other harmful elements.

2. To the fullest extent permitted by law, CAG shall not be liable in any way for any damages (including but not limited to any direct, indirect, special, consequential, punitive or incidental damages, or damages for loss of use, profits, data or other intangibles), losses, costs, expenses, liabilities or compensation, whether direct or indirect, which arise from or are in connection with Your access and use of the Application due to any reason whether due to the negligence of CAG or its officers, employees, agents, contractors or otherwise, including without limitation any breach of security, delay, corruption or destruction of data or systems (including not limited to those caused by any virus or other malicious code), transmission error, inaccessibility of the Application or any part thereof (whether in connection with upgrading or modification of the Application, failure or insufficiency of the technical facilities or otherwise), whether or not such damages arise in contract, tort, equity or at law and even if CAG has been advised previously of the possibility of such damages.
3. You shall indemnify, defend and hold harmless, CAG and such of its officers, directors, employees, agents, contractors and consultants (collectively, the “Indemnified Parties”) from choses in action, judgments, suits, proceedings, liabilities, costs, expenses, damages and losses (including but not limited to any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties, administrative fines imposed upon CAG by the Civil Aviation Authority of Singapore, its successors or any Government agency, legal costs (calculated on a full indemnity basis and including solicitor and client costs) and all other professional costs and expenses) suffered or incurred by CAG and/or Indemnified Parties arising out of or in connection with:
  - a. Your use or misuse of the Application (or any part thereof); and
  - b. the acts, defaults, or omissions of or any breach, performance, negligent performance or non-performance of these Terms by You.
4. You shall not without CAG’s prior written consent, do or attempt to do, or allow third parties on Your behalf to do or attempt to do any of the following: (i) copy, reproduce, alter, or modify the Application; or (ii) create derivative works of the Application of any kind whatsoever, (iii) use any content or materials on the Application for any purpose not contemplated under these Terms. Your access to and use of the Application does not translate to CAG conferring any license or any other intellectual property rights to You.
5. Save as expressly mentioned in these Terms, You shall not reproduce, disclose, decompile, disassemble, reverse engineer or modify any part of the Application, and shall not be involved in development or commercialisation of any product or service which competes with the Application or any aspect thereof. You may only use the Application for the purposes intended under these Terms.
6. Subject to compliance with these Terms, You are permitted by CAG to access and use the Application on a limited, non-exclusive, revocable, non-transferable, non-sublicensable basis. If You fail to comply with any of these Terms, You must immediately cease use of the Application.

7. CAG is not responsible for the contents available on or the set-up of any other websites linked to the Application. Access to and use of such other websites is at Your own risk and subject to any terms and conditions applicable to such access/use. By providing hyperlinks to other websites, CAG shall not be deemed to endorse, recommend, approve, guarantee or introduce any third parties or the service/products they provide on their web site, or have any form of cooperation with such third parties and web sites. CAG is not a party to any contractual arrangements entered into between You and the provider of the external website unless otherwise expressly specified or agreed to by CAG.
8. You agree to use the Application in accordance with these Terms and for lawful and proper purposes. You agree to be responsible for all matters arising from your use of the Application. Further, you agree:
  - a. Not to use the Application in any manner which breaches any applicable law or regulation or causes or which may cause an infringement of any third party rights;
  - b. Not to interfere or attempt to interfere with the operation or functionality of the Application; and
  - c. Not to obtain or attempt to obtain unauthorized access, via whatever means, to any of CAG's systems.

If CAG (in its sole discretion) believes that you are in breach, or will be in breach, of any of these Terms, CAG reserves its right to deny you access to this Application without giving You a reason and/or without further reference to You.

9. You agree that CAG may collect, use, and disclose your Personal Data (as defined under the Personal Data Protection Act 2012) provided in this form for the purpose of processing your Permit application and facilitating all matters in relation to your conduct on the airfield within Changi Airport, in accordance with the Personal Data Protection Act 2012 and CAG's Privacy Policy (which can be accessed at <https://www.changiairport.com/en/privacy-policy.html>)

**B. Application for Airfield Driving Permit (ADP)/Passenger Loading Bridge (PLB) Operator Permit**

**Terms & conditions:**

10. By submitting this form, You hereby declare that the information given by You is true, accurate and complete. You further acknowledge and agree that:
  - a. To abide by these Terms and all applicable laws governing the Permits including but not limited to the the Civil Aviation Authority of Singapore (CAAS) (Changi Airport) By-Laws (2009); Airside Driving Theory Handbook (ADTH) and any amendments that may be issued from time to time (e.g. Airside Safety Notice, Airside Operations Notice, etc.);
  - b. Under CAAS by-laws 65(1a) – 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;

- c. You shall surrender your ADP to CAG if Your driving license has been revoked by the Singapore Traffic Police and/or other relevant regulatory authority, and prior to Your resignation from service;
- d. You shall contact the relevant agencies at the contact numbers stated below as and when required. You agree that if there is any abuse of the emergency services, CAG reserves the right to take the appropriate action that it deems necessary.

<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>	

11. In the event this form is submitted by an authorised representative of the applicant, the said representative agrees to these Terms on behalf of the applicant. The said authorised representative also represents and warrants that it has communicated all Terms to the applicant and has procured their acceptance to the same. The authorised representative further represents and warrants that all they have verified the details of the applicant including all supportive documents which they represent to be true, accurate and complete. The authorized representative will 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.

**Requirements:**

12. To qualify for an ADP:

- a. Applicants must possess at least a valid Class 3 Driving License issued by Singapore Traffic Police (TP) or Class 3 Equivalent Foreign State Driving License issued by a Regulatory Authority recognised by the country of issuance. Applicants must also possess a valid seasonal Airport Pass from Airport Police Division for access to the airside. (company name on Airport Pass must tally with that on the work permit) Damaged or defaced licenses are not acceptable.
- b. Foreign applicants who submit state licenses that are not printed in English, are required to provide an official translation or an International Driving License prior to ADP application.
- c. Applicants are required to pass a theory test (Airfield Rules Test/ART) and practical test (Airfield Driving Safety Compliance Test/ADSCT).

13. Applicants are required to pass a PLB practical test to obtain the PLB operator permit.
14. Minimum age applies for the respective driving classes, in accordance with relevant Traffic Police requirements.
15. Applicants aged 65 years and above that are applying for a new or renewed ADP or PLB permit are required to furnish a medical certificate stating the applicant is “Fit to Drive” This certificate is only valid for three (3) months from the date of issuance. This medical certificate shall be produced and verified by CAG’s authorised representatives when the applicant visits ADC for their ART. CAG reserves the right to reject any medical certificate which in its sole discretion have not met the requirements to its satisfaction.
16. Applicants shall arrive fifteen (15) minutes prior to their scheduled test for document verification. (NRIC/Work permit, State license, Airport pass, Course certificates) Applicants who arrive late may not be permitted to take any ADC test.
17. The ART is conducted in English, Mandarin, Malay, Tamil, and Burmese. Applicants may select their preferred language at the test station before starting the test.
18. After passing the ART, applicants are allowed three (3) months to pass their Airfield Driving Safety Compliance Test (ADSCT). If they fail to do so, they are required to retake the ART.
19. For ADSCT, the applicant’s employer or airport organisation endorsing their application shall provide a Class 3 vehicle to be used during the ADCST. The vehicle provided must be in good working condition and possess a valid Airfield Vehicle Permit (AVP) issued by CAG. The employer or airport organisation is responsible for ensuring that the applicant is competent to operate the test vehicle. The test will be deemed to be failed should the vehicle provided not be in good working condition. Fees paid are not refundable.
20. Applicants are allowed three (3) months to pass their PLB practical test from the day they obtained their PLB training certificate. If they fail to do so, they are required to reapply with a newly endorsed PLB training certificate.
21. Applicants can book or reschedule their tests 24 hours before any available slot on their driver account. Applicants who are late or absent for all ADC tests shall have the fee forfeited. Fees paid for the test are non-refundable. CAG will not entertain any communications on the same.
22. Permits issued to applicants aged 64 years and above will be for one (1) year permit validity only. The rest of the applicants can select either one (1) or (2) years permit validity.
23. It is the responsibility of the holder of an ADP or PLB permit to attend a refresher course conducted by a training school (approved by CAG), prior to their application to renew their ADP. The refresher course certificate is valid for three (3) months from the date of issuance.

24. Applicants with both driving and PLB ADP license will have to renew both permits at the same time. Failure to do so will result in the other permit being dropped and system will no longer allow the renewal of this permit. Applicant will need to reapply and go through the relevant tests again.
25. Applicants whose permit has expired for more than two (2) years are not eligible to renew their permit. They shall submit a new application and re-take the relevant tests to obtain a new permit.
26. Permits may be renewed from three (3) months prior to their expiry date. Applicants are strongly encouraged to renew their permits early.
27. All permits are not transferable. Any unauthorised possession, use, retention, alteration, destruction or transfer to another person of the permit is deemed to have infringed the CAAS by-laws (2009).
28. Any person who resigned from a company or airport organisation is required to update ADC on their resignation. For drivers with physical permits, they are required to surrender their ADP to ADC. For persons with e-permits, they are required to inform ADC to deactivate their driver account upon resignation.
29. 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.

**C. Application for Airfield Vehicle Permit (AVP)/Temporary Entry Permit (TEP)**

**Terms & conditions:**

30. By submitting this form, You hereby declare that the information given by You is true, accurate and complete. You further acknowledge and agree that:
  - a. To abide by these Terms and all applicable laws governing the Permits including but not limited to the the Civil Aviation Authority of Singapore (CAAS) (Changi Airport) By-Laws (2009); Airside Driving Theory Handbook (ADTH) and any amendments that may be issued from time to time (e.g. Airside Safety Notice, Airside Operations Notice, etc.);
  - b. To 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;

- c. Under CAAS by-laws 62(1) - 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 AVP;
- d. The company/employer shall indemnify and hold harmless CAG (S) Pte Ltd, its officers and employees against any and all loss or damage to property or bodily injury or death sustained and legal fees, costs incurred by it or them or any third party whether or not by reason of any act, omission, neglect or default of the driver/owner during the validity of the permit or consequent to the issuance of the permit;
- e. 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;
- f. Vehicles with expired AVPs shall not be operated and are to be removed from the airfield until the AVPs are renewed. Corporate representatives would be notified via email and must provide evidence that the vehicles have been removed from the airfield by emailing [asm.adc@changiairport.com](mailto:asm.adc@changiairport.com), [hazlin.razali@changiairport.com](mailto:hazlin.razali@changiairport.com), [neo.teckboon@changiairport.com](mailto:neo.teckboon@changiairport.com) and [benjamin.chan@changiairport.com](mailto:benjamin.chan@changiairport.com). Failure to do so within one (1) week of AVP expiry will result in your company being disbarred (no application of any permits) and;
- g. AVP renewal applications are to be submitted within three (3) months prior to AVP expiry date.

#### **(i) Airfield Vehicle Permit (AVP)**

**The AVP is issued to vehicles with valid reasons to operate in the airside. (e.g., supporting airport operations; project works, etc.)**

**The AVP is valid for one year from the date of issuance or up till the vehicle insurance expiry date, whichever is earlier.**

#### **Requirements:**

31. AVP holders/corporate representatives are to ensure that during the term of the permit that they comply with the following requirements:

#### **Vehicle Markings:**

- a. 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. For e.g. MHA & Mindef, due to security/operational requirements mandated by their HQ;
- b. Vehicles belonging to CAG Airport Emergency Service Division (AES) shall be marked with the distinctive colour of the Airport Emergency Service Division;

- c. For construction vehicles (e.g. Tipper truck, cement mixer, crane, etc.), 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. Horizontal surface of the vehicle body to reflect the logo and name of the company at the lower half of the body;
- e. Front and rear license plate/vehicle registration number needs to be visible;

**Others:**

- f. Unless exempted by CAG, all vehicles shall be installed with **seat belts**. All drivers and all passengers shall fasten their seat belts when the vehicle is in motion;
  - The following vehicles are exempted from this requirement:
    1. Baggage tractor
    2. Air-tug
    3. Skyloader
    4. Transporter
    5. Conveyor belt loader
    6. Main deck loader
    7. Joint container pallet loader/lower deck loader

*\*\* Exemption would also be granted for equipment/vehicle that requires to be towed (e.g., toilet cart, GPU, etc), able to operate autonomously (e.g., autonomous vehicle) or subjected to the requirements govern under the Ministry of Manpower's Lifting Equipment regime (e.g. scissor lift, boom lift, etc).*

- g. "No Smoking" sign must be displayed in a position which is visible to all occupants of the vehicle;
- h. Unless exempted by CAG, the vehicle shall be installed with **reverse sensors** at the rear and **camera** covering the **frontage** of the vehicle. Exemption of in-vehicle cameras and reverse sensors is granted on a case-by-case basis, subject to CAG approval. For vehicles with exemption from reverse sensors, either reverse buzzers or rear-view cameras must be installed;
- i. Must be equipped with fire extinguisher with rating not less than 21B (rating prescription according to SS EN 3-7) and capacity not less than **1.0kg**. Air-tugs must be equipped with fire extinguishers with rating not less than 21B (rating prescription according to SS EN 3-7) and capacity not less than **6.8kg**. The fire extinguishers must always be serviceable throughout the validity of the AVP;
- j. A decal containing **emergency hotlines** must be displayed in a position which is visible to all occupants of the vehicle;



**Obstacle lights:**

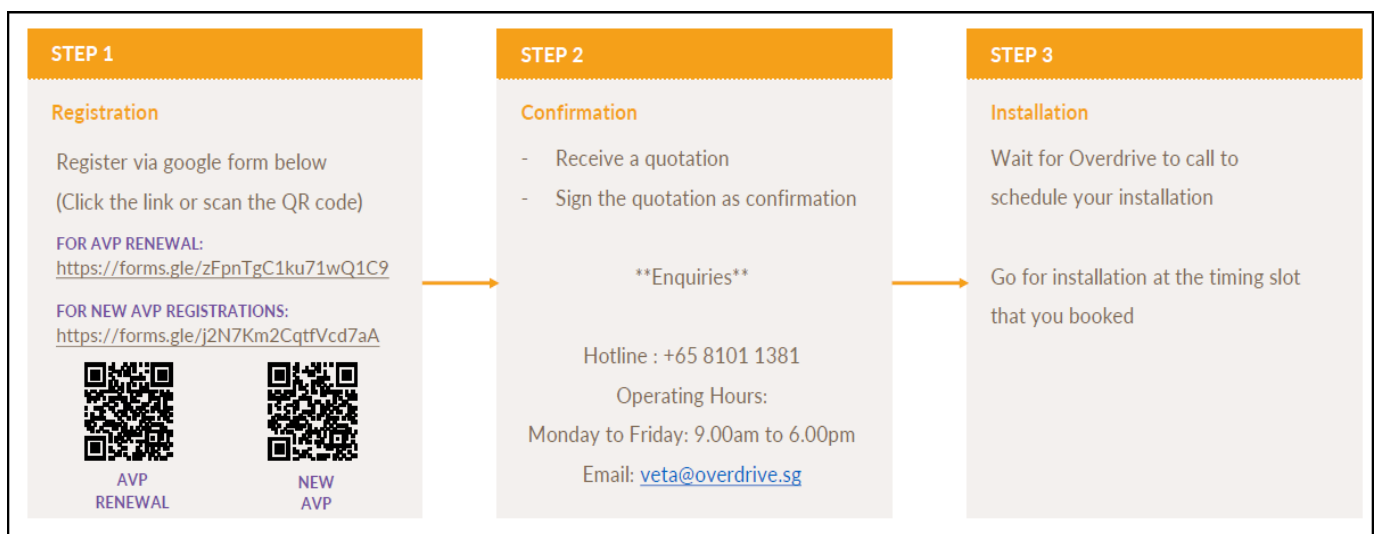
- k. Install a low-intensity, **Type C** obstacle light on the **highest point** of the vehicle. The obstacle light shall be **switched ON at all times** when the vehicle is in operation. The obstacle light shall have the following specifications:

1	2	3	4	5	6	7	8	9	10
Light Type	Color	Signal type (flash rate)	Peak intensity (cd) at given Background Luminance			Light Distribution Table			
			Day (Above 500 cd/m <sup>2</sup> )	Twilight (50 - 500 cd/m <sup>2</sup> )	Night (Below 50 cd/m <sup>2</sup> )	Minimum Intensity (a)	Maximum Intensity (a)	Vertical Beam Spread (d)	
								Minimum Beam Spread	Intensity
Low-intensity, Type C (mobile obstacle)	Yellow/*Blue (for emergency or security vehicle only)	Flashing (60- 90 fpm)	N/A	40	40	40cd (b)	400cd	12° (c)	20cd

(a) 360° horizontal. For flashing lights, the intensity is read into effective intensity, as determined in accordance with Aerodrome Design Manual (Doc 9156), Part 4.  
 (b) Between 2 and 10° vertical. Elevation vertical angles are referenced to the horizontal when the light is leveled.  
 (c) Peak intensity should be located at approximately 2.5° vertical.  
 (d) 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)

**l. Installation of GPS tracker by CAG-appointed vendor:**



- m. Any other requirements which CAG may issue from time to time.

32. AVP Applicants are required to **upload the following documents** in the new/renewal application:
- a. **Certificate of insurance** which covers the '**airside of Changi Airport**' **OR** a declaration letter from a Singapore/Foreign Government Agency stating that it will cover claims/damages. The insurance shall cover the required duration of the AVP. (AVP will be issued up to expiry of insurance or a maximum of 1 year, whichever period is shorter);
  - b. Vehicle log card issued by Land Transport Authority of Singapore (LTA) or equipment specifications for non-LTA registered vehicle. (acceptance on case-by-case basis. E.g. MINDEF vehicles);
  - c. Inspection certificate issued by vehicle inspection service provider licensed by LTA. (STA or VICOM) Certificate is valid for three (3) months from date of inspection;
  - d. **CAG Airfield Inspection Certificate** issued by vehicle inspection service provider licensed by LTA. (STA or VICOM) Certificate is valid for three (3) months from date of inspection;
  - e. For MINDEF vehicles, declaration letter in lieu of inspection certificates are required;
  - f. Obstacle light specifications;
  - g. Tenancy Agreement approved by CAG (if you are parking in the airside when the vehicle or equipment is not in use);
  - h. Ministry of Manpower (MOM) Lifting machine (LM) certificate & lifting/platform equipment operator's license for scissors lift, boom lift and crane. Lifting machine/platform operators must be certified by trainers approved by MOM. Operator certification shall be attached and uploaded with this application;
  - i. CAAS Height Restriction Approval Letter (**for lifting cranes**). Approval letter may be sought by emailing [Balakrishnan\\_raman@caas.gov.sg](mailto:Balakrishnan_raman@caas.gov.sg). Email should state purpose of entry, duration, location of works, and highest height the crane will raise;
  - j. Commissioning Certificate in line with SAOM/JIG. (for **new** CHIPS & JAS bowsers and dispensers only);
  - k. Declaration form in line with SAOM/JIG. (for CHIPS & JAS bowsers and dispensers only) (**Renewal only**);
  - l. Functionality or preventive maintenance checklist for SATS/dnata/SIAEC Ground Support Equipment (GSE), signed off by the respective maintenance team. (**Renewal only**);

- m. Public utilities charge notification form (PUCNF) for **new** electric tractors, valid for three (3) months from date of issuance.

**(ii) Temporary Entry Permit (TEP)**

**TEPs are issued to vehicles that are required to enter Changi airside for short durations of up to 60 calendar days per year.**

**Requirements:**

33. TEP applicants/corporate representatives are required to submit the following documents/declaration in their application:
- a. **Certificate of insurance** which covers the '**airside of Changi Airport**' OR a declaration letter from a Singapore/ Foreign Government Agency stating that it will cover claims/damages. The insurance shall cover the required duration of the TEP;
  - b. LTA vehicle log card OR vehicle/equipment specifications (acceptance on case-by-case basis. e.g., MINDEF vehicles)
  - c. CAAS Height Restriction Approval Letter (**for lifting cranes**). Approval letter may be sought by emailing [Balakrishnan\\_raman@caas.gov.sg](mailto:Balakrishnan_raman@caas.gov.sg). Email should state purpose of entry, duration, location of works, and highest height the crane will raise;
  - d. Ministry of Manpower (MOM) Lifting machine (LM) certificate & lifting equipment operator's license for scissors lift, boom lift and crane. Lifting machine/platform operators must be certified by trainers approved by MOM. Operator certification shall be attached and uploaded with this application;
  - e. Obstacle light specifications;
  - f. Appointment of escort Driver and his acknowledgement in APIES and;
  - g. Declaration that TEP driver possesses a valid Singapore state driving license.
34. TEP applicants shall ensure that during the term of the permit, the following requirements are complied with:
- a. TEP vehicles are driven by drivers with valid Singapore driving license;
  - b. TEP vehicles driven by drivers without valid ADP shall be escorted by a driver with valid ADP and escort endorsement by ADC. The escort driver must be driving a separate vehicle with a valid AVP;

- c. Vehicles entering the manoeuvring area (open runways and taxiways) must be escorted by a vehicle with a valid CAT 1 Airside Vehicle Permit (AVP), driven by a driver with valid CAT1/CAT1R Airfield Driving Permit (ADP) and escort endorsement by ADC. Before entering the manoeuvring area, positive clearance must have been obtained from Air Traffic Control (ATC);
- d. All TEP vehicles shall display a regulation type **(red and white) checkered flag**;
- e. All TEP vehicles shall install a low-intensity, Type C obstacle light on the **highest point** of the vehicle. The obstacle light shall be **switched ON at all times** when the vehicle is in operation. The obstacle light shall have the following specifications:

1	2	3	4	5	6	7	8	9	10
Light Type	Color	Signal type (flash rate)	Peak intensity (cd) at given Background Luminance			Light Distribution Table			
			Day (Above 500 cd/m <sup>2</sup> )	Twilight (50 - 500 cd/m <sup>2</sup> )	Night (Below 50 cd/m <sup>2</sup> )	Minimum Intensity (a)	Maximum Intensity (a)	Vertical Beam Spread (d)	
								Minimum Beam Spread	Intensity
Low- intensity, Type C (mobile obstacle)	Yellow/*Blue (for emergency or security vehicle only)	Flashing (60- 90 fpm)	N/A	40	40	40cd  (b)	400cd	12°  (c)	20cd
(e) 360° horizontal. For flashing lights, the intensity is read into effective intensity, as determined in accordance with Aerodrome Design Manual (Doc 9156), Part 4. (f) Between 2 and 10° vertical. Elevation vertical angles are referenced to the horizontal when the light is leveled. (g) Peak intensity should be located at approximately 2.5° vertical. (h) 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)									

- f. All debris must be removed from the airside after completion of work;
- g. Any other requirements which CAG may issue from time to time.

35. TEP holders and/or TEP applicants agree and acknowledge that the issuance of a TEP does not constitute an authorisation to commence work in the airside.

**Category One (CAT1) Airfield Vehicle Permit (AVP)**

36. Vehicles with valid purpose to operate in open taxiways and runways must possess a valid CAT1 AVP.
37. For CAT1 AVP, in addition to the requirements for AVP, vehicles shall adhere to the following:
- a. The entire body of the vehicle shall be painted yellow, or the distinctive colour of the Airport Emergency Service (for Airport Emergency Service vehicles);
  - b. Unless exempted by CAG, the assigned vehicle call-sign must be painted in black (each lettering no smaller than 60cm tall on the top or front bonnet, and no smaller than 20cm tall on the left and right sides of the vehicle);
  - c. A warning sign displayed on the dashboard (or any position conspicuous to the driver of the vehicle) bearing the words: **NO ENTRY INTO RUNWAY/TAXIWAY WITHOUT PERMISSION FROM CHANGI TOWER.**
  - d. Changi Tower's contact number (**CHANGI TOWER (6541 2416 / 6541 2417)**) shall be displayed in the vehicle.
  - e. The vehicle shall carry the latest version of the Changi aerodrome map, downloadable from CAAS Aeronautical Information Publication (AIP) website (<https://aim-sg.caas.gov.sg/eaip.html>);
  - f. The vehicle shall carry a chart showing the meaning of control tower light gun signals, airfield signs and marking information.
  - g. Radio-telephony (RT) set with appropriate frequencies shall be installed;
  - h. ADS-B Vehicle Transponder - The ADS-B vehicle transponder shall broadcast its position and identity using the Mode-S Extended Squitter ADS-B message format. The purpose is to enhance aerodrome safety by allowing Air Traffic Control (ATC) to monitor vehicular movements in the aircraft manoeuvring area.
    - (i) Applicants may either:
      1. Rent the ADS-B transponder from CAAS' appointed Management Agent (NCS), or
      2. Procure an ADS-B vehicle transponder offered by other manufacturers, provided they meet CAAS' requirements.
    - i. Front-facing in-vehicle cameras capable of recording minimum 2-hrs of audio-video footage. In the event of an incident/accident, the vehicle owner shall cooperate to provide in-vehicle camera footage to authorised personnel for the purpose of investigation. Upon notification that the vehicle has been involved in any incident in the airside, the vehicle owner shall immediately return the vehicle to a suitable location where it will remain free from tampering and retrieve the in-vehicle camera footage. Vehicle owners shall ensure that the in-vehicle camera is serviceable at all times, and regularly review in-vehicle camera footage to ensure that it is of good quality; and
    - j. Attend and pass a vehicle inspection by ADC within one (1) month of issuance of the approval letter.

Contact information for transponder and RT set:

<b>Transponder</b>	NCS <a href="mailto:robinchnq@ncs.com.sg">robinchnq@ncs.com.sg</a>
<b>RT Set</b>	NCS <a href="mailto:saleem@ncs.com.sg">saleem@ncs.com.sg</a>

**D. Application for Category 1/1R Airfield Driving Permit**

38. Applicants for CAT1 ADP must possess a valid Airfield Driving Permit (ADP) issued a minimum of three (3) months prior to the date of application. Applicants must not have been 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.
39. Applicants for CAT1R ADP must possess a valid CAT1 ADP issued a minimum of three (3) months prior to the date of application. Applicants must not have been 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.
40. Applications for CAT1/1R ADP shall be endorsed by an airport organization corporate representative of designation Senior Manager (CAG) or other designation of adequate seniority (non-CAG).
41. Approved applicants shall pass the following training/test modules to obtain the CAT1 ADP:
  - a. Theory Training
  - b. Theory Test
  - c. Simulator
  - d. Practical Training
  - e. Practical Test
  - f. English Language Proficiency Test administered by Regional English Language Centre (RELC). The cost of this test shall be borne by the applicant and/or their employer. Applicants must attain a minimum of Level 4 and submit the test report to ADC in order to be issued the CAT 1 ADP (subject to meeting all other requirements set out)
42. After obtaining the CAT1 ADP, approved applicants shall undergo the following training/test modules to obtain the CAT1R ADP:
  - a. Theory Training
  - b. Theory Test
  - c. Simulator
  - d. Practical Test

- 43. CAG at its sole and absolute discretion may recommend re-training or disqualify applicants from further training/testing if they demonstrate unsatisfactory competence/safety compliance.
- 44. The company endorsing this application shall provide a CAT 1 vehicle for the test. The vehicle provided must be in good working condition and possess a valid CAT1 AVP issued by CAG. The company represents and warrants that the applicant is competent to operate the test vehicle.
- 45. The CAT 1 ADP is valid for one (1) year from date of issue, or the duration for which the holder requires the permit, or until the holder resigns, whichever is earlier.

**E. Fees**

46. The fees (in Singapore dollars, inclusive of 9% GST) for the permits are listed in the table below:

<b>Permit Type</b>	<b>Amount (SGD\$)</b>
Airfield Rules Test (ART)	5.45
Airfield Driving Safety Compliance Test (ADSCT)	13.08
Passenger Loading Bridge (PLB) Practical Test	13.08
Airfield Driving Permit (ADP) and PLB permit (New/Renewal)	1-year validity: 10.90
	2-year validity: 21.80
<b>Airfield Vehicle Permit (AVP) (New/Renewal)</b>	
Petrol, diesel, and hybrid vehicles	0.08 per cc*
Electric/battery-operated vehicles	110*
Trailer-mounted	25*

\*Total amount subjected to 9% GST

47. The fees set out in the table above may be revised from time to time at the sole and absolute discretion of CAG and without further reference to the applicants.

**F. Email Contact:**

Please email [asm.adc@changiairport.com](mailto:asm.adc@changiairport.com) if you have further queries.