Airfield Driving Permit Application Form

SELETAR AIRPORT

Seletar Airport Operations
Changi Airport Group (S) Pte Ltd
21 Seletar Aerospace Rd 1,
Singapore 797405

This form will take you approximately 5 minutes to complete.

☐ **New Application** (*ADP/ CAT1/ CAT1R)
☐ **Renewal Application** (*ADP/ CAT1/ CAT1R)
☐ **Replacement Application** (*ADP/ CAT1/ CAT1R)

New: For applicants who had no prior ADP, or whose prior ADP had expired more than 1 year.
Renewal: For current holders with expiring ADP or prior ADP holders who are newly employed under a different organization.
Replacement: For misplaced ADP, or wear & tear of ADP. For misplaced ADP, a police report is required.

*Delete where not applicable.

A) Personal Particulars (To be completed by the applicant)

Name (In Block Letters as per NRIC):		
Designation:	**Driver ID:** (For existing permit holders only)	**Republic of Singapore Driving Licence:** ☐ Class 3 ☐ Class 3A ☐ Class 3C ☐ Class 3CA ☐ Class 4 ☐ Class 4P ☐ Class 5 ☐ Class 5P
Email:	**Applicant's Contact No.:**	
Intended Purpose:		
Name & Address of Employer:		
Please read and understand the Terms and Conditions of Application stated overleaf I hereby declare that I agree to provide my Personal Particulars to Changi Airport Group (S) Pte Ltd for official use and that the information provided by me is and correct. I agree to abide by the Terms and Conditions stated overleaf, the Civil Aviation Authority of Singapore (Seletar Airport) By-Laws 2009 and its amendments issued from time to time.		**Applicant** **(Signature & Date)**

B) Endorsement & Declaration

a) I support the application above;
b) I confirm that the particulars of the applicant provided are true and correct and I will notify Changi Airport Group (S) Pte Ltd if the applicant has resigned from service;
c) I agree to the Terms and Conditions of Application (as stated overleaf); and
d) 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.

Company Representative/ Appointed POCs **(Name, Signature, Date)**	**Supporting Organization** **(Name, Signature, Date)** **(if applicable)**

SAO-0003-FORM-001 Rev 6 DTD: 28.09.2026

TERMS & CONDITIONS OF SELETAR AIRPORT AIRFIELD DRIVING PERMIT APPLICATION (ADP)

A) Application

1. The Applicant's employer/ company must endorse in section (B) on this application.
2. The Supporting Organisation ("SO") shall be responsible for the Applicant until the Applicant's ADP is returned or expired. The SO shall collect and return to Airfield Driving Control ("ADC") the ADP of holders who have left the company.
3. CAG reserves the right to change the terms and conditions of this application without prior notice.
4. CAG reserves the right to deny, suspend and/or revoke ADPs for the following reasons:
    a. Insufficient purpose to hold a Seletar Airport ADP;
    b. Investigation due to occurrence of any vehicle Incident;
    c. Failing to or is suspected to have failed to abide the Airfield Rules or Regulations or Civil Aviation Authority of Singapore (Seletar Airport) By-Laws 2009;
    d. Driving in the airside for the purpose other than stated in section (A).
    e. Failing to comply with any reasonable instructions by any CAG personnel or an Authorised Officer as appointed by CAG.
5. Information collected in this application will be used by CAG for the following purpose (where required):
    a. Official use for processing of application and verifying of applicant's details;
    b. Investigation due to an incident or Issuance of Notice of Offence (NOO); and/or
    c. Credibility and/or validity checks of ADP.
6. Applicants applying for an ADP, including foreigners, must possess a valid Republic of Singapore Driving Licence, minimally Class 3/ 3A/ 3C/ 3CA. Applicants with licences other than those issued by the Republic of Singapore are to check with Seletar Airport ADC prior to application.
7. Upon successful completion of the various tests stated below, the applicant shall be issued with a Seletar Airport ADP with the same class(es) indicated in their Republic of Singapore Driving Licence.
8. Applicants who, in their course of their work are required to perform aircraft towing in Seletar Airport are required to possess a Class 4/ 4P Republic of Singapore Driving Licence.

B) Payments

9. This Application Form includes the application of the course and tests within the ADP/ ADP Refresher Training Programme. Renewal applications will undergo the ADP Refresher Training Programme, provided that the applicant's prior ADP is within the past 1 year of the renewal application.
10. Payments shall be made prior to scheduling applicants for the course and tests. Applicants shall be informed of the payment details through their respective Airfield Driving ("AD") Coordinator.
11. Table below lists the ADP related fees excluding GST. Prevailing GST will be calculated during payment.

Course / Test	Training Programme		Fees
	ADP	ADP Refresher	
Airfield Rules & Regulation Course (ARRC)	√	√ (Includes a theory quiz)	$20.00
Airfield Rules Test (ART)	√	N.A.	$5.00
Airfield Driving Safety & Compliance Test (ADSCT)	√	N.A.	$12.00
Airfield Driving Permit	√	N.A	$10.00

C) Course and Tests

13. Applicants shall be informed of the successful booking of the ARRC and test dates through the AD Coordinator.
14. Applicants must be punctual for the course/ tests. Applicants who arrive 15 minutes after the commencement of the course/ test shall not be permitted entry to the course/ test hall.
15. Course and test fees are non-refundable. There shall be no refunds for applicants who are late or absent for the course/ tests.
16. Applicants shall be required to produce the following on the day of the course/ tests for verification purposes:
    a. Valid Seletar Seasonal Airport Pass; and
    b. Valid Republic of Singapore Driving Licence.

D) Additional Information on Airfield Rules Test and Airfield Driving/ Safety Compliance Tests (ADSCT)

17. Applicants must have passed the ART before sitting for the ADSCT
18. The applicant's company or employer is required to provide a suitable vehicle for carrying at least the driver and an Airfield Driving Tester who will occupy the front passenger seat. The vehicle provided for the test must be in good condition and must have a valid Seletar Airport Airfield Vehicle Permit (AVP).
19. Applicants are required to pass the ART and ADSCT within 3 months after attending the ARRC.
20. ADSCT fee shall be imposed for each test attempt.

E) Airfield Driving Permit (ADP)

21. The ADP shall be valid for 1 year. The validity shall be indicated on the ADP.
22. The ADP will be issued based on the class of vehicles (except for motorcycles) indicated on their Republic of Singapore Driving Licence.
23. The ADP shall be in the ADP holder's possession at all times whilst driving in the Seletar Airport Airside.
24. The ADP is not transferable.
25. ADPs that have expired or are no longer required for the purpose for which it was issued shall be returned to Seletar Airport ADC.
26. The permit shall be surrendered to the company's appointed AD Coordinator or directly to Seletar Airport ADC in the event that the ADP holder leaves the company. If the ADP could not be retrieved, or if the ADP is misplaced, a police report should be made and submitted to Seletar Airport ADC.
27. Holders of ADPs that have expired for more than 1 year are required to submit a fresh application, and he/she shall be required to undergo the ARRC followed by passing the ART and ADSCT.
28. Holders of Seletar Airport ADP are required to attend an ADP Refresher Briefing yearly. A Refresher Application shall be submitted for this purpose.

TERMS & CONDITIONS OF SELETAR AIRPORT CAT1/ CAT1R AIRFIELD DRIVING PERMIT APPLICATION (CAT1/ CAT1R ADP)

A) Application

1. Cat1 ADP Applicants must have held a Seletar Airport ADP for at least 3 months, completed the Cat1 ARRC, passed the Cat1 ART and met the minimum Cat1 Familiarisation Trip requirements prior to sitting for the Cat1 ADSCT. The Cat1 Familiarisation Trips consist of at least 6 trips of the maneuvering areas with a qualified Seletar Airport Cat1 ADP holder. These trips shall be recorded on the Cat1 Familiarisation Records and shall be submitted as a supporting document of the Cat1 ADP application.
2. Cat1R ADP Applicants must have held a valid Seletar Airport Cat1 ADP, completed the Cat1R ARRC, passed the Cat1R ART and met the minimum Cat1R Familiarisation Trip requirements prior to sitting for the Cat1R ADSCT. The Cat1 Familiarisation Trips consist of at least 3 trips on entering the runway with a qualified Seletar Airport Cat1R ADP holder. These trips shall be recorded on the Cat1R Familiarisation Records and shall be submitted as a supporting document for the Cat1R application.
3. The Applicant's employer/ company must endorse in section (B) on this application.
4. The Supporting Organisation ("SO") shall be responsible for the Applicant until the Applicant's Cat1/ Cat1R ADP is returned or expired. The SO shall collect and return to Airfield Driving Control ("ADC") the Cat1/ Cat1R ADP of holders who have left the company.
5. CAG reserves the right to change the terms and conditions of this application without prior notice.
6. CAG reserves the right to deny, suspend and/or revoke Cat1/ Cat1R Airfield Driving Permits for the following reasons:
    a. Insufficient purpose to hold a Seletar Airport Cat1/ Cat1R ADP;
    b. Investigation due to occurrence of any vehicle incident;
    c. Failing to or is suspected to have failed to abide by the Airfield Rules or Regulations or Civil Aviation Authority of Singapore (Seletar Airport) By-Laws 2009;
    d. Driving in the airside for the purpose other than stated in section (A).
    e. Failing to comply with any reasonable instructions by any CAG personnel or an Authorised Officer as appointed by CAG.
7. Information collected in this application will be used by CAG for the following purpose (when required):
    a. Official use for processing of application and verifying of applicant's details;
    b. Investigation due to an incident or issuance of Notice of Offence (NOO); and/or
    c. Credibility and/or validity checks of Cat1/ Cat1R ADP.
8. Upon successful completion of the various tests stated below, the applicant shall be issued with a Seletar Airport Cat1 ADP with the same class(es) indicated in their Republic of Singapore Driving Licence.
9. Applicants who, in their course of their work are required to perform aircraft towing in Seletar Airport, are required to possess a Class 4/ 4P Republic of Singapore Driving Licence.
10. Applicants applying for Cat1 ADP must submit the ICAO Level 4 English Proficiency test results or CAAS English language screening letter. An overall rating of Level 4 or above shall be met before the Cat1 ADP can be issued.

B) Payments

11. This Application Form includes the application of the course and tests within the Cat1/ Cat1R ADP Refresher Training Programme. Renewal applications will undergo the Cat1/ Cat1R ADP Refresher Training Programme, provided that the applicant's prior Cat1/ Cat1R ADP is within the past 1 year of the renewal application.
12. Payments shall be made prior to scheduling applicants for the course and tests. Applicants shall be informed of the payment details through their respective Airfield Driving ("AD") Coordinator.
    The table below lists the Cat1/ Cat1R ADP related fees excluding GST. Prevailing GST will be calculated during payment.

Course / Test	Training Programme		Fees
	Cat1/Cat1R ADP	Cat1/Cat1R ADP Refresher	
Airfield Rules & Regulation Course (ARRC)	√	√ (Includes a theory and oral quiz)	$20.00
Airfield Rules Test (ART)	√	N.A.	$5.00
Airfield Driving Safety & Compliance Test (ADSCT)	√	N.A.	$12.00
Airfield Driving Permit	√	N.A	$10.00

C) Course and Tests

14. Applicants shall be informed of the successful booking of the ARRC and test dates through the AD Coordinator.
15. Applicants must be punctual for the course/ tests. Applicants who arrive 15 minutes after the commencement of the course/ test shall not be permitted entry to the course/ test hall.
16. Course and test fees are non-refundable. There shall be no refunds for applicants who are late or absent for the course/ tests.
17. On the day of course/ tests, Applicants shall be required to produce the following for verification purposes:
    a. Valid Seletar Seasonal Airport Pass; and
    b. Valid Republic of Singapore Driving Licence.

D) Additional Information on Cat1/ Cat1R Airfield Driving Safety Compliance Tests (ADSCT)

18. Applicants must have passed the Cat1/ Cat1R ART before sitting for the Cat1/ Cat1R ADSCT
19. The applicant's company or employer is required to provide a suitable vehicle for carrying at least the driver and an Airfield Driving Tester who will occupy the front passenger seat. The vehicle provided for the test must be in good condition and must have a valid Cat1 Seletar Airport Airfield Vehicle Permit (AVP).
20. Applicants are required to pass the Cat1/ Cat1R ART, CAT1/ CAT1R ADSCT, within 3 months after attending the Cat1/ Cat1R ARRC.
21. Cat1/ Cat1R ADSCT fee shall be imposed for each test attempt.

E) Airfield Driving Permit Validity

22. The Cat1/ Cat1R ADP shall be valid for 1 year. The validity date shall be indicated on the Cat1/ Cat1R ADP.
23. The Cat1/ Cat1R ADP will be issued based on the class of vehicles (except for motorcycles) indicated on their Republic of Singapore Driving Licence.
23. The Cat1/ Cat1R ADP shall be in the ADP holder's possession at all times whilst operating in the Seletar Airport Airside.
24. The Cat1/ Cat1R ADP is not transferable.
25. Cat1/Cat1R ADPs that have expired or are no longer required for the purpose for which it was issued shall be returned to Seletar Airport ADC.
26. The permit shall be surrendered to the company's appointed AD Coordinator or directly to Seletar Airport ADC in the event that the Cat1/ Cat1R ADP holder leaves the company. If the ADP could not be retrieved, or if the ADP is misplaced, a police report should be made and submitted to Seletar Airport ADC.
27. Holders whose ADPs have expired are required to submit a fresh application, and he/she shall be required to undergo the ARRC followed by passing the ART and ADSCT.
28. Holders of Seletar Airport Cat1/ Cat1R ADP are required to attend a Cat1/ Cat1R ADP Refresher Briefing yearly. A Cat1/ Cat1R Refresher Application shall be submitted for this purpose.

For Official Use						
ARRC **Amount: $20.00** (exclude GST)	**Attempt 1**	**Postpone**	**Remarks**	**Attempt 2**	**Postpone**	**Remarks**
Merchant Suite **Receipt No & Date**		[redacted]			[redacted]	
ADC Officer **(Name & Signature)**						
Scheduled Date & Time						
Trainer **(Name & Signature)**						
Results **(Delete where applicable)**	☐ Completed ☐ Absent	☐ Completed ☐ Absent		☐ Completed ☐ Absent	☐ Completed ☐ Absent	

ART **Amount: $5.00** (exclude GST)	**Attempt 1**	**Attempt 2**	**Attempt 3**	**Attempt 4**	**Attempt 5**	**Attempt 6**
Merchant Suite **Receipt No & Date**						
ADC Officer **(Name & Signature)**						
Scheduled Date & Time						
Invigilator **(Name & Signature)**						
Marker **(Name & Signature)**						
Results **(Delete where applicable)**	**/ 25** ☐ Pass ☐ Fail ☐ Absent ☐ Postpone	**/ 25** ☐ Pass ☐ Fail ☐ Absent ☐ Postpone	**/ 25** ☐ Pass ☐ Fail ☐ Absent ☐ Postpone	**/ 25** ☐ Pass ☐ Fail ☐ Absent ☐ Postpone	**/ 25** ☐ Pass ☐ Fail ☐ Absent ☐ Postpone	**/ 25** ☐ Pass ☐ Fail ☐ Absent ☐ Postpone

ADSCT Amount: $12.00 (exclude GST)	Attempt 1	Attempt 2	Attempt 3	Attempt 4	Attempt 5	Attempt 6
Merchant Suite Receipt No & Date						
ADC Officer (Name & Sign)						
Scheduled Date & Time						
Airside Driving Tester (Name & Sign)						
Results (Delete where applicable)	☐ Pass ☐ Fail ☐ Absent ☐ Postpone	☐ Pass ☐ Fail ☐ Absent ☐ Postpone	☐ Pass ☐ Fail ☐ Absent ☐ Postpone	☐ Pass ☐ Fail ☐ Absent ☐ Postpone	☐ Pass ☐ Fail ☐ Absent ☐ Postpone	☐ Pass ☐ Fail ☐ Absent ☐ Postpone

ICAO Level 4 English Proficiency test results or CAAS English language screening letter (New CAT1 Application Only)	ADP Amount: $10.00 (exclude GST)	Verification	Printing	Approval
☐ Yes ☐ No ☐ N/A	Merchant Suite Receipt No. & Date:	☐ Pass ADSCT (New Application Only) ☐ Payment in order ☐ Rejected	ADP Permit No: Tamper Proof Sticker No:	☐ Approved for Issuance ☐ Rejected
ADC Officer (Name, Signature, Date)	ADC Officer (Name, Signature, Date)	Supervisor (Name, Signature, Date)	Printing Officer (Name, Signature, Date)	Supervisor (Name, Signature, Date)