Airfield Vehicle Permit (AVP) Application Form

SELETAR AIRPORT

☐ **New Application** (*AVP/ CAT1 AVP)
☐ **Renewal Application** (*AVP/ CAT1 AVP)
☐ **Replacement Application** (*AVP/ CAT1 AVP)

New: For vehicles with no prior AVP, or which AVP had expired more than 1 year
Renewal: For current vehicles with expiring AVP
Replacement: For misplaced AVP, or wear & tear of AVP. For misplaced AVP, a police report is required.

*Delete where not applicable.

A) Details of Vehicle and Company	
Name of Company:	
Company Address:	
Supporting Organisation:	
Vehicle Number:	**AVP Expiry Date (for Renewal Application only):**
Intended Purpose:	
Engine Capacity:	**Propellant (delete accordingly):** Petrol / Diesel / Electric / Hybrid
Vehicle Type:	**Parking Area:**
Ministry of Manpower LP/LM No:	

B) Declaration by Applicant

I declare that:

1. The information provided in this application is correct;
2. I agree to the Terms and Conditions of Airfield Vehicle Permit Application (as stated overleaf);
3. I will comply with the provisions in the Civil Aviation Authority of Singapore (Seletar Airport) By-Laws 2009 and any amendments issued to the above from time to time;
4. I shall remove the vehicle from Seletar Airport Airside upon expiry of its AVP, failing which Changi Airport Group (Singapore) Pte Ltd may remove the vehicle, and I shall be liable for the costs of removal, plus an administrative charge of 15% of the removal costs;
5. I shall be responsible for any damage to Changi Airport Group (Singapore) Pte Ltd's property caused by the vehicle and be liable for the costs of repair, plus an administrative charge of 15% of the repair costs; and
6. I shall surrender the permit when the permit expires, or when the vehicle is no longer required for the proposed use.

Applicant **(Name, Signature, Date)**	**Supporting Org** **(Name, Signature, Date)** **(if applicable)**

TERMS AND CONDITIONS OF AIRFIELD VEHICLE PERMIT APPLICATION

A) Application

1. The following supporting documents shall be submitted with the Airfield Vehicle Permit ("AVP") application:
   - Details of maintenance job sheet/ checklist showing the maintenance and the functionality checks performed by an appointed vehicle maintenance personnel/ contractor during the last maintenance;
   - Seletar Airport Airside Vehicle Insurance coverage;
   - Certificate of Compliance (from Inspection Centre);
   - Specification Sheet for the yellow flashing lights;
   - LTA Vehicle Registration Details
   - Coloured photographs of the vehicle (front, sides and rear views) to show the obstacle light and vehicle registration number. Please refer to **SAO-0003-FORM-012 Rev 0** to attach coloured photographs of the vehicle and submit them together with the AVP/ TEP Application Form in PDF format.
   - A copy of the First Schedule found in the Licence Agreement, if the vehicle has been assigned a parking area in the airside.
   - Additional requirements pertaining to AVP applications for Fuel Bowsers:
     i. New Application: Site acceptance test and confirmation letter that the tests are satisfactory
     ii. Renewals: maintenance checklist showing that the equipment has undergone and passed all relevant maintenance checks
2. Additionally, vehicles shall be physically checked for the following:
   - The entire body of the vehicle down to the waist and the front portion of the vehicle shall be painted white;
   - Yellow Flashing Light (refer to Figure 1 below);
   - The horizontal surface of the vehicle body to reflect the company's logo; and
   - A roundel compromising a 152 mm in diameter green circle surrounded by a 25mm white band to be painted or pasted on the front (bonnet passenger side) and rear (boot driver side) of the vehicle.
   - EV marking sticker, 200mm in diameter, including a white band of 0.5cm in thickness to be pasted on the front and rear of the vehicle. For the front marking, it should be fixed on the bonnet or close to the bonnet. Colour code: #0073AF;
   - Battery marking sticker, 320mm in length, 160mm in width or 160mm in length, 160mm in width, and 0.5 cm in thickness to be affixed on both sides of the vehicle to indicate the battery location. Colour code: #0073AF
3. Information collected in this application may be used by CAG for the following purpose (when required)
   - Investigation due to an incident or issuance of Notice of Offences ("NOO"); and/or
   - Credibility and/or validity checks of AVP.

Figure 1: Specifications of Yellow Flashing Light

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Table 9-1 – Characteristics of obstacle lights

1	2	3	4	5	6	7
Light type	**Colour**	**Signal type/ (flash rate)**	**Peak intensity (cd) at given Background Luminance (b)**			**Light Distribution Table**
			Day (Above 500 cd/m²)	**Twilight (50-500 cd/m²)**	**Night (Below 50 cd/m²)**	
Low-intensity, Type A (fixed obstacle)	Red	Fixed	N/A	N/A	10	Table 9-2
Low-intensity, Type B (fixed obstacle)	Red	Fixed	N/A	N/A	32	Table 9-2
Low-intensity, Type C (mobile obstacle)	Yellow/ Blue (a)	Flashing (60-90 fpm)	N/A	40	40	Table 9-2
Low-intensity, Type D (follow-me Vehicle)	Yellow	Flashing (60-90 fpm)	N/A	200	200	Table 9-2

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Table 9-2– Light distribution for low-intensity obstacle lights

	Minimum intensity (a)	Maximum intensity (a)	Vertical beam spread (f)	
			Minimum beam spread	Intensity
Type A	10 cd (b)	N/A	10°	5 cd
Type B	32 cd (b)	N/A	10°	16 cd
Type C	40 cd (b)	400 cd	12° (d)	20 cd
Type D	200 cd (c)	400 cd	N/A (e)	N/A

B) Charges and Payments

4. Payments can be made through Merchant Suite upon application.
5. The table below lists the AVP related fees excluding GST. Prevailing GST will be calculated during payment.

Type	Description	Fees
Seletar Airport Airfield Vehicle Permit	Petrol- & Diesel-Driven Vehicles	$0.08 per cc
	Electric Vehicles	$110.00
	Replacement of AVP	$5.00

C) Airfield Vehicle Permit and Driving in Seletar Airport Airside

6. The validity of the approved AVP shall be tied in with the validity of the Seletar Airport Airside vehicle insurance.
7. AVPs that have expired or the vehicle no longer requires access to Seletar Airport Airside shall be surrendered to the company's appointed Airfield Driving ("AD") Coordinator or directly to Seletar Airport Airfield Driving Control ("ADC"). If the AVP could not be retrieved, or if the AVP is misplaced, a police report should be made and submitted to Seletar Airport ADC.
8. If the vehicle requires a new AVP, the applicant shall submit a fresh application.
9. Vehicles with expired AVPs are not permitted to remain in Seletar Airport Airside. CAG may take the necessary means to have the vehicle removed, and the AVP holder of the vehicle shall bear the costs of such removal, plus an administrative charge of 15% of the removal costs.
10. Drivers shall abide by the Airside Rules and Regulations and take the necessary care and precaution while driving in the Seletar Airport Airside. AVP holder shall be held responsible for any damages to CAG's property caused by the vehicle, and shall be liable for the costs of repair, plus an administrative charge of 15% of the repair costs.
11. The driver shall ensure that the flashing yellow light on top of the vehicle always remains on while operating in the airside.
12. All vehicles operating in Seletar Airport Airside shall be equipped with either body-restraining seat belts or lap seat belts. Persons in the vehicles shall have their seat belts fastened at all times while the vehicle is in motion.

TERMS AND CONDITIONS OF CAT1 AIRFIELD VEHICLE PERMIT APPLICATION ("CAT1 AVP")

A) Application

1. The following supporting documents shall be submitted with the Cat1 AVP application:
   - Details of maintenance job sheet/checklist showing the maintenance and the functionality checks performed by an appointed vehicle maintenance personnel/contractor during the last maintenance;
   - Seletar Airport Airside Vehicle Insurance coverage;
   - Certificate of Compliance (from Inspection Centre);
   - Specification Sheet for the yellow flashing lights;
   - LTA Vehicle Registration Details
   - Coloured photographs of the vehicle (Front, Sides and Rear views) to show the obstacle light and vehicle registration number. Please refer to **SAO-0003-FORM-012 Rev 0** to attach coloured photographs of the vehicle and submit them together with the AVP/ TEP Application Form in PDF format.
   - A copy of the First Schedule found in the Licence Agreement, if the vehicle has been assigned a parking area in the airside.
   - Additional requirements pertaining to Cat1 AVP applications for Fuel Bowsers:
     i. New Application: Site acceptance test and confirmation letter that the tests are satisfactory
     ii. Renewals: maintenance checklist showing that the equipment has undergone and passed all relevant maintenance checks
2. Additionally, vehicles shall be physically checked for the following:
   - Body of the vehicle is painted yellow;
   - Yellow Flashing Light (refer to Figure 1);
   - The horizontal surface of the vehicle body to reflect the company's logo;
   - A roundel compromising a 152 mm in diameter green circle surrounded by a 25mm white band to be painted or pasted on the front (bonnet passenger side) and rear (boot driver side) of the vehicle;
   - A warning sign (15 x 10cm) is displayed on the dashboard (or any position conspicuous to the driver of the vehicle) bearing the wordings:

     NO ENTRY INTO RUNWAY/TAXIWAY WITHOUT CLEARANCE FROM
     SELETAR AIR TRAFFIC CONTROL (ATC)
     SELETAR GROUND 122.9 MHz
     SELETAR TOWER 118.45 MHz

   - A light gun signal and vehicular RT failure procedures sign (15 x 10 cm) is placed on board the vehicle.
   - The call sign assigned by CAG is displayed in black (60cm x 45cm per number) on the roof & (at least 10cm tall per character) on both side doors of the vehicle. If there is insufficient space on the roof the call sign shall be displayed on the bonnet (Not Applicable to Aircraft Towing Vehicles)
   - An updated runway/ taxiway map is carried in the vehicle;
   - The Company logo must be displayed on the side of the vehicle;
   - A copy of the works order for the VHF RT Set installation stating the type/ serial no./ Frequency (122.9 MHz & 118.45Mhz); and
   - RIPPLE Unit Installed.
   - EV marking sticker, 200mm in diameter, including a white band of 0.5cm in thickness to be pasted on the front and rear of the vehicle. For the front marking, it should be fixed on the bonnet or close to the bonnet. Colour code: #0073AF;
   - Battery marking sticker, 320mm in length, 160mm in width or 160mm in length, 160mm in width, and 0.5 cm in thickness to be affixed on both sides of the vehicle at the location of the battery. Colour code: #0073AF
3. Information collected in this application may be used by CAG for the following purpose (when required):
   - Investigation due to an incident or issuance of Notice of Offences ("NOO"); and/or
   - Credibility and/or validity checks of Cat1 AVP.

Figure 1: Specifications of Yellow Flashing Light

AS 5 - Aerodromes

Table 9-1 – Characteristics of obstacle lights

1	2	3	4	5	6	7
Light type	**Colour**	**Signal type/ (flash rate)**	**Peak intensity (cd) at given Background Luminance (b)**			**Light Distribution Table**
			Day (Above 500 cd/m²)	**Twilight (50-500 cd/m²)**	**Night (Below 50 cd/m²)**	
Low-intensity, Type A (fixed obstacle)	Red	Fixed	N/A	N/A	10	Table 9-2
Low-intensity, Type B (fixed obstacle)	Red	Fixed	N/A	N/A	32	Table 9-2
Low-intensity, Type C (mobile obstacle)	Yellow/ Blue (a)	Flashing (60-90 fpm)	N/A	40	40	Table 9-2
Low-intensity, Type D (follow-me Vehicle)	Yellow	Flashing (60-90 fpm)	N/A	200	200	Table 9-2

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Table 9-2– Light distribution for low-intensity obstacle lights

	Minimum intensity (a)	Maximum intensity (a)	Vertical beam spread (f)	
			Minimum beam spread	Intensity
Type A	10 cd (b)	N/A	10°	5 cd
Type B	32 cd (b)	N/A	10°	16 cd
Type C	40 cd (b)	400 cd	12° (d)	20 cd
Type D	200 cd (c)	400 cd	N/A (e)	N/A

B) Charges and Payments

4. Payments can be made via Merchant Suite before the issuance of the permit.
5. The table below lists the Cat1 AVP related fees excluding GST. Prevailing GST will be calculated during payment.

Type	Description	Fees
Seletar Airport Cat1 Airfield Vehicle Permit	Petrol- & Diesel-Driven Vehicles	$0.08 per cc
	Electric Vehicles	$110.00
	Replacement of AVP	$5.00

C) Cat1 Airfield Vehicle Permit and Driving in Seletar Airport Airside

6. The validity of the approved Cat1 AVP shall be tied in with the validity of the Seletar Airport Airside vehicle insurance.
7. Cat1 AVPs that have expired or the vehicle no longer requires access to Seletar Airport Airside shall be surrendered to the company's appointed Airfield Driving ("AD") Coordinator or directly to Seletar Airport Seletar Airfield Control ("ADC"). If the AVP could not be retrieved, or if the AVP is misplaced, a police report should be made and submitted to Seletar Airport ADC. If the vehicle requires a new Cat1 AVP, the applicant shall submit a fresh application.
8. Vehicles with expired Cat1 AVPs are not permitted to remain in Seletar Airport Airside. CAG may take the necessary means to have the overstaying vehicle removed, and the AVP holder of the vehicle shall bear the costs of such removal, plus an administrative charge of 15% of the removal costs.
9. Drivers shall abide by the Airside Rules and Regulations and take the necessary care and precaution while driving in the Seletar Airport Airside. AVP holder shall be held responsible for any damages to CAG(S) Pte Ltd's property caused by the vehicle, and shall be liable for the costs of repair, plus an administrative charge of 15% of the repair costs.
10. The driver shall ensure that the flashing yellow light on top of the vehicle always remains turned on while operating in the airside.
11. All vehicles operating in Seletar Airport Airside shall be equipped with either body-restraining seat belts or lap seat belts. Persons in the vehicles shall have their seat belts fastened at all times while the vehicle is in motion.

FOR OFFICIAL USE					
Sno	**Please indicate if documents were provided and acceptable; indicate NA if the document is not applicable to this application (delete accordingly)**				
1.	Maintenance / Functionality / Preventive maintenance jobsheet / checklist	Verified / Not Provided / Not Acceptable / Not Applicable	9.	Type C Obstacle Lights (Compliance with ANR-139 and Aviation Specifications 5 requirements)	Verified / Not Provided / Not Acceptable / Not Applicable
2.	Insurance certificate covering airside of Seletar Airport	Verified / Not Provided / Not Acceptable / Not Applicable	10.	Ripple System Installed (Cat 1 Vehicles Only)	Verified / Not Provided / Not Acceptable / Not Applicable
3.	Certificate of Compliance (From Inspection Centre)	Verified / Not Provided / Not Acceptable / Not Applicable	11.	Renewal Period	1 Year / Pro-Rated
4.	LTA Vehicle Registration Details	Verified / Not Provided / Not Acceptable / Not Applicable	12.	Exemption of Fees (CAG Vehicles Only)	Yes / Not Applicable
5.	Spec sheet for yellow flashing lights	Verified / Not Provided / Not Acceptable / Not Applicable	13.	Copy of First Schedule of Licence Agreement (for Parking Area)	Verified / Not Provided / Not Acceptable / Not Applicable
6.	Clear Coloured photographs (Annex 1)	Verified / Not Provided / Not Acceptable / Not Applicable	14.	*For Fuel Bowsers Only:* (New application) Site Acceptance Test and confirmation letter that tests are satisfactory	Verified / Not Provided / Not Acceptable / Not Applicable
7.	Colour of vehicle	White / Yellow / CAG AOS	15.	*For Fuel Bowsers Only:* (Renewal application) Maintenance checklist showing that the equipment has undergone and passed relevant maintenance	Verified / Not Provided / Not Acceptable / Not Applicable
8.	Chequered Flag (for vehicles that fall under CAG AOS Manual Section D only)	Verified / Not Provided / Not Acceptable / Not Applicable			
Documents Checked and Verified By		**ADC Officer (Name, Signature, Date)**			

Physical Check of Vehicle (New CAT1 AVP Only)	**Receipt**	**Verification**	**Printing**	**Approval**
☐ **Pass** ☐ **Fail** ☐ **N/A**	**Merchant Suite Receipt No. & Date**:	☐ **Payment in order** ☐ **Rejected**	**AVP Number:**	☐ **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)**