

# Airfield Vehicle Permit (AVP) Application Form



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

This form will take you approximately 5 minutes to complete.

- New Application**
- Renewal Application**
- Replacement Application**

**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.

A) Details of Vehicle and Registered Owner		
<b>Name of Registered Owner:</b>		
<b>Registered Address:</b>		
<b>Supporting Organisation:</b>		
<b>Vehicle Number:</b>	<b>AVP Expiry Date (for Renewal Application only):</b>	
<b>Proposed Use:</b>		
<b>Engine Capacity:</b>	<b>Propellant (delete accordingly):</b> Petrol / Diesel / Electric / Hybrid	<b>Unladen Weight:</b>
<b>Vehicle Type:</b>	<b>Parking Area:</b>	<b>Insurance Policy No:</b>
<b>Ministry of Manpower LP/LM No:</b>		
B) Declaration By Registered Owner		
I declare that:		
<ol style="list-style-type: none"> <li>1. The information provided in this application are correct;</li> <li>2. I agree to the Terms and Conditions of Airfield Vehicle Permit Application (as stated overleaf);</li> <li>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;</li> <li>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;</li> <li>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</li> <li>6. I shall surrender the permit when the permit expires, or when the vehicle is no longer required for the proposed use.</li> </ol>		
<b>Name and Signature of Registered Owner Date</b>	<b>Name and Signature of Supporting Org, Date (if applicable)</b>	

## TERMS AND CONDITIONS OF AIRFIELD VEHICLE PERMIT APPLICATION

### A) Application

1. All applications must be accompanied with an endorsement letter from a supporting Changi Airport Group (Singapore) Pte Ltd ("CAG") Division or Licensed Seletar Airport Ground Services Provider ("GSP") indicating the proposed use of the vehicle.
2. The following supporting documents shall be submitted with the Airfield Vehicle Permit ("AVP") application:
  - Details of maintenance job sheet/checklist/receipt/invoice showing the maintenance and the functionality checks performed by an appointed vehicle maintenance personnel/contractor during the last maintenance;
  - Vehicle General Insurance;
  - Seletar Airport Airside Vehicle Insurance coverage;
  - Singapore Vehicle Registration;
  - Certificate of Compliance (from Inspection Centre);
  - Specification Sheet and Delivery Order stating the vehicle registration number 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. Applicants shall provide the photographs in the format provided in Annex A of this application form;
  - 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
3. 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 comprising 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.
4. 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 ADP.

**Figure 1: Specifications of Yellow Flashing Light**

Table 10-3 – Characteristics of obstacle lights

1 Light type	2 Colour	3 Signal type/ (flash rate)	4 Peak intensity (cd) at given Background Luminance (b)			7 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> )	
Low-intensity, Type A (fixed obstacle)	Red	Fixed	N/A	N/A	10	Table 10-4
Low-intensity, Type B (fixed obstacle)	Red	Fixed	N/A	N/A	32	Table 10-4
Low-intensity, Type C (mobile obstacle)	Yellow/ Blue (a)	Flashing (60-90 fpm)	N/A	40	40	Table 10-4
Low-intensity, Type D (Follow-me Vehicle)	Yellow	Flashing (60-90 fpm)	N/A	200	200	Table 10-4
Low-intensity, Type E	Red	Flashing (c)	N/A	N/A	32	Table 10-4 (Type B)

Table 10-4 – 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

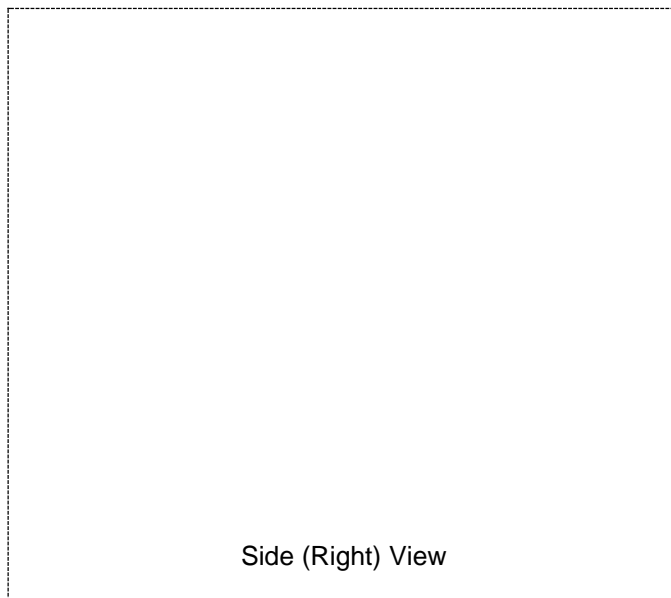
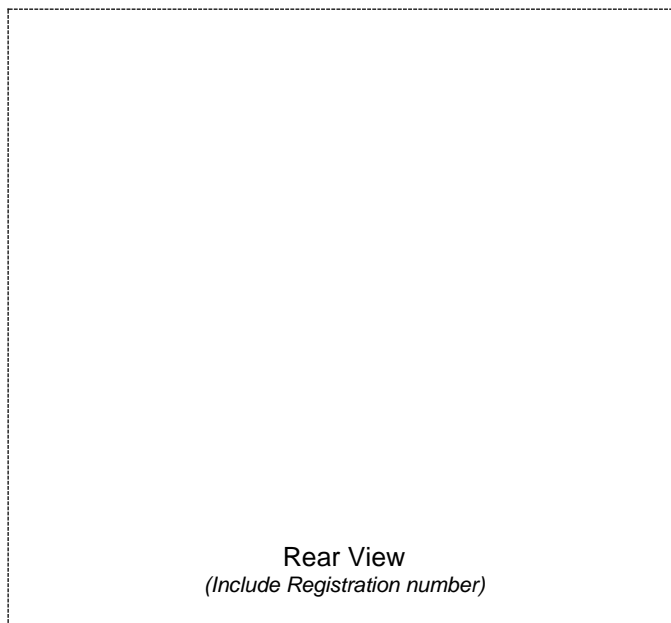
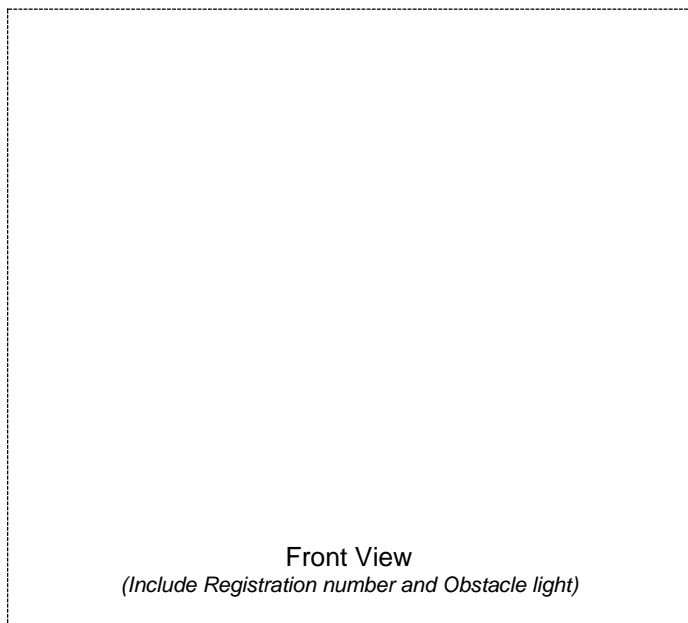
5. Payments can be made via NETS, Cashcard, Credit Card or Company Cheque before the issuance of the permit.
6. The table below shows the costs of the Seletar Airport AVP. Costs indicated are inclusive of 7% GST.

Type	Description	Costs
Seletar Airport Airfield Vehicle Permit	Petrol- & Diesel-Driven Vehicles	\$0.0856 per cc
	Electric Vehicles	\$117.70
	Replacement of AVP	\$5.35

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

7. The validity of the approved AVP shall be tied in with the validity of the vehicle's general insurance or Seletar Airport Airside vehicle insurance, whichever expires earlier.
8. AVPs that have expired shall be returned to ADC. If the vehicle requires a new AVP, the Registered Owner shall submit a fresh application.
9. The AVP shall be surrendered to the company's appointed AD Coordinator or directly to Seletar Airport ADC in the event that the vehicle no longer require access to Seletar Airport Airside. 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.
10. 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 Driver/Registered Owner of the vehicle shall bear the costs of such removal, plus an administrative charge of 15% of the removal costs.
11. Drivers shall abide by the Airside Rules and Regulations, and take the necessary care and precaution while driving in the Seletar Airport Airside. Drivers/Registered Owners 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.
12. The driver shall ensure that the flashing yellow light on top of the vehicle always remains on while operating in the airside.
13. 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.

Please use the format below to submit the coloured photographs of the vehicle:



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/receipt/invoice	Verified / Not Provided / Not Acceptable / Not Applicable	9.	Chequered Flag (for vehicles that fall under CAG AOS Manual Section D only)	Verified / Not Provided / Not Acceptable / Not Applicable
2.	Vehicle General Insurance certificate, including covering Seletar Airport Airside	Verified / Not Provided / Not Acceptable / Not Applicable	10.	Type C Obstacle Lights (Compliance with MOAS Requirements)	Verified / Not Provided / Not Acceptable / Not Applicable
3.	Certificate of Compliance (From Inspection Centre)	Verified / Not Provided / Not Acceptable / Not Applicable	11.	Ripple System Installed (Cat 1 Vehicles Only)	Verified / Not Provided / Not Acceptable / Not Applicable
4.	Singapore Vehicle Registration (Road Tax)	Verified / Not Provided / Not Acceptable / Not Applicable	12.	Renewal Period	1 Year / Pro-Rated
5.	LTA Vehicle Registration Details (Log Card)	Verified / Not Provided / Not Acceptable / Not Applicable	13.	Exemption of Fees (CAG Vehicles Only)	Yes / Not Applicable
6.	Delivery Order and spec sheet for yellow flashing lights	Verified / Not Provided / Not Acceptable / Not Applicable	14.	Copy of First Schedule of Licence Agreement (for Parking Area)	Verified / Not Provided / Not Acceptable / Not Applicable
7.	Clear Coloured photographs (Annex 1)	Verified / Not Provided / Not Acceptable / Not Applicable	15.	<i>For Fuel Browsers Only:</i> (New application) Site Acceptance Test and confirmation letter that tests are satisfactory	Verified / Not Provided / Not Acceptable / Not Applicable
8.	Colour of vehicle	White / Yellow / CAG AOS	16.	<i>For Fuel Browsers Only:</i> (Renewal application) Maintenance checklist showing that the equipment has undergone and passed relevant maintenance	Verified / Not Provided / Not Acceptable / Not Applicable
<b>Documents Checked and Verified By</b>		<b>Signature of ADC Officer</b>		<b>Name of ADC Officer, Date</b>	

Physical Check of Vehicle	AVP	Verification	Printing	Approval
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Receipt No & Date:	<input type="checkbox"/> Approved for Printing <input type="checkbox"/> Rejected	AVP Number:	<input type="checkbox"/> Approved for Issuance <input type="checkbox"/> Rejected
<b>ADC Officer (Name, Signature &amp; Date)</b>	<b>Money Collection Officer (Name &amp; Sign)</b>	<b>Verifying Officer (Name, Signature, Date)</b>	<b>Printing Officer (Name, Signature, Date)</b>	<b>Approving Officer (Name, Signature, Date)</b>