

Airfield Driving Permit (ADP) Application Form



Airport Operations
Seletar Airport
Changi Airport Group (S) Pte Ltd
21 Seletar Aerospace Rd 1,
Singapore 707405

This form will take you approximately 5 minutes to fill in. Please read overleaf for more information.

Application for <i>(Please tick accordingly)</i>	Airfield Rules/ Regulation Course (ARRC)	\$21.40/- inclusive of 7% GST
	Airfield Rules Test (ART)	\$5.35/- inclusive of 7% GST
	Airfield Driving/ Safety/ Compliance Test (ADSCT)	\$12.84/- inclusive of 7% GST
	Cat 1 Airfield Rules/ Regulation Course (Cat 1 ARRC)	\$21.40/- inclusive of 7% GST
	Cat 1 Airfield Rules Test (Cat 1 ART)	\$5.35/- inclusive of 7% GST
	Cat 1 Airfield Driving Safety Compliance Test (Cat 1 ADSCT)	\$12.84/- inclusive of 7% GST
	ADP/ Cat 1 ADP Refresher Briefing	\$21.40/- inclusive of 7% GST
	ADP/ Cat 1 ADP Renewal	\$10.70/- inclusive of 7% GST

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

Name (in Block Letters)		NRIC/FIN No.	
Name & Address of Employer		Applicant's Contact No.	
		Designation	Republic of Singapore Driving Licence / Foreign Licence Equivalent (only Class 3A/ 3)
Official email:		CL: 3 / 3A / 3C / 3CA / 4 / 5	

I hereby declare that the information given by me is true in all respects and I agree to abide by the conditions stated overleaf, Civil Aviation Authority of Singapore (Seletar Airport) By-Laws 2009 and any amendments issued from time to time.
(NOTE: Please read and understand the conditions stated overleaf)

Signature of Applicant

Date

B) Endorsement & Declaration by Employer

I support this application and agree to the Conditions of Application (as stated overleaf).
I confirm that the particulars of the applicant provided are true and correct and I will notify CAG if the applicant has resigned from service. 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.

Name, Designation and Signature

Company Stamp

Date

Name/ Signature of Supporting Organization Rep
(if applicable)

Company Stamp

Date

Applicants are to report to Seletar New PTB Level 2, Astra Room 10 minutes prior to the scheduled start time

C) For Official Use

Test Type (Pls circle)	Date	Time	Postpone To (Date)	Time
ARRC / Refresher Course		0900 hrs		0900 hrs
ART / ART Retest		0900 hrs / 1400 hrs		0900 hrs / 1400 hrs
ADSCT / ADSCT Retest				
Course Status	ART Result		ADSCT Result	
ARRC / REFRESHER COURSE COMPLETED	PASSED / FAILED		PASSED / FAILED	
Name / Signature of Instructor / Date	Name/ Signature of Marker/ Invigilator/ Date		Name / Signature of Tester / Date	

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Notes for Applicant and Conditions of Application

A) General

1. The applicant's employer/ company must support and endorse on this application and agree to its terms. First time applications must be accompanied by a cover letter from a supporting CAG Division or Licenced Seletar Airport Ground Services Provider (GSP) stating the details of the purpose for the applicant to hold a Seletar Airport ADP.
2. CAG reserves the right to suspend and/or Revoke Airfield Driving Permits for the purpose of:
 - a. Investigation due to occurrence of any Vehicle Incident and/or;
 - b. An Airfield Driving Permit Holder fails or suspected to have failed to abide Airfield Rules or Regulations or Civil Aviation Authority of Singapore (Seletar Airport) By-Laws 2009 and/or;
 - c. Fail to comply in providing Seletar Airport ADP to CAG personnel upon request.
3. Information collected in this application will be used by CAG for the following purpose (When Required):
 - a. Investigation due to an incident or Issuance of Notice of Offence (NOO) and/or;
 - b. Credibility Checks (Validity of State Licenses)
4. Applicants must possess at least a valid Class 3 or 3A Republic of Singapore Driving Licence or an equivalent Foreign Licence.
 - a. Foreigners must possess a valid foreign Licence and International Driving Permit (IDP) issued by an authorised body in their country of origin e.g. the Automobile Association (AA). If an International Driving Permit is not available, an official translation of their foreign licence in English is required.
 - b. Applicants from ASEAN member countries only need to possess a valid driving licence issued by the relevant driving licence Authority.
3. Applicants with licences other than those issued by the Republic of Singapore are to check with CAG Seletar Airport Operations Office prior to application.
4. Upon successful completion of the various tests stated below, an applicant will be issued with a Seletar Airport ADP with the same class(es) indicated in their Republic of Singapore Driving Licence. Holders of Foreign Licences will be issued with a Class 3 Seletar Airport ADP regardless of the endorsements for other vehicle classes stated in their Foreign Licence.
5. Applicants who, in their course of their work are required to perform aircraft towing in Seletar Airport are required to possess a Class 4 Republic of Singapore Driving Licence.
6. Applicants can apply for a Seletar Airport Cat 1 ADP after successfully obtaining Seletar Airport ADP. In addition to item 1, the covering letter shall state the purpose for the applicant to hold a Seletar Airport Cat 1 ADP.
7. Applicants will be given a Seletar Airport Cat 1 Provisional License upon passing Seletar Airport Cat 1 ART.

B) Airfield Rules and Regulations Courses (ARRC & Cat 1 ARRC) & Airfield Rules Tests (ART & Cat 1 ART)

1. An ARRC fee of \$21.40/- and ART fee of \$5.35/- inclusive of 7% GST must be paid during registration and will not be refundable.
2. Upon completion of the ARRC/ Cat 1 ARRC, applicants must pass the ART/ Cat 1 ART within 3 months from the course date.
3. Applicants are required to produce their original identity card (NRIC) or valid Employment Pass / S Pass / Work Permit and a valid Republic of Singapore Driving Licence / Foreign Licence when they book for the ARRC, on the day of the ARRC and ART.
4. For first time applicants should attach photocopies (front and back) of their:
 - a. Republic of Singapore Driving Licence or Foreign Licence; and
 - b. Singapore NRIC or valid Employment Pass / S Pass / Work Permit.

Booking Venue: CAG Seletar Airport Operations Office
Mon to Thu: 0900 hrs to 1230 hrs and 1400 hrs to 1730 hrs
Fri: 0900 hrs to 1230 hrs and 1400 hrs to 1700 hrs
Sat/Sun/PH: Closed

5. The ART will be conducted in English which applicants have 90 minutes to complete. The practical component for Cat 1 ART will take approximately 60 minutes. Applicants must be punctual for the test. Applicants who arrive 15 minutes after the commencement of the test will not be permitted to sit for the test.
6. Applicants who are late or are absent for the test will have the fees forfeited.
7. Course and test fees paid are not refundable.
8. Applicants must pass the ART/ Cat 1 ART within 3 months upon completion of the ARRC/ Cat 1 ARRC. Applicants who are unable to do so will be required to repeat the ARRC/ Cat 1 ARRC

C) Airfield Driving/ Safety-Compliance Tests (ADSCT & Cat 1 ADSCT)

1. Applicants must pass the ART/ Cat 1 ART before booking a date for the ADSCT/ Cat 1 ADSCT.
2. Cat 1 ADSCT applicants must have held a Seletar Airport ADP for at least 3 months, undergone the Cat 1 ARRC, passed the Cat 1 ART and meet the minimum Cat 1 familiarisation requirements.
3. A test fee of \$12.84/- inclusive of 7% GST is payable on the date of booking which is not refundable.
4. Applicants are required to produce their original Identity Card (NRIC), valid Employment Pass / S Pass / Work Permit or Passport, Republic of Singapore Driving Licence / Foreign Licence and payment receipt on the day of test.
5. Applicants must be punctual for the test and applicants who are late or are absent for the test will have the fees forfeited.
6. The applicant's company or employer is required to provide a suitable vehicle for carrying at least the driver and a CAG 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 or Category 1 AVP.
7. Upon passing the ADSCT, applicants must immediately report to CAG Seletar Airport Operations Office to complete the processing of the permit. Cat 1 ADP applicants will have their current ADP endorsed and no further payments for the ADP is required.
8. Applicants are required to pass the ADSCT/ Cat 1 ADSCT within 3 attempts and within 3 months of passing the ART/ Cat 1 ART.
9. Applicants who are unable to pass the ADSCT/ Cat 1 ADSCT as stated in item 8 can only reapply to retake the ADSCT/ Cat 1 ADSCT 3 months after their third test attempt. In addition, Cat 1 ADSCT applicants are required to undergo further Cat 1 Familiarisation of the maneuvering areas with a qualified Seletar Airport Cat 1 ADP holder of no less than 6 trips. The record sheet can be obtained from ADC.
10. ADSCT/ Cat 1 ADSCT fee will be imposed for each test attempt.

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D) Airfield Driving Permit (ADP & Cat 1 ADP) Validity

1. The fee for an Airfield Driving Permit inclusive of 7% GST is \$10.70 is valid for 1 year. The validity period will be indicated on the permit.
2. ADP will be issued based on the class of vehicles (except for motorcycles) indicated on their State Driving Licence.
3. Airfield Driving Permits that have expired for more than 1 year will be cancelled and the holder is required to re-sit the ARRC followed by passing the ART and ADSCT.
4. The permit shall be surrendered to the company or directly to CAG Seletar Airport Operations Office in the event that the ADP holder leaves the company.
5. Holders of Seletar Airport ADP are required to attend an ADP/ Cat 1 ADP Refresher Briefing yearly. All Cat 1 ADP holders will be required to book and pass a practical test after attending Refresher Briefing to remain competent. Practical tests will be carried out according to schedule of Cat 1 ADSCT.

I hereby declare that I agree to provide my Personal Particulars to CAG (For Official Use) and have read and understood the conditions stated in this application.

Signature of Employer

Signature of Supp. Org Rep

Signature of Applicant

Date