

# 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 complete.

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

**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.

A) Personal Particulars (To be completed by the applicant)		
<b>Name (In Block Letters as per NRIC):</b>		
<b>Designation:</b>	<b>Airport Pass No.:</b>	<b>Republic of Singapore Driving Licence:</b>
		<input type="checkbox"/> Class 3 <input type="checkbox"/> Class 4 <input type="checkbox"/> Class 3A <input type="checkbox"/> Class 5
<b>Official email:</b>	<b>Applicant's Contact No.:</b>	
<b>Name &amp; Address of Employer:</b>		
<b>Please read and understand the Terms and Conditions of Application stated overleaf</b>  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.		<b>Signature of Applicant &amp; Date</b>
B) Endorsement & Declaration by Employer		
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.		
<b>Name &amp; Signature of Employer &amp; Date</b>	<b>Name &amp; Signature of Supporting Organization and Date (if applicable)</b>	

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

### A) Application

1. The Applicant’s employer/company must support and endorse on this application and agree to its terms. All applications must be accompanied by an official cover letter from a supporting Changi Airport Group (S) Pte Ltd (“CAG”) Division or Licensed Seletar Airport Ground Services Provider (“GSP”) stating the details of the purpose for the applicant to hold a Seletar Airport ADP.
2. The cover letter shall also include a declaration on the applicant’s status of Republic of Singapore Driving Licence.
3. 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 ADC the ADP of holders who have left the company.
4. CAG reserves the right to change the terms and conditions of this application without prior notice.
5. 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. Providing escort services and/or driving in airside for the purpose other than stated in the cover letter; and/or
  - e. Failing to comply with any reasonable instructions by any CAG personnel or an Authorised Officer as appointed by CAG..
6. 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 and/or validity checks of ADP.
7. Applicants applying for an ADP, including foreigners, must possess a valid Republic of Singapore Driving Licence, minimally Class 3/3A. Applicants with licences other than those issued by the Republic of Singapore are to check with Seletar Airport Airfield Driving Centre (“ADC”) prior to application.
8. 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.
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 Republic of Singapore Driving Licence.

### B) Payments

10. 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.
11. Payments shall be made prior to scheduling applicants for the course and tests. Applicants shall be informed of the appointment date to make payments, through their respective Airfield Driving (AD) Coordinator.
12. 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 their course 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 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 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 (AVP).
19. Applicants are required to pass the ADSCT within 2 attempts and within 3 months of passing the ART.
20. Applicants who are unable to pass the ADSCT can only reapply to retake the ADSCT 3 calendar months after their second test attempt.
21. ADSCT fee shall be imposed for each test attempt.

### E) Airfield Driving Permit (ADP)

22. The ADP shall be valid for 1 year. The validity period shall be indicated on the ADP.
23. The ADP will be issued based on the class of vehicles (except for motorcycles) indicated on their Republic of Singapore Driving Licence.
24. The ADP shall be in the ADP holder’s possession at all times whilst operating in the Seletar Airport Airside.
25. The ADP is not transferable.
26. ADPs that have expired or are no longer required for the purpose for which it was issued shall be returned to Seletar Airport ADC.
27. The permit shall be surrendered to the company’s appointed Airfield Driving (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.
28. 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.
29. Holders of Seletar Airport ADP are required to attend an ADP Refresher Briefing yearly. A Refresher Application shall be submitted for this purpose.

For Official Use				
Training Programme Identified		<input type="checkbox"/> ADP Full Training Programme <input type="checkbox"/> ADP Refresher Training Programme		
ARRC Amount: \$20.00 (exclude GST)	Attempt 1	Postpone	Remarks	NA
Receipt No / Date		NA		
Money Collection Officer (Name & Signature)		NA		
Scheduled Date & Time				
Attendance Approval (Name & Signature)				
Trainer (Name & Signature)				
Results (Delete where applicable)	<input type="checkbox"/> Completed <input type="checkbox"/> Absent	<input type="checkbox"/> Completed <input type="checkbox"/> Absent		

ART Amount: \$5.00 (exclude GST)	Attempt 1	Postpone	Remarks	Attempt 2	Remarks	Attempt 3	Remarks
Receipt No / Date		NA					
Money Collection Officer (Name & Signature)		NA					
Scheduled Date & Time							
Attendance Approval (Name & Signature)							
Invigilator (Name & Signature)							
Marker (Name & Signature)							
Results	/ 25	/ 25		/ 25		/ 25	
	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Absent	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Absent		<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Absent		<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Absent	

<b>ADSC</b> <b>Amount: \$12.00 (exclude GST)</b>	<b>Attempt 1</b>	<b>Postpone</b>	<b>Remarks</b>	<b>Attempt 2</b>	<b>Remarks</b>	<b>Attempt 3</b>	<b>Remarks</b>
<b>Receipt No &amp; Date</b>		NA					
<b>Money Collection Officer (Name &amp; Sign)</b>		NA					
<b>Scheduled Date &amp; Time</b>							
<b>Attendance Approval (Name &amp; Sign)</b>							
<b>Assessor (Name &amp; Sign)</b>							
<b>Results (Delete where applicable)</b>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	

<b>ADP</b> <b>Amount: \$10.00 (exclude GST)</b>	<b>Verification</b>	<b>Printing</b>	<b>Approval</b>
<b>Receipt No &amp; Date:</b>	<input type="checkbox"/> Approved for Printing <input type="checkbox"/> Rejected	<b>ADP Permit No:</b>  <b>Tamper Proof Sticker No:</b>  	<input type="checkbox"/> Approved for Issuance <input type="checkbox"/> Rejected
<b>Money Collection Officer (Name &amp; Sign)</b>	<b>Verifying Officer (Name, Signature, Date)</b>	<b>ADP Printing Officer (Name, Signature, Date)</b>	<b>Approving Officer (Name, Signature, Date)</b>