

CAT1 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 complete.

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

New: For applicants who had no prior Cat1 ADP, or whose prior Cat1 ADP had expired more than 1 year.

Renewal: For current holders with expiring Cat1 ADP, or prior Cat1 ADP holders who are newly employed under a different organization.

Replacement: For misplaced Cat1 ADP, or wear & tear of Cat1 ADP. For misplaced Cat1 ADP, a police report is required.

A) Personal Particulars (To be completed by the applicant)		
Name (In Block Letters as per NRIC):		
Designation:	Airport Pass No.:	Republic of Singapore Driving Licence:
		<input type="checkbox"/> Class 3 <input type="checkbox"/> Class 4
Business email:	Business Contact No.:	<input type="checkbox"/> Class 3A <input type="checkbox"/> Class 5
Name & Address of Employer:		
Note: Please read and understand the Terms and Conditions of Cat1 Airfield Driving Permit Application stated overleaf I hereby declare 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 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.		Signature of Applicant & Date
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 (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.		
Name & Signature of Employer & Date	Name & Signature of Supporting Organization and Date (if applicable)	

TERMS & CONDITIONS OF SELETAR AIRPORT CAT1 AIRFIELD DRIVING PERMIT APPLICATION (“CAT1 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. The Applicant’s employer/company must support and endorse this application and agree to its terms and conditions. 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 Cat1 ADP.
3. The cover letter shall also include a declaration on the applicant’s status of Republic of Singapore Driving Licence.
4. The Supporting Organisation (“SO”) shall be responsible for the Applicant until the Applicant’s Cat1 ADP is returned or expired. The SO shall collect and return to ADC the Cat1 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 Airfield Driving Permits for the following reasons:
 - a. Insufficient purpose to hold a Seletar Airport Cat1 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. Providing escort services and/or driving in Seletar Airport 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.
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 ADP.
8. Applicants applying for a Cat1 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.
9. 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.
10. 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

11. This Application includes the application of the course and tests within the Cat1 ADP/Cat1 ADP Refresher Training Programme. Renewal applications will undergo the Cat1 ADP Refresher Training Programme, provided that the applicant’s prior Cat1 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 appointment date to make payments, through their respective Airfield Driving (AD) Coordinator.
13. The table below lists the Cat1 ADP related fees excluding GST. Prevailing GST will be calculated during payment.

Course / Test	Training Programme		Fees
	Cat1 ADP	Cat1 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 their course 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 Airfield Driving Safety Compliance Tests (ADSCT)

18. Applicants must have passed the Cat1 ARRC and Cat1 ART before sitting for the Cat1 ADSCT
19. 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 Cat1 Seletar Airport Airfield Vehicle Permit (AVP).
20. Applicants are required to pass the Cat1 ADSCT within 2 attempts and within 3 months of passing the Cat1 ART.
21. Applicants who are unable to pass the Cat1 ADSCT can reapply to retake the ADSCT 3 months after their second test attempt.
22. Cat1 ADSCT fee shall be imposed for each test attempt.

E) Airfield Driving Permit Validity

23. The Cat1 ADP shall be valid for 1 year. The validity date shall be indicated on the Cat1 ADP.
24. The Cat1 ADP will be issued based on the class of vehicles (except for motorcycles) indicated on their Republic of Singapore Driving Licence.
25. The Cat1 ADP shall be in the ADP holder’s possession at all times whilst operating in the Seletar Airport Airside.
26. The Cat1 ADP is not transferable.
27. Cat1 ADPs that have expired or are no longer required for the purpose for which it was issued shall be returned to Seletar Airport ADC.
28. 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 Cat1 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.
29. Holders of Seletar Airport Cat1 ADP are required to attend a Cat1 ADP Refresher Briefing yearly. A Cat1 Refresher Application shall be submitted for this purpose.

For Official Use				
Training Programme Identified		<input type="checkbox"/> Cat1 ADP Full Training Programme <input type="checkbox"/> Cat1 ADP Refresher Training Programme		
Cat1 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		

Cat1 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)							
	/ 50	/ 50		/ 50		/ 50	
Results	<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		Pass Fail Absent	

Cat1 ADSCT Amount: \$12.00 (exclude GST)	Attempt 1	Postpone	Remarks	Attempt 2	Remarks	Attempt 3	Remarks
Receipt No & Date		NA					
Money Collection Officer (Name & Sign)		NA					
Scheduled Date & Time							
Attendance Approval (Name & Sign)							
Assessor (Name & Sign)							
Results (Delete where applicable)	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		Pass Fail	

Cat1 ADP Amount: \$10.00 (exclude GST)	Verification	Printing	Approval
Receipt No & Date:	<input type="checkbox"/> Approved for Printing <input type="checkbox"/> Rejected	Cat1 ADP Permit No:	<input type="checkbox"/> Approved for Issuance <input type="checkbox"/> Rejected
		Tamper Proof Sticker No:	
Money Collection Officer (Name & Sign)	Verifying Officer (Name, Signature, Date)	ADP Printing Officer (Name, Signature, Date)	Approving Officer (Name, Signature, Date)