

Application For Category One Airfield Driving Permit

Changi Airport Group (S) Pte Ltd
 Airside Driving Centre, Terminal 2 (F50)
 Email: asm.adc@changiairport.com
 Website: <http://www.changiairport.com/corporate/our-expertise/airport-operations/airside-driving-centre.html>

1. Please complete all fields stipulated in this form.
2. Endorsement stamp/s and signature/s of Employer and/or Airport Organisation supporting this application as required in Section B must be original. Scanned or photocopied form will be rejected.
3. Attach supporting email or letter from airport organisation officer of designation at least Senior Manager (or equivalent) and above indicating the reasons and duration for which applicant requires a CAT 1 ADP.
4. Applicants are required to produce original documentation of the **NRIC/Work Permit, Seasonal Airport Pass and Class 3 Driving License issued by Singapore Traffic Police or equivalent State Driving License** for verification upon submission of this application form. Applicants who fail to produce the original documents will not be eligible to take the tests.
5. Kindly ensure that you have read and understood the conditions indicated in the overleaf prior to submission of application.

Section A – Personal Particulars (all fields to be completed by applicant)

Name (in block letters) as indicated in NRIC/Passport	NRIC / FIN No.	Gender (please circle)
		Male / Female
Name & Address of Company (in block letters)	Date of Birth	Nationality
	Designation	Email Address
ADP Expiry Date (dd/mm/yyyy)	Mobile Number	

Self-Check List for Applicant (please tick)	For Official Use	Signature & Date
NRIC/Work Permit (front & back)		
Airport Pass (front)		
State Driving License (front & back)	Country & Authority Issued:	
Airfield Driving Permit (front & back)		
Supporting Letter from CAG/Airport Org		
Pre-Approval from CAG		

I hereby declare that the information given by me is true and correct. I understood and agreed to abide by the conditions stated overleaf, in Civil Aviation Authority of Singapore (CAAS) By-Laws (2009), Airside Driving Theory Handbook and any amendments issued (e.g. Airside Safety Notice, Airside Operations Notice, etc.) from time to time. I shall surrender my Airfield Driving Permit (ADP) to Changi Airport Group (S) Pte Ltd if my state license has been revoked by Singapore Traffic Police / Regulatory Authority and prior my resignation from service. I am fully aware that -

- (a) By submitting this form, you agree that CAG may collect, use and disclose your personal data provided in this form for the purpose of processing your Airfield Driving Permit application and facilitating all matters in relation to your conduct on the Airfield, in accordance with the applicable privacy laws and CAG's Privacy Policy (<https://www.changiairport.com/en/privacy-policy.html>).
- (b) no person shall drive a vehicle of any description (other than a vehicle used for transport by a disabled person) within the airside unless he is the holder of a valid airfield driving permit authorising him to drive a vehicle of that description within the airside; and
- (c) shall contact the relevant agencies at the hotlines below, as and when required.

Airport Emergency Services: 6541 2525	Medical Emergency: 6543 2223
Airport Police Division: 6546 0000	Fault Management Centre: 6541 2424
Airport Management Centre: 6541 2273/75	

Signature of Applicant

Date of Application

Section B – Endorsement & Declaration by Employer and/or Airport Agency

By signing on this Form, I, on behalf of my company, support this application, agreed to the Conditions of Application (as stated overleaf), verified that the details of the applicant, supporting documents given are true and correct. I undertake to comply with the provisions in the CAAS By-Laws (2009) and Airside Driving Theory Handbook, including any amendments issued (e.g. Airside Safety Notice, Airside Operations Notice, etc) from time to time. I shall ensure that the applicant understood the conditions stipulated in this form and surrender their ADP to CAG if he/she has resigned from service. I am fully aware that no person shall –

- (a) employ or permit another person to drive a vehicle of any description (other than a vehicle used for transport by a disabled person) within the airside unless the person so employed or permitted to drive is the holder of a valid airfield driving permit authorising him to drive a vehicle of that description within the airside.

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 & Signature of Employer	Company Stamp & Date of Endorsement	Email Address & Contact No.
Name, Designation & Signature of Airport Org. <i>(if applicable)</i>	Company Stamp & Date of Endorsement	Email Address & Contact No.

Section C – For Official Use

(I) Test Booking & Results

CAT1 Theory Training	Course Date:		Trainer Signature & Date:			
Theory Test	Date	Time	Result			CAG Assessor Signature & Date
			Passed	Failed	Absent	
1 st Booking						
2 nd Booking						
3 rd Booking						
CAT 1 Practical Training Log	Training Completion Date:		Trainer Signature & Date:			
Practical Test	Date	Time	Result			CAG Assessor Signature & Date
			Passed	Failed	Absent	
1 st Booking						
2 nd Booking						
3 rd Booking						

Note: To book the fourth 4th Theory and/or Practical test, applicants shall complete a new form and seek endorsement from their employer and/or airport organisation.

(II) Issuance of CAT 1 Airfield Driving Permit (ADP)

Signature of CAG Licensing Officer / Date

Conditions of Application

(A) General

1. This form is for application of CAT1 ADP. For application of CAT1R ADP, please refer to Application for Category 1R Airfield Driving Permit.
2. Applicants must possess a valid Airfield Driving Permit issued a minimum of three (3) months prior to the date of application.
3. Applicants must not be involved in any accident/incident or issued with a Notice of Offence (NOO) during a period of one (1) year before the date of application.
4. **Applicants' employer shall write in to ADC Licensing Manager/Supervisor via email (at asm.adc@changiairport.com) using the standard template provided to request for applicant to apply for a CAT 1 ADP. The email shall state the reasons for which the applicant requires a CAT 1 ADP, and the duration for which they require entry. The email must also be accompanied by a supporting letter/email from the respective airport organisation officer of designation at least Senior Manager (or equivalent) and above to provide justification for the applicant to obtain a CAT1 ADP.**
5. The employer of the applicant must agree to the terms stipulated in this form and endorse in Section B.
6. Applicants must possess at least a valid Class 3 Driving License issued by Singapore Traffic Police or equivalent State Driving License issued by a Regulatory Authority recognised by the country of issuance.
7. This Application form must be accompanied with a photocopy (front and back) of NRIC/Work permit, seasonal airport pass, Singapore Class 3 Driving License or accepted equivalent. Collection of photocopied documents is meant for verification of applicants' details.
8. The applicant shall produce the original NRIC/Work Permit, Seasonal Airport Pass, Driving License and Airfield Driving Permit on scheduled test dates.

(B) CAT 1 Theory Training and Test

9. Applicants must attend the CAT 1 Theory Training before applying for the CAT 1 Theory Test.
10. The CAT 1 Theory Training and Test are conducted in English only. Applicants are required to arrive 15 minutes prior to their theory test for documents verification. Applicants who arrive later than the designated test slot would not be permitted to sit for their test.

(C) CAT 1 Practical Test and English Language Proficiency Test

11. Applicants must pass their CAT 1 Theory Test, CAT 1 Simulator, and complete the CAT 1 Practical Training before applying for the CAT 1 Practical Test.
12. Applicants shall produce their original identity card (NRIC)/Work Permit, Seasonal Airport Pass, Class 3 Driving License issued by Singapore Traffic Police or equivalent State Driving License issued by a Regulatory Authority and valid Airfield Driving Permit for verification on the day of the test.
13. Applicants shall arrive 15 minutes prior to their CAT 1 Practical Test for documents verification. Applicants who arrive later than their designated test slot would not be permitted to take the test.
14. The company endorsing this application shall provide a CAT 1 vehicle for the test. The vehicle provided must be in good working condition and possess a valid CAT 1 Airfield Vehicle Permit issued by CAG. The company is responsible to ensure that the applicant is competent to operate the test vehicle.
15. After passing the practical test, applicants shall arrange with Regional English Language Centre (RELC) via email at enquiries@relc.org.sg to undergo the English language proficiency test. The cost of this test shall be borne by the applicant or the employer. Applicants must attain a minimum of Level 4 and submit the test report to ADC in order to be issued the CAT 1 ADP.
16. Applicant must obtain their CAT 1 permit within three (3) months of attending the Theory Training. Failing which, applicants shall re-attend the entire course.

(D) Collection of CAT 1 Airfield Driving Permit

17. The CAT 1 Airfield Driving Permit will be issued to applicants who pass the CAT 1 Practical Test and show evidence of having obtained at least Level 4 for the English language proficiency test.
18. The CAT 1 Airfield Driving Permit is valid for one (1) year from date of issue, or the duration for which the holder requires the permit, or until the holder resigns; whichever is earlier.
19. All applicants shall collect their CAT 1 Airfield Driving Permit in person and the permit shall be valid from the date of issue.
20. Original documents of the NRIC/Work Permit, Seasonal Airport Pass, State Driving License and Airfield Driving Permit shall be produced for verification during collection of CAT 1 Airfield Driving Permit.
21. Drivers must carry the CAT 1 Airfield Driving Permit when driving in the airside.
22. The CAT 1 Airfield Driving Permit is not transferable. Any unauthorised possession, use, retention, alternation, destruction or transfer to another person of the CAT 1 Airfield Driving Permit is deemed to have infringed the CAAS by-laws (2009).
23. Employers shall ensure that drivers who resign from their company or are no longer required to hold a CAT 1 Airfield Driving Permit surrender their CAT 1 Airfield Driving Permit to Airside Driving Centre.

(E) Indemnity

24. The company/employer shall indemnify and hold harmless, CAG its officers and employees against any and all loss of 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.

(F) Renewal of CAT 1 Airfield Driving Permit (ADP)

25. All applicants shall submit the Application for Renewal of Airfield Driving Permit at the Airside Driving Centre within two (2) weeks of their Airfield Driving Permit expiry date.
26. It is the responsibility of CAT 1 Airfield Driving Permit holders to complete the required refresher training and tests conducted by CAG Airside Driving Centre within three (3) months of their Airfield Driving Permit expiry date, prior to their application to renew the CAT 1 Airfield Driving Permit.
27. Applicants shall attach a supporting letter with CAG/airport organisation letterhead or email from the respective CAG officer/airport organisation officer of designation at least Senior Manager (or equivalent) and above to provide justification for the applicant to continue holding a CAT1 ADP.

Sample Document Submission

NRIC (Front)



NRIC (Back)



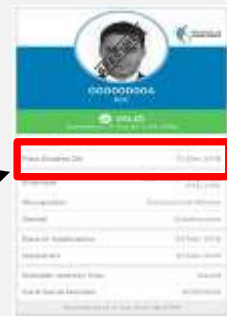
Work Permit (Front)



Work Permit (Back)



Work Permit (Document)



Scan QR code to obtain work permit expiry date

Attach document with application

State Driving License (Front)



State Driving License (Back)



State license that are defaced will be rejected

Airfield Driving Permit (Front)



Airfield Driving Permit (Back)



Airport Pass (Front)

