

Application for Renewal of Airfield Driving Permit

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

Name (in block letters) as indicated in NRIC/Work Permit		NRIC / FIN No.	Date of Birth	Gender (circle)
				Male / Female
Designation	Address	Nationality	Mobile Number	Office Telephone
Singapore Driving License (circle)	Foreign Driving License	Airside Internal License	PLB Class	CAT 1
3 / 3A / 3C / 3CA / 4 / 5 / F	Issued Country: Classification:	3T / 4T / 4D / 5S	A / B	YES / NO

Self-Check List for Applicant	(please tick)	Self-Check List for Applicant	(please tick)
NRIC/Work Permit (front & back)	<input type="checkbox"/>	Refresher Course Cert	<input type="checkbox"/>
Airport Pass (front)	<input type="checkbox"/>	Medical Cert (65 years old and above)	<input type="checkbox"/>
State Driving License (front & back)	<input type="checkbox"/>	CAT 1 Approval Letter (if applicable)	<input type="checkbox"/>
Airfield Driving Permit (front & back)	<input type="checkbox"/>		<input type="checkbox"/>

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 I shall surrender my Airfield Driving Permit (ADP) to Changi Airport Group (S) Pte Ltd if my state license has been revoked by Singapore Traffic Police / Regulatory Authority and prior my resignation from service.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) 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.

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 his/her 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.
(if applicable)

Company Stamp & Date of Endorsement

Email Address & Contact No.

Section C – For Official Use

Refresher (please circle)	Date	Remarks
ARRRC	APD / CAG / AES / dnata / SATS / SIAEC	
PLB (A / B)	SATS / dnata / Shinmaywa	

Verification Officer	Signature	Date	Verification Officer	Signature	Date
1			2		

Conditions of Application

(A) Renewal of Airfield Driving Permit (ADP)

1. All applicants who wish to renew their permits are required to submit their application forms (Application for Renewal Airfield Driving Permit) to the Airside Driving Centre.
2. Please include photocopied front and back of NRIC/Work permit, Airfield Driving Permit, Airport Pass, State driving license, and refresher course certificateduring submission of application.
3. 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>)
4. For applicants who are 65 years old and above, to submit a copy of the doctor's medical certificate stating applicant is 'Fit to Drive'. The medical certificate will be valid for three (3) months from the date of issue.
5. It is the responsibility of the holder of an ADP to attend a refresher course conducted by a training school (approved by CAG), prior his/her application to renew the ADP. The refresher course cert will be valid for three (3) months from the date of issue.
6. All incomplete applications will be rejected. Applicants will need to resubmit full applications. **Rejected applications will not be returned.**
7. Any applicant whose permit expires more than two (2) years would be required to retake his/her ART and ADSCT.

(B) Collection of Airfield Driving Permit

1. Successful applications will be notified via mobile message service WhatsApp.
2. The fee for an Airfield Driving Permit inclusive of 8% GST is \$10.80/- for 1-year validity or \$21.60/- for 2 years validity.
3. Payment will be made via link provided, by MasterCard/VISA only.
4. Upon successful payment, the photo image of the new permit will be sent via WhatsApp within seven (7) working days.
5. Applicants aged 64 will only be issued with 1 year ADP.
6. The ADP is not transferable. Any unauthorised possession, use, retention, alteration, destruction or transfer to another person of the ADP is deemed to have infringed the CAAS by-laws (2009).
7. Any person who resigned from a company/or airport organisation is required to surrender his/her ADP.
8. Renewal applications are to be submitted within 3 months before the ADP expiry date.

(C) CAT 1 Renewal

1. Applicants to attach supporting letter with associated letterhead from the relevant airport organisation (CAG/ CAAS/ CAFHI) indicating the reason(s) for the applicant to continue holding a CAT 1 ADP. Contractors engaged by an airport organisation shall attach a supporting letter with letterhead from said airport organisation indicating the reason(s) for the applicant to continue holding a CAT 1 ADP.

(D) Indemnity

1. 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.

Sample Document Submission

NRIC (Front)



NRIC (Back)



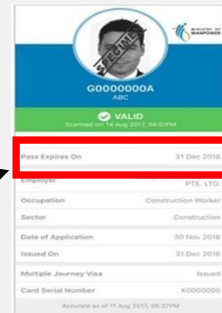
Work Permit (Front)



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)

