

Application for Passenger Loading Bridge (PLB) 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>

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

Name (in block letters) as indicated in NRIC/Work permit	NRIC / FIN No.	Gender (please circle) Male / Female	Date of Birth (dd/mm/yyyy)
Company Name	Nationality		Designation
	Mobile Number		Office Telephone

Self-Check List for Applicant (please tick)	For Official Use	Signature & Date
NRIC / Work Permit No. (front & back)		
Seasonal Airport Pass (front)		
PLB Course Cert & Training Records	SATS / dnata / Shinmaywa Course Date:	

I hereby declare that the information given by me is true and correct. I have understood and agree 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 I shall surrender my Airfield Driving Permit (ADP) to Changi Airport Group (S) Pte Ltd if my state license has been revoked by Singapore Traffic Police / Regulatory Authority and prior my resignation from service.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; and
- (b) 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, agree to the Conditions of Application (as stated overleaf), have 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 has understood the conditions stipulated in this form and will 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.

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

Section C – For Official Use

Approval by CAG Licensing Supervisor / Manager Prior to PLB Test

Signature / Date	Remarks

(I) Test Booking & Results (Class A / Class B)

Course By: SATS / dnata / Shinmaywa				Course Date:		
Practical Test	Date	Time	Result			CAG Assessor Signature & Date
			Passed	Failed	Absent	
1 st Booking						
2 nd Booking						
3 rd Booking						
4 th Booking						
6 th Booking						
5 th Booking						
7 th Booking						
8 th Booking						
9 th Booking						
10 th Booking						

Note: Applicants who require booking the eleventh (11th) Practical Test must complete a new form and seek endorsement from his/her employer and/or airport organisation prior to making the booking.

Condition of Application

(A) Booking of Passenger Loading Bridge (PLB) Test

1. The employer of the applicant must agree to the terms stipulated in this form and endorse in Section B.
2. 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>)
3. Applicant is to attach a photocopied front and back of NRIC/work permit, seasonal airport pass, a copy of PLB course certificate and training records issued by SATS/dnata/Shinmaywa (application to be submitted within 3 months after PLB course is completed) during the submission of application.
4. Applicant to submit a retraining course certificate and training record should the initial course certificate expires after 3 months.
5. Applicant is required to produce the original NRIC/Work Permit and Seasonal Airport Pass on the day of enrolment and scheduled test date.
6. Applicant is required to arrive 15 minutes prior to tests for document verification. Applicant who arrives later than the designated test slot would not be permitted to sit for the test.
7. Applicant late or absent for tests will have the fee forfeited. i.e. Fees paid are not refundable.

(B) Collection of Airfield Driving Permit (ADP)

1. Applicant is required to collect the ADP in person and the permit shall be valid from the date of issue.
2. Original documents of the NRIC/Work Permit and Seasonal Airport Pass required to be produced for verification during collection of Airfield Driving Permit.
3. It is mandatory for the applicant possessing smart mobile devices to download the SWEET App. Applicant to produce the smart mobile device with SWEET App for verification during collection of Airfield Driving Permit. In the absence of a smart mobile device, applicant to produce a letter head from the company stating driver does not possess a smart mobile device.
4. 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).
5. Any person who resigned from a company/or airport organisation is required to surrender his/her ADP to Airside Driving Centre.
6. **Applicants must obtain their ADP within 3 months of passing the practical test. Failing which, applicants shall retake the practical test.**

(C) Charges

PLB Test	\$12.84 inclusive of 7% GST
Airfield Driving Permit	\$10.70 for 1-year or \$21.40 for 2-year validity, inclusive of 7% GST

1. Payment must be made on the date of booking or collection via **NETS/Cash Card/ Cheque**. Cheque must be made payable to Changi Airport Group (S) Pte Ltd. Fees paid are not refundable
2. Venue for test booking: CAG Airside Driving Centre (opposite F50 bay)
Operating hours: Monday to Thursday: 9am – 1230pm, 2pm -5pm
Friday: 9am – 12.30pm, 2pm – 4.30pm

(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.

(E) Renewal of Airfield Driving Permit

1. All applicants who wish to renew their permits are required to submit their application forms complete with endorsement by the applicant's employer/airport organisation and attached refresher certificate to the Airside Driving Centre, no later than two (2) weeks prior to expiry of their ADP.
2. It is the responsibility of the holder of an ADP to attend a PLB refresher course conducted by a training school (approved by CAG), prior to his/her application to renew the ADP. He/She is also required to submit his/her application to renew the ADP within three (3) months after attending the PLB refresher course. Any applicant whose permit expires more than three (3) years would be required to retake the practical test.

Sample Document Submission

NRIC (Front)



NRIC (Back)



NRIC are defaced will be rejected

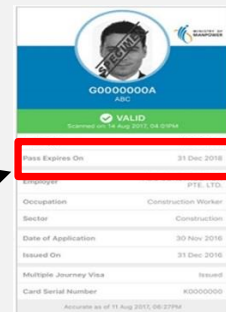
Work Permit (Front)



Work Permit (Back)



Work Permit (Document)



Scan QR code to obtain work permit expiry date

Attach document with application

Airport Pass (Front)

