

VEHICLE PERMIT APPLICATION FORM FOR VIA

Form No.:	N1-FRM/2025/19
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Revision No.:	2
Revision Date:	03 rd March 2026
Effective Date:	10 th March 2026

1. APPLYING COMPANY/ORG. DETAILS

Company/Org Name:		Contact No:	
Division/Dep./Section:		Mobile No:	
Contact Email:			

2. VEHICLE/EQUIPMENT DETAILS

Vehicle Type:		Vehicle Registry No./ (if not registered) VI No:	
Capacity:		Vehicle Registered Owner:	
Insurance Policy No:		Expiry Date:	Road Worthiness Expiry:

3. VEHICLE ACCESS DETAILS

Type of Permit	New <input type="checkbox"/>	Renewal <input type="checkbox"/>	Vehicle permit Expiry Date:		Lost/Damage <input type="checkbox"/>		
	Area Update <input type="checkbox"/>		Temporary VP <input type="checkbox"/>	Duration:	months		
Required Area	Airside Area only <input type="checkbox"/>	Airside and Landside Area <input type="checkbox"/>	Landside Area only <input type="checkbox"/>				
Purpose of Vehicle (tick and describe)	Runway Access <input type="checkbox"/>	Aircraft Servicing <input type="checkbox"/>	Other airport Orgs. <input type="checkbox"/>	VIA Projects/ Contracts <input type="checkbox"/>	Catering to Airport Org. <input type="checkbox"/>	Import/ Export <input type="checkbox"/>	Other <input type="checkbox"/>

4. AGREEING BY APPLYING COMPANY/ORG

I hereby affirm my commitment to fulfilling all responsibilities associated with the role of a Vehicle Operator for the vehicle identified in this application. I undertake to ensure that the specified vehicle is operated in full compliance with the conditions set forth by MACL and the Airside Driving Handbook of VIA, including any amendments, circulars, safety bulletins, and applicable national driving rules and regulations.

In consideration of being granted a Vehicle Permit for the vehicle referenced herein, I further agree to indemnify MACL against any and all liabilities, losses, or damages arising from negligent, reckless, or non-compliant operation of the vehicle. This includes, but is not limited to, damage to third parties or property, and any costs incurred during the recovery or relocation of the vehicle should it become immobilized within the Movement Area.

I understand and accept that MACL reserves the right to impose penalties and fines for any violations of vehicle operation standards or offenses committed by the operator while operating the specified vehicle within the VIA premises.

I further acknowledge that the issuance of a Vehicle Permit is at the sole discretion of MACL, which reserves the right to cancel the permit at any time without prior notice. The initial issuance of a permit does not constitute a guarantee of renewal or continued validity.

Company Delegate's Name:		Company/organization Stamp:	
Company Delegate's Designation:			
Date:			
Sign:			

5. ENDORSEMENT BY AVIATION SECURITY COMMAND (AVSECOM)

APPROVED <input type="checkbox"/> YES <input type="checkbox"/> NO	REF. NO:	Endorsement Stamp
NAME:		
DATE:		
REMARKS:		

FORM NO:	ISSUE DATE:
AVP NO:	EXPIRY DATE:

I certify that the above-mentioned AVP application has been verified and it is acceptable to issue an AVP

OFFICER IN CHARGE:	DATE:	SIGNATURE:
AUTHORIZED BY:	DATE:	SIGNATURE:
REMARK:		

7. VEHICLE PERMIT RECEIVED BY APPLYING COMPANY/ORG

I, the recipient, accept that this vehicle is permitted to the airside/landside only when the permit is clearly displayed on the windscreen of the vehicle. The vehicle permit remains a property of the issuing MACL and MACL shall not be liable for any loss or damage to the vehicle or its contents.

I will ensure that all drivers are aware of the rules and regulations as per the Airside Driving Handbook as well as National Driving Regulations. I will ensure that all Airside Drivers are aware of getting ATC Clearance before entering the Maneuvering area. This AVP does not confer the right to park on the Airside unless Authorized.

PERMIT RECEIVED BY:	COMPANY/DEP/SEC:
DATE:	SIGN:

8. SELF- CHECKLIST FOR ATTACHMENTS

AVP Application form must be submitted with the following documents: -

- A Copy of Registration certificate of the vehicle (private vehicles are not allowed)
- A Copy of Documentary evidence of Insurance coverage
- A Copy of Documentary evidence of Road Worthiness
- Supporting Documents for Vehicle/Equipment on Projects/Contracts
- A photo of Vehicle Livery/Logo imprinted on vehicle

9. CONDITION & REQUIREMENTS

- I. **Airport Worthiness Inspection (AWI)** is required for all vehicles situated at VIA and a fee is applicable.
- II. For vehicles registered under Ministry of Transport & Civil Aviation, Vehicle/Equipment shall have a valid **roadworthiness sticker**.
- III. All vehicles shall have company/organization identification or **livery/logo** on both sides of the vehicle visible within 50m apart.
- IV. All mobile vehicles accessing the airside shall have **amber flashing beacon** and non-mobile vehicles/equipment shall have a checkered flag and obstruction light during night operations.
- V. All vehicles/equipment accessing airside shall have a **fire extinguisher** equipped in the vehicle.
- VI. AVP should be **renewed 02 months prior** to expiry.
- VII. The Permit issued to a specific vehicle are **not transferable** between vehicles or companies.
- VIII. Vehicles must be registered under **Traffic Zone A** on their registration. Otherwise, a temporary permit from Maldives Transport and Civil Aviation shall be obtained.
- IX. If the vehicle is not registered under the operating company, a vehicle lease document must be submitted.
- X. Vehicle must have valid insurance
- XI. Vehicles shall only be operated in the Airport Controlled area for the permitted Operation
- XII. Vehicle shall not be parked at VIA premises and shall be removed upon completion of operation.
- XIII. Landside Drivers are required to have a valid security pass and national license card.

10. CANCELLATION POLICY

The applicant or sponsor is responsible for returning the AVP to MACL for Cancellation in the following Circumstances:

- I. When the purpose for which the pass issued has ceased.
- II. When the vehicle ownership changes and when the vehicle is scrapped, sold or otherwise permanently ceases operation at airside
- III. In the case of a sponsored vehicle, when the vehicle is no longer used by the sponsoring company, even though the pass is still valid
- IV. On request by MACL, MACL may cancel or request to return of an AVP/TVP
- V. If the permit is defaced, altered, amended or bears marking not entered by the issuing authority.
- VI. If a permit is obtained for a privately-owned vehicle purported to be company owned.
- VII. The issue of an AVP during the previous carries no Automatic right to re-issue.
- VIII. The Issue of an AVP does not confer the right to park at Airside.
- IX. Applications for Privately owned or Non-operational vehicles will not be approved.

11. CHARGES FOR VEHICLE PERMITS *(all rates are in MVR and is subject to additional 8%GST)*

Vehicle Category	Airside Fee (per Annum)	Landside Fee (Per Month)
CAT A: Vehicles/Equipment of 0-2tons or up to 20pax	900.00	1,000.00
CAT B: Vehicles/Equipment of above 2, up to 4tons or above 20pax	1,100.00	1,300.00
CAT C: Vehicles/Equipment of above 4tons	1,700.00	1,900.00

Damage/Lost renewal fee

1 st Instance of damage/loss of Permit	62.00
2 nd Instance of damage/loss of Permit	125.00
3 rd Instance of damage/loss of Permit	190.00

All payments are non-refundable

Process flow detail for customers

