

**VEHICLE PERMIT
APPLICATION FORM
OF AGA/AAMS
FOR VIA**

1. APPLYING COMPANY/ORG. DETAILS

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

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"/>	VP Expiry Date:	Lost/Damage <input type="checkbox"/>				
	Area Update <input type="checkbox"/>	Temporary VP <input type="checkbox"/>	Duration: <i>months</i>				
Required Area	Airside Area only <input type="checkbox"/>	Airside and Landside Area <input type="checkbox"/>	Landside Area only <input type="checkbox"/>				
Purpose of Vehicle (<i>tick and describe</i>)	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 agree to fulfill the requirements of Vehicle Operator and ensure to abide the conditions stated in MCAA and that the vehicle is operated in accordance with the Airside Driving Handbook & any amendments issued (circulars, safety notice, etc.) as well as the National Driving rules and Regulations.
In consideration of being granted an AVP in accordance with this application, the Applicant agrees and undertakes to Indemnify MACL for any loss or damage caused to the vehicle or any third party due to rash and negligence for failing to adhere to the rules and regulations and also for damage to the vehicle in moving the vehicle if the vehicle becomes immobilized on the Movement Area.

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

6. APPROVAL BY AERODROME & GROUND AIDS OF MACL

Airport Worthiness Passed:	YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input type="checkbox"/>	Seatbelts:	YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input type="checkbox"/>
Company Livery/Insignia:	YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input type="checkbox"/>	Fire Extinguisher:	YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input type="checkbox"/>
Beacon/Obstruction Light/flag:	YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input type="checkbox"/>	Communication with ATC:	YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input type="checkbox"/>

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

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

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

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 to get 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
- 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 Non-Airport Organization, Vehicle/Equipment shall have a valid **roadworthiness sticker**.
- III. All vehicles shall have company/organization identification or **livery/logo** on both of the vehicle visible within 50m apart.
- IV. All mobile vehicles accessing 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 01 month prior** of expiry.
- VII. The permit issued to a specific vehicle are **not transferable** between vehicles or companies.

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 pass is defaced, altered, amended or bears marking not entered by the issuing authority.
- VI. If a pass 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 6%GST)*

Vehicle Category	Airside Fee (per Annum)	Landside Fee (Per Month)
CAT A: Vehicles/Equipment of 0-2tons or up to 20pax	305.00	305.00
CAT B: Vehicles/Equipment of above 2, up to 4tons or above 20pax	610.00	610.00
CAT C: Vehicles/Equipment of above 4tons	915.00	915.00

Damage/Lost renewal fee

1 st Instance of damage/loss of Permit	60.00
2 nd Instance of damage/loss of Permit	120.00
3 rd Instance of damage/loss of Permit	185.00

All payments are non-refundable

Process flow detail for customers

