

CIVIL AVIATION AUTHORITY OF SINGAPORE ACT 2009**(ACT 17 OF 2009)****CIVIL AVIATION AUTHORITY OF SINGAPORE (SELETAR AIRPORT) BY-LAWS 2009**

In exercise of the powers conferred by section 68 of the Civil Aviation Authority of Singapore Act 2009, the Changi Airport Group (Singapore) Pte Ltd, being the airport licensee for Seletar Airport, after consulting the Civil Aviation Authority of Singapore and with the approval of the Minister for Transport, hereby makes the following By-laws:

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CIVIL AVIATION AUTHORITY OF SINGAPORE ACT 2009

(ACT 17 OF 2009)

CIVIL AVIATION AUTHORITY OF SINGAPORE (SELETAR AIRPORT) BY-LAWS 2009

In exercise of the powers conferred by section 68 of the Civil Aviation Authority of Singapore Act 2009, the Changi Airport Group (Singapore) Pte Ltd, being the airport licensee for Seletar Airport, after consulting the Civil Aviation Authority of Singapore and with the approval of the Minister for Transport, hereby makes the following By-laws:

PART I

PRELIMINARY

Citation and commencement

1. These By-laws may be cited as the Civil Aviation Authority of Singapore (Seletar Airport) By-laws 2009 and shall come into operation on 1st July 2009.

Definitions

2. In these By-laws, unless the context otherwise requires —

"aircraft stand" means an area on an apron for parking an aircraft;

"airfield driving permit" means an airfield driving permit issued by the airport licensee under by-law 54;

"airfield vehicle permit" means an airfield vehicle permit issued by the airport licensee under by-law 51;

"airport" means the Seletar Airport;

"airport licensee" means the airport licensee for Seletar Airport;

"airside" means the movement area of the airport and the adjacent terrain and buildings or parts thereof, access to which is controlled;

"apron" means that part of the airport, other than the manoeuvring area, to be used for accommodating aircraft for the purposes of embarkation or disembarkation of passengers, loading or unloading of mail or cargo, or fuelling, parking or maintenance of aircraft;

"authorised person" means —

(a) any officer or employee of the airport licensee; or

(b) any person duly authorised by the airport licensee to act on its behalf;

"driver" —

(a) in relation to a trailer, includes a driver of a vehicle by which the trailer is drawn;

(b) where a separate person acts as a steersman of a vehicle, includes that person as well as any other person engaged in the driving of the vehicle;

(c) includes the rider of a bicycle and any person propelling a tricycle or pushing or pulling a cart; and

(d) in relation to a passenger loading bridge, includes the operator manning the console by which the bridge is activated,

and "drive" shall be construed accordingly;

"forklift driving permit" means a forklift driving permit issued by the airport licensee under by-law 57;

"manoeuvring area" means that part of the airport to be used for the taking off, landing and taxiing of aircraft, but does not include areas set aside to accommodate aircraft, for embarkation or disembarkation of passengers, for loading and unloading of mail or cargo, or for fuelling, parking or maintenance of aircraft;

"motor vehicle" means a mechanically propelled vehicle intended or adapted for use on roads;

"movement area" means that part of the airport to be used for the taking off, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron;

"owner" , in relation to a vehicle which is the subject of a hiring agreement or hire purchase agreement, means the person in possession of the vehicle under that agreement;

"park" means to bring a vehicle to a stationary position and cause it to wait for any purpose other than that of immediately taking up or setting down passengers, goods or luggage;

"permit" includes any permit issued under the former Civil Aviation Authority of Singapore (Aerodrome) Regulations (Cap. 41, Rg 2) which, by the operation of regulation 3 of the Civil Aviation Authority of Singapore (Savings and Transitional Provisions) Regulations 2009 (G.N. No. S 300/2009), is deemed to have been issued under the corresponding provisions of these By-laws;

"Seletar Airport" means the airport declared under the Civil Aviation Authority of Singapore (Seletar Airport) Notification 2009 (G.N. No. S 294/2009);

"traffic sign" includes all signals, warning and other signs, directional and other posts, lines, lamps and any other devices for the guidance or direction of persons using the airport;

"vehicle" means any vehicle whether mechanically propelled or otherwise, and includes a bicycle, tricycle, cart, buggy, trailer, forklift, tractor, passenger loading bridge and any movable equipment, and "vehicular traffic" shall be construed accordingly.

PART II

OPERATIONS WITHIN AIRSIDE

Division 1 – Vehicular traffic

Definitions of this Part

3. In this Part –

"Duty Apron Controller" means an authorised person who is for the time being in charge of the regulation of vehicular traffic within the apron;

"Duty Tower Controller" means an authorised person who is for the time being in charge of the regulation of aircraft traffic on the ground, and the aircraft and vehicular traffic approaching, entering or in the manoeuvring area.

Speed limits

4.—(1) No vehicle shall be driven within the airside at a speed exceeding the following speed limits in the following areas:

- (a) 5 kilometres per hour if within 10 metres from an aircraft parked at an aircraft stand;
- (b) 30 kilometres per hour if on any roadway in the vicinity of an aircraft stand; and
- (c) 50 kilometres per hour if on any roadway situated away from the vicinity of an aircraft stand.

(2) Paragraph (1) shall not apply to the following vehicles:

- (a) any fire-fighting vehicle being used to fight fire, preserve life or property, give aid or rescue persons who are in danger or involved in an accident or any other emergency;
- (b) any ambulance being used to aid or rescue persons who are in danger or involved in an accident or any other emergency;
- (c) any Government-owned vehicle being used by the Singapore Police Force or the Singapore Civil Defence Force to execute, facilitate or aid in any emergency response or rescue operation;
- (d) any vehicle that is owned by the Authority or the airport licensee and being used to execute, facilitate or aid in any emergency response or rescue operation.

Compliance with traffic directions, traffic signs and restrictions on vehicle loads

5.—(1) The driver of a vehicle within the airside shall comply with any direction or verbal instruction given by any authorised person who is for the time being engaged in the regulation of traffic within the airside.

(2) The driver of a vehicle within the airside shall comply with such restrictions on and stipulations for vehicle loads (relating to the height, weight, distribution, packing and adjustment of vehicle loads, and the number of passengers allowed to be carried in vehicles) in the airside as may be imposed by the airport licensee.

(3) The airport licensee may cause or permit traffic signs to be placed or erected in any part of the movement area, on or along any road or in any area within the airside.

(4) The driver of a vehicle —

- (a) in the movement area; or
- (b) on any road or in any other part within the airside,

shall obey all the traffic signs placed or erected in the movement area, or on or along the road or other part within the airside.

Right of way for aircraft

6. The driver of a vehicle in the movement area shall give way to an aircraft at all times and shall give maximum clearance to the aircraft.

Breakdown of vehicle

7.—(1) In the event of a breakdown of a vehicle within the airside, the driver of the vehicle —

- (a) shall not leave the vehicle unattended; and
- (b) shall immediately inform the following persons of the breakdown:
 - (i) if the breakdown occurs in the apron, the Duty Apron Controller;
 - (ii) if the breakdown occurs in the manoeuvring area, the Duty Apron Controller and Duty Tower Controller;
and
 - (iii) in all cases of breakdown, the owner of the vehicle.

(2) The driver of the vehicle shall arrange for the immediate removal of the vehicle and ensure that any aircraft or other vehicle is not obstructed by the breakdown.

Permission to proceed

8. The driver of a vehicle who desires to proceed to any part of the manoeuvring area shall obtain prior clearance from the Duty Tower Controller before proceeding to his destination.

Stopping before entry into manoeuvring area

9. The driver of a vehicle shall stop at the point of entry to the manoeuvring area and ascertain that there is no aircraft movement before driving into the manoeuvring area.

Right of way for passengers

10. The driver of a vehicle within the airside shall allow free and uninterrupted passage to every aircraft passenger who is within the airside and every such passenger shall have precedence over all vehicular traffic.

Stopping under wing, tail or fuselage of aircraft

11. No driver of any vehicle in the movement area shall draw up or stop the vehicle under the wing, tail or fuselage of an aircraft unless the vehicle is being used in the course of refuelling or technical servicing of the aircraft.

Prohibition on starting motor vehicle near refuelling points

12. No driver of any motor vehicle in the movement area shall start the motor vehicle when it is within a radius of 15 metres from any refuelling point or fuel tank of an aircraft which is being refuelled.

Vehicle not to be driven over hose or bonding cable during refuelling

13. When an aircraft is being refuelled, no person shall drive any vehicle over any hose or bonding cable laid on the apron used for refuelling that aircraft.

Vehicle not to reverse towards aircraft

14. The driver of a vehicle shall not cause the vehicle to reverse towards an aircraft in the movement area, except where the vehicle is used for servicing that aircraft and such reversing is carried out under the direction of a vehicle marshaller.

Prohibition on approaching aircraft with engines running

15. The driver of a vehicle shall not cause the vehicle to approach any aircraft which has its engines running.

Minimum safe distance from stationary aircraft

16.—(1) The driver of a vehicle in the movement area shall keep the vehicle at least 5 metres away from any wing-tip of a stationary aircraft.

(2) Paragraph (1) shall not apply where the vehicle is directly below the wing-tip of the aircraft.

Minimum safe distance from taxiing aircraft

17.—(1) The driver of a vehicle in the movement area shall, when driving the vehicle parallel to an aircraft taxiing on the taxiway, keep the vehicle within the red apron boundary line that separates the taxiway from the apron and away from the manoeuvring area.

(2) The driver of a vehicle in the movement area shall keep a distance of at least 200 metres in front of or at least 250 metres behind any aircraft taxiing on the taxiway.

Motor vehicle not to be left unattended with engine running

18. The driver of a motor vehicle shall not leave the motor vehicle unattended within the airside with its engine running.

Vehicle on runway or taxiway

19. The driver of a vehicle proceeding along the runway or a taxiway shall, in so far as it is practicable, keep the vehicle to the right side of the runway or taxiway.

Amber flashing beacon

20. The driver of a vehicle shall ensure that the amber flashing beacon light on top of the vehicle is switched on and remains illuminated at all times when the vehicle is on the runway or a taxiway.

Driving on roadway that crosses taxiway

21.—(1) The driver of a vehicle shall observe the red traffic light signals installed at various locations within the airside where vehicular traffic lanes cross the taxiways.

(2) Every person who drives or operates a vehicle on a roadway that crosses a taxiway shall —

- (a) slow the vehicle down when the vehicle approaches the taxiway;
- (b) stop the vehicle before the stop-line at the crossing and keep a lookout for any aircraft that is taxiing towards the crossing, whether or not the red traffic light signals at the crossing are illuminated; and
- (c) proceed across the taxiway only if the red traffic light signals are not illuminated and after ensuring that it is safe to do so.

Vehicle not equipped with 2-way radio communication system

22.—(1) Except as otherwise permitted by the airport licensee, no person shall drive on the runway or a taxiway a vehicle which is not equipped with a 2-way radio communication system.

(2) Where permission has been granted for a vehicle which is not equipped with a 2-way radio communication system to be driven on the runway or a taxiway, the driver of the vehicle shall comply with the following light signals directed at the vehicle on or approaching the runway or taxiway:

- (a) a continuous green light indicating that the vehicle may proceed on the runway or taxiway;
- (b) a continuous red light indicating that the vehicle is temporarily prohibited from proceeding on the runway or taxiway and the driver shall stop the vehicle immediately;
- (c) an intermittent red light indicating that the vehicle must keep clear of the runway or taxiway immediately;
- (d) an intermittent green light indicating that the vehicle which has earlier been ordered to keep clear of the runway or taxiway may return to the runway or taxiway; and
- (e) an intermittent white light indicating that the driver must drive the vehicle out of the runway or taxiway and out of the movement area immediately.

Crossing movement area

23. No vehicle shall cross the movement area in front of the path of a taxiing aircraft or an aircraft on tow.

Vehicle proceeding into baggage handling area

24. No person shall drive any vehicle (other than of a type pre-approved by the airport licensee for use in a baggage handling area) into a baggage handling area within the airside without obtaining prior clearance from the authorised person for the time being in charge of baggage handling activities.

Passenger in vehicle within airside

25. No person other than the driver of the vehicle shall travel in any vehicle within the airside unless he is seated in a passenger seat provided in the vehicle or standing in a section of the vehicle which has been constructed for standing passengers.

Towing of vehicle

26. No vehicle shall be towed by another vehicle within the airside unless a suitable tow bar is used for that purpose.

Maintenance of vehicle

27. The owner of every vehicle used within the airside shall ensure that —

- (a) the vehicle is maintained in good working condition; and
- (b) the condition of the vehicle and all its parts and accessories is such that no danger is caused or likely to be caused to any person in or on the vehicle, or any person on any road within the airside.

Restrictions on load

28.—(1) The driver of a vehicle shall ensure that at all times —

- (a) the number of passengers carried in or on the vehicle and the manner in which any such passenger is carried; and
- (b) the weight, distribution, packing and adjustment of any load on the vehicle,

is such that no danger is caused or is likely to be caused to any person in or on the vehicle, or any person on any road within the airside.

(2) The driver of a vehicle within the airside shall ensure that any load carried by the vehicle is at all times secured or placed in a position such that danger is not likely to be caused to any person, vehicle or aircraft —

- (a) by reason of the load or any part thereof falling from the vehicle; or
- (b) by reason of any other movement of the load or any part thereof in relation to the vehicle.

(3) The airport licensee may limit the height of any load carried on any vehicle within the airside to such height as the airport licensee may consider appropriate for safety reasons.

(4) If the load carried by such a vehicle projects from the rear by more than 2 metres beyond the body of the vehicle, a clean red flag of 300 millimetres square shall be displayed unfurled at a point not more than 0.3 metre from the extreme projecting point at the rear of the load so as to be clearly visible from the rear of the vehicle in the day time.

(5) The driver of a vehicle within the airside shall ensure that no part of a load on the vehicle or any covering of such load causes or is likely to cause danger, obstruction or annoyance to other persons using the road within the airside.

(6) Except as otherwise permitted by the airport licensee, the driver of a vehicle within the airside shall ensure that no part of a load on the vehicle or any covering of such load —

- (a) trails along the road within the airside;
- (b) projects in front of the vehicle; or
- (c) projects laterally beyond the body or wheels of the vehicle or any authorised fitting permanently attached to the vehicle.

Vehicle carrying inflammable or dangerous substance

29.—(1) No person shall use, or cause or permit to be used, in the airside a vehicle in which any highly inflammable or otherwise dangerous substance is carried unless —

- (a) that substance is carried in containers so designed and constructed; or

(b) that substance is so packed that notwithstanding any accident to the vehicle, it is unlikely that the substance will cause any damage to the vehicle or injury to any passenger conveyed by the vehicle.

(2) No person shall load or unload any fuel tank in the airside.

No stopping

30.—(1) No person shall stop any vehicle —

(a) on any road within the airside between the edge of the roadway and any portion of an unbroken white line or unbroken double white lines drawn on such road;

(b) on the side of any road within the airside if on that side of the road an unbroken double yellow line is drawn; or

(c) on the footway of any road within the airside.

(2) No person shall stop any vehicle on the side of any road within the airside if on that side of the road an unbroken single yellow line is drawn.

Parking as to cause danger, etc., or abandoning vehicle

31.—(1) No person shall park a vehicle, or cause or permit a vehicle to remain at rest, on any road within the airside in such a position, condition or circumstances as to be likely to cause danger, obstruction or undue inconvenience to other users of the road or to traffic within the airside.

(2) No person shall park a vehicle, or cause or permit a vehicle to remain at rest, within the airside in such condition or circumstances as to appear to the airport licensee to have been abandoned without lawful authority.

(3) If any vehicle is parked in contravention of paragraph (1), the airport licensee may remove the vehicle and detain it, or cause the vehicle to be removed to and detained, at a place of safety or any other place.

(4) If it appears to the airport licensee that a vehicle has been abandoned within the airside without lawful authority, the airport licensee may —

(a) remove the vehicle and detain it, or cause the vehicle to be removed to and detained, at a place of safety or any other place; or

(b) prevent the removal of the vehicle from the airside by fixing an immobilisation device to the vehicle.

(5) Where the airport licensee has removed any vehicle to a place of safety or any other place, or fixed an immobilisation device to the vehicle, the airport licensee shall give notice in writing to the owner of the vehicle as to the procedure by which the owner may secure the release of the vehicle.

(6) No vehicle to which an immobilisation device has been fixed in accordance with this by-law shall be released to the owner of the vehicle except upon the owner of the vehicle having paid the fee to the airport licensee for removing the immobilisation device specified in the First Schedule.

(7) In this by-law, "immobilisation device" means any device or appliance designed or adapted to be fixed to any part of a vehicle for the purpose of preventing the vehicle from being driven or otherwise put in motion.

Division 2 — Conduct of persons

Walking within or crossing movement area

32. No person shall walk within or cross the movement area at any time, unless he is permitted by the airport licensee to do so.

Clearance from jet engines

33. Every person, other than a member of the maintenance staff working on an aircraft, shall keep clear of the aircraft's engines and shall not pass —

(a) within a radius of 7.5 metres from the air intake of the aircraft; or

(b) within a radius of 76 metres from the rear of a running jet engine of the aircraft.

Proceeding onto apron

34. Any person who desires to proceed onto the apron shall obtain prior clearance from the Duty Apron Controller.

Proceeding onto runway or taxiway

35. Any person who desires to proceed onto the runway or a taxiway shall obtain prior clearance from the Duty Tower Controller.

Removal of equipment or vehicle

36. Where, after the servicing of an aircraft, the aircraft has taxied or been towed away, the person in charge of any equipment or vehicle used in connection with the servicing of the aircraft shall immediately remove the equipment or vehicle from the aircraft stand and any other related parking space.

No littering, etc.

37.—(1) No person shall leave, or cause or permit to be left, any material, handling or transporting equipment, refuse or litter on any roadway, driveway or vehicular ramp, or in any other part of the airside.

(2) Every person on the premises of the airside shall obey the lawful directions given by an authorised person to remove any material, handling or transporting equipment, refuse or litter.

(3) Every person authorised by the airport licensee to carry out work on any roadway, driveway or vehicular ramp, or in any other part of the airside shall ensure that the working area is kept clean and tidy.

No foreign object or material on aircraft stand

38. Every person who is engaged in the work of servicing an aircraft shall inspect the aircraft stand immediately after the aircraft has been serviced to ensure that no foreign object or material that is likely to be hazardous to the operation of any aircraft is left on the aircraft stand.

No foreign matter in movement area

39. No person shall leave or deposit any foreign matter or thing in the movement area that is likely to be hazardous to the operation of any aircraft.

No unescorted airline passengers entering airside

40.—(1) No passenger about to embark onto or disembark from an aircraft shall enter the airside without being escorted by an employee or agent of an airline.

(2) No airline shall permit any of its passengers to enter the airside without being escorted by an employee or agent of the airline.

Compliance with approved standards and operating procedures

41.—(1) No person shall drive, or employ or permit another person to drive, any vehicle within the airside unless the person driving the vehicle has been properly trained and certified to meet the standards approved by the airport licensee for driving within the airside.

(2) Every person driving any vehicle or operating any equipment within the airside must be familiar with and shall comply with the standard operating procedures approved by the airport licensee.

Duty to notify and report accidents

42.—(1) If in any case owing to the presence of a vehicle in the airside an accident occurs whereby damage or injury is caused to any person, vehicle, structure or animal, the driver of the first-mentioned vehicle shall stop the vehicle and —

(a) if required to do so by an authorised person, give —

(i) his name, address and contact number;

(ii) the name, address and contact number of the owner of the vehicle; and

(iii) the identification marks of the vehicle; and

(b) notify the Duty Apron Controller of the accident and report the accident at a police station or to a police officer as soon as is reasonably practicable and, in every case, not later than 24 hours after the occurrence of the accident.

(2) The employer of the driver of the vehicle in paragraph (1) shall ensure that the Duty Apron Controller is so notified of the accident.

Safety vest and raincoat

43.—(1) Every person entering or performing work within the apron, including the aircraft stands and compass swing area, shall wear a high visibility safety vest at all times.

- (2) No person shall cycle on any roadway within the airside without wearing a high visibility safety vest.
- (3) For the purposes of paragraphs (1) and (2), a high visibility safety vest shall be of a type approved by the airport licensee and shall comply with such requirements as the airport licensee may from time to time specify.
- (4) During inclement weather, every person entering or performing work in the movement area shall wear a high visibility raincoat or rain suit at all times.
- (5) For the purposes of paragraph (4), a high visibility raincoat or rain suit shall be of a type approved by the airport licensee and shall comply with such requirements as the airport licensee may from time to time specify.

Prohibition against use of mobile telephone

44.—(1) No person shall use a mobile telephone while driving a vehicle or operating equipment within the airside.

(2) Paragraph (1) shall not apply to the driver of the following vehicles:

- (a) any fire-fighting vehicle being used to fight fire, preserve life or property, give aid or rescue persons who are in danger or involved in an accident or any other emergency;
- (b) any ambulance being used to aid or rescue persons who are in danger or involved in an accident or any other emergency;
- (c) any Government-owned vehicle used by the Singapore Police Force or the Singapore Civil Defence Force to execute, facilitate or aid in any emergency response or rescue operation; and
- (d) any vehicle that is owned by the Authority or the airport licensee and being used to execute, facilitate or aid in any emergency response or rescue operation.

(3) In this by-law —

"mobile telephone" includes any kind of handheld equipment which is designed or capable of being used for telecommunication, but does not include a walkie-talkie or radio telephony;

"use" , in relation to a mobile telephone, means to hold it in one hand while using it to communicate with any person.

No driving in state of intoxication

45. No person who is under the influence of drink or of a drug or an intoxicating substance to such an extent as to be incapable of having proper control of a vehicle or equipment shall drive or attempt to drive any vehicle or operate or attempt to operate any equipment within the airside.

Failure to exercise due care and attention

46.—(1) Any person who drives a vehicle or operates any equipment within the airside shall do so with due care and attention and with reasonable consideration for other persons in the airport.

(2) Where a person drives a vehicle or operates any equipment in contravention of paragraph (1), the airport licensee may suspend for such period as the airport licensee sees fit any driving permit issued to that person under these By-laws on the ground that it would not be in the interests of public safety for him to hold a driving permit.

(3) Paragraph (2) shall not affect the liability of the person concerned to be prosecuted for a contravention of paragraph (1).

Prohibition against food consumption and feeding of birds and animals

47.—(1) No person shall consume any food or beverage in the movement area except in the offices located on the apron or on board an aircraft.

(2) No person shall feed any bird or animal within the airside.

Smoking

48.—(1) No person shall smoke or take with him a lighted cigarette, cigar or pipe in any part of the airside except in an area designated by the airport licensee as a smoking area.

(2) An authorised person may, in respect of any person who is reasonably suspected of having committed or attempting to commit a contravention of paragraph (1) —

- (a) require the person to immediately extinguish the lighted cigarette, cigar or pipe; and
- (b) where the person fails to extinguish the lighted cigarette, cigar or pipe, require him to leave the area.

PART III

PERMITS

Division 1 – Airside

Airfield vehicle permit

49.—(1) Except as provided in paragraph (2), no person shall use, or cause or permit to be used, any motor vehicle (other than a vehicle used for transport by a disabled person) within the airside unless there is in force in respect of the motor vehicle an airfield vehicle permit.

(2) Paragraph (1) shall not apply to —

- (a) any motor vehicle in respect of which a temporary entry permit has been issued by the airport licensee under by-law 58 allowing the motor vehicle to enter the movement area; and
- (b) any motor vehicle which enters the movement area to attend to an emergency.

Application for issue and renewal of airfield vehicle permit

50. An application for the issue or renewal of an airfield vehicle permit in respect of any motor vehicle shall be submitted by the owner of the motor vehicle to the airport licensee.

Issue and renewal of airfield vehicle permit

51. On the application of the owner of a motor vehicle, the airport licensee may, subject to such conditions as it may impose, issue or renew an airfield vehicle permit for that motor vehicle upon being satisfied that the motor vehicle has in force a valid vehicle licence issued by the Land Transport Authority of Singapore under the Road Traffic Act (Cap. 276) and the motor vehicle complies with the requirements specified in the Second Schedule.

Driving permits for airside

52.—(1) No person shall —

- (a) 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; or
- (b) 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.

(2) Without prejudice to paragraph (1), no person shall —

- (a) drive a forklift within the airside unless he is the holder of a valid forklift driving permit; or
- (b) employ or permit another person to drive a forklift within the airside unless the person so employed or permitted to drive is the holder of a valid forklift driving permit.

Application for issue and renewal of airfield driving permit

53. A person who desires to obtain or renew an airfield driving permit shall —

- (a) submit an application in such form, and furnish such particulars, as the airport licensee may require; and
- (b) undergo such courses and take such tests as are considered necessary by the airport licensee.

Issue and renewal of airfield driving permit

54. The airport licensee may, subject to such conditions as it may impose, issue an airfield driving permit to an applicant or renew an airfield driving permit, upon being satisfied that the applicant —

- (a) is competent to drive a vehicle of the description in respect of which the application for the airfield driving permit is made; and

(b) has good knowledge of the provisions of these By-laws.

Permission to drive vehicles of various descriptions

55.—(1) The holder of an airfield driving permit may, at the discretion of the airport licensee, be permitted to drive vehicles of various descriptions within the airside.

(2) The description of vehicles which the holder of an airfield driving permit may be authorised to drive shall be specified by the airport licensee in the airfield driving permit.

(3) No person shall drive any vehicle of a description which is not specified in the airfield driving permit issued to him.

Application for issue and renewal of forklift driving permit

56. An application for the issue or renewal of a forklift driving permit for a person shall be submitted by the employer of that person in such form and by furnishing such information as the airport licensee may require.

Issue and renewal of forklift driving permit

57. On the application of the employer of a proposed forklift driver, the airport licensee may, upon being satisfied that the proposed forklift driver is competent to drive a forklift and has good knowledge of the provisions of these By-laws, issue or renew a forklift driving permit authorising the proposed forklift driver to drive a forklift within the airside, subject to such conditions as the airport licensee may impose.

Division 2 – General

Temporary entry permit and entry conditions

58.—(1) A temporary entry permit may be issued by the airport licensee to any person in respect of any vehicle to allow the vehicle to enter the airside —

- (a) to set down personnel or deliver heavy equipment; or
- (b) for such other purpose as the airport licensee may approve,

subject to such terms and conditions as the airport licensee may see fit to impose in any particular case.

(2) Notwithstanding paragraph (1), no person shall drive a vehicle into or within the airside unless —

- (a) he is a holder of a valid airfield driving permit;
- (b) he is accompanied, in that same vehicle or in an escort vehicle, by the holder of an airfield driving permit who shall act as a steersman; and
- (c) a chequered flag as approved by the airport licensee is displayed at the highest point of the vehicle.

(3) Any person who drives a vehicle into or within the airside pursuant to a temporary entry permit issued under paragraph (1) shall —

- (a) ensure that the vehicle is kept clear of any aircraft hangar;
- (b) ensure that the vehicle is at all times at a safe distance of at least 15 metres from any aircraft refuelling point or aircraft fuel tank vent when there is an aircraft parked at an aircraft stand; and
- (c) comply with such other conditions as may be imposed by the airport licensee.

(4) Any person being the holder of an airfield driving permit and acting as steersman as referred to in paragraph (2)(b) shall take all reasonable measures to ensure that the driver of the vehicle complies with the requirements of this by-law.

Fees, form, conditions and duration of permits

59.—(1) Every application for the issue or renewal of a permit under this Part shall be accompanied by the appropriate fees specified in the First Schedule.

(2) All permits issued under this Part shall be in such form, with or without conditions attached and for such duration, as the airport licensee may determine.

Cancellation of vehicle permits

60.—(1) The airport licensee may, at any time in its discretion, cancel any airfield vehicle permit issued under this Part if it is satisfied that —

- (a) there has been a contravention of any condition of the permit;
- (b) the vehicle is not in good working condition; or
- (c) the condition of the vehicle, its parts or accessories is such that danger is caused or likely to be caused to any person.

(2) The airport licensee shall, before cancelling a vehicle permit of a person under paragraph (1), give the person concerned notice in writing of its intention to do so, specifying a date, not less than 14 days after the date of the notice, upon which such cancellation shall be made and calling upon the person to show cause to the airport licensee why such vehicle permit should not be cancelled.

(3) Upon the person failing to show cause within the period referred to in paragraph (2) and if the airport licensee decides to cancel the vehicle permit of such person under paragraph (1), the airport licensee shall immediately inform the person by notice in writing of the cancellation.

Suspension or cancellation of driving permits

61.—(1) The airport licensee may, at any time in its discretion, suspend for such period as it thinks fit or cancel any airfield driving permit or forklift driving permit issued under this Part if it is satisfied that —

- (a) there has been a contravention of any condition of the permit;
- (b) the person to whom the permit has been issued is not competent to drive the relevant vehicle; or
- (c) it would not be in the interests of public safety for him to hold a driving permit.

(2) The airport licensee shall, before suspending or cancelling a driving permit of a person under paragraph (1), give the person concerned notice in writing of its intention to do so, specifying a date, not less than 14 days after the date of the notice, upon which such suspension or cancellation shall be made and calling upon the person to show cause to the airport licensee why such driving permit should not be suspended or cancelled.

(3) Upon the person failing to show cause within the period referred to in paragraph (2) and if the airport licensee decides to suspend or cancel the driving permit of such person under paragraph (1), the airport licensee shall immediately inform the person by notice in writing of the suspension or cancellation.

(4) In the case of suspension of a driving permit, the person concerned shall not drive the relevant vehicle as long as the suspension is in force.

(5) In this by-law, "relevant vehicle" means —

- (a) in the case of an airfield driving permit, any vehicle which the person concerned has been authorised to drive under the permit; and
- (b) in the case of a forklift driving permit, any forklift which the person concerned has been authorised to drive under the permit.

Surrender of permit

62. Where a permit has been suspended or cancelled, or where a permit has been issued under this Part to a person by virtue of his employment, the holder of the permit shall, and the holder's employer shall ensure that the holder shall, upon being notified by the airport licensee of the suspension or cancellation of the permit or upon the termination or cessation of his employment, immediately surrender the permit to the airport licensee.

PART IV

CONDUCT AND BEHAVIOUR

Naked flame and flammable substances

63. Except with the prior permission of the airport licensee, no person shall —

- (a) light or bring any naked flame into the airport; or

(b) bring any article or substance into the airport which is likely to cause an unintended explosion or fire.

Mischief in fountains, ponds or water features

64. No person shall —

(a) bathe, wade or wash in; or

(b) cause or permit any animal belonging to him or in his charge to enter, bathe, wade or wash in or remove anything from,

any fountain, pond or water feature which is situated within the airport.

Hawking, touting, etc.

65.—(1) No person shall —

(a) hawk, sell or peddle any goods; or

(b) beg, tout or solicit for business,

in any part of the airport.

(2) Except with the prior written permission of the airport licensee, no person shall —

(a) offer anything for sale or hire;

(b) make any offer of information or service; or

(c) conduct any survey,

in any part of the airport.

(3) No person shall, without the permission of the airport licensee, distribute or cause to be distributed any book, leaflet or other written matter or any sample or other thing or article in any part of the airport.

Soliciting for alms, etc.

66. No person shall solicit alms, funds or contributions of any kind in any part of the airport without obtaining the permission of the airport licensee.

Organising activities at airport

67.—(1) Except with the prior written permission of the airport licensee, no person shall hold or organise —

(a) any public meeting, demonstration or procession;

(b) any school or group orientation, camp or activity whether of a recreational or educational nature; or

(c) any show, play, concert, musical performance or any other performance akin to public entertainment,

in any part of the airport.

(2) The airport licensee may grant permission in writing under paragraph (1) to any person to carry out any activity referred to in that paragraph, if it is satisfied that the activity will not or is unlikely to cause annoyance, inconvenience or other disturbance to any other person using the airport.

Keeping animals under control

68.—(1) Except for —

(a) dogs in the service of the Singapore Police Force, Singapore Customs or Immigration & Checkpoint Authority of Singapore;

(b) guide dogs accompanying persons with sight disability; or

(c) animals which are to travel on, or unloaded from, an aircraft,

no person shall, without the prior written permission of the airport licensee, bring any animal into any part of the airport.

(2) Any person who is permitted by the airport licensee to bring any animal into the airport —

(a) shall at all times keep the animal on a lead, or carried in a proper cage or container, or under control and effectively restrained by other appropriate means; and

(b) shall not allow such animal to foul any part of the airport or to cause nuisance or annoyance to any other person.

Not to endanger life or cause annoyance

69. No person shall endanger life or property or cause annoyance or inconvenience or other disturbance within the airport by going, riding or moving on any roller-skates, roller-blades, skateboard or other similar device or by pushing any cart or trolley in a threatening manner.

Property found in airport

70.—(1) Any person who finds any property in the airport or in any aircraft or vehicle therein shall immediately hand over the property found to an authorised person.

(2) Any lost property which comes into the possession of the airport licensee shall be retained by the airport licensee for a period of 60 days after it has come into the airport licensee's possession and, if at the end of that period it remains unclaimed, the airport licensee may dispose of it by sale or otherwise as it sees fit.

(3) If within a period of 60 days of any sale by the airport licensee under paragraph (2) the former owner or the person formerly entitled to the beneficial ownership of the property can establish his ownership to the satisfaction of the airport licensee, he shall be paid, subject to his providing the airport licensee with an indemnity in such form as the airport licensee may reasonably require, the proceeds of sale (if any) less all expenses incurred by the airport licensee of and incidental to such sale.

(4) The airport licensee may fix the charges payable to the airport licensee for re-delivery of the lost property to its owner.

PART V

MISCELLANEOUS

Fees

71. The fees specified in the First Schedule shall be payable to the airport licensee in respect of the matters specified in that Schedule.

Offence

72. Any person who contravenes a by-law shall be guilty of an offence and shall be liable on conviction to a fine which may extend to \$2,000, and a police officer may use such force as is reasonable and necessary to arrest and detain the person for the purpose of removing the person from or preventing his entry or re-entry to the airport, or to remove the person from the airport.

Moving or otherwise interfering with aircraft or vehicle involved in accident, etc.

73.—(1) Subject to paragraph (2), when owing to the presence of an aircraft or a vehicle in any part of the airport an accident occurs in consequence of which damage is caused to any aircraft or vehicle (other than the first-mentioned aircraft or vehicle, as the case may be) or any structure in the airport, no person shall, except under the authority of an authorised person, move or otherwise interfere with any aircraft or vehicle involved in the accident or any part of such aircraft or vehicle or do any other act so as to destroy or alter any evidence of the accident except that —

(a) the aircraft or vehicle or any part thereof may be moved so far as may be necessary to extricate persons or animals involved, remove mail, or prevent fire or damage or obstruction to the public; and

(b) goods or passengers' baggage may be removed from the aircraft or vehicle under the supervision of an authorised person.

(2) Paragraph (1) shall not apply where the accident results in the death of any person or there is a dangerous occurrence as defined in the Workplace Safety and Health Act (Cap. 354A).

Saving

74. Nothing in these By-laws shall be construed to limit or in any way affect the operation of any other written law.

FIRST SCHEDULE

By-laws 31(6), 59(1) and 71

FEES

<i>First column</i>	<i>Second column</i>
<i>Airfield vehicle permit</i>	
1. Application for issue of airfield vehicle permit for:	
(a) diesel or petrol vehicle	8 cents per cc
(b) battery-operated vehicle	\$110
(c) trailer-mounted equipment	\$25
2. Application for renewal of airfield vehicle permit for:	
(a) diesel or petrol vehicle	8 cents per cc per annum
(b) battery-operated vehicle	\$110 per annum
(c) trailer-mounted equipment	\$25 per annum
3. Request for duplicate copy of airfield vehicle permit	\$5
<i>Airfield driving permit</i>	
4. Application for issue of airfield driving permit	\$10
5. Application for renewal of airfield driving permit	\$10 per annum
6. Request for duplicate copy of airfield driving permit	\$5
<i>Forklift driving permit</i>	
7. Application for issue of forklift driving permit	\$10
8. Application for renewal of forklift driving permit	\$10 per annum
<i>Courses and tests</i>	
9. Undergoing of airfield rules and regulations course	\$20
10. Taking of airfield driving test	\$12
11. Taking of passenger loading bridge test	\$12
<i>Miscellaneous</i>	
12. Fee for removal of immobilisation device fixed to any vehicle	\$107.

SECOND SCHEDULE

By-law 51

**REQUIREMENTS FOR VEHICLES
OPERATING WITHIN AIRSIDE****Petrol engine**

1. The petrol engine of the vehicle shall be effectively flame-proofed as follows:

- (a) the mixture adjustment for the induction system shall be such that exhaust pipe explosions cannot occur when the throttle is suddenly closed;
- (b) the carburettor air intake shall be fitted with a flame trap or arrestor (a standard automotive type oil bath air cleaner complies with this requirement). Alternative types of flame traps or air filters must be approved by the airport licensee;
- (c) the gasket between the induction manifold and the cylinder block shall be such as to ensure an efficient gas-tight seal.

Exhaust system

2.—(1) The exhaust system of the vehicle shall comply with the following requirements:

Exhaust manifold

(a) The exhaust manifold and the section of the exhaust pipe adjacent to the manifold shall be shrouded with a metal cover to prevent petrol, oil or other combustible material from coming into contact with the hot metal. If the manifold cannot be effectively protected in such a manner a drip tray shall be provided under the carburettor with drain pipe to direct waste petrol away from the manifold and exhaust pipe.

Tail pipe spark arrestor

(b) The tail pipe of the exhaust system shall be fitted with an approved type of spark arrestor. Because of the rapid ease with which screen type arrestors can collect carbon, they must be serviced regularly to ensure that they remain in an efficient condition.

(2) The entire exhaust system from the exhaust manifold to the tail pipe should be checked regularly to ensure that there are no gas leaks.

Fuel system

3. The fuel system of the vehicle including the petrol tank, pipelines, fuel pump, fuel filters, carburettors, etc., shall be free of leaks. Any leakage shall be immediately rectified.

Electrical system

4. The electrical system of the vehicle shall comply with the following requirements:

Spark plugs

(a) Spark plugs shall be of the KLG (K. LEE — Guinness) type MF50 or equivalent.

Distributor

(b) The distributor cover shall be free of cracks or mechanical defects and shall fit tightly on the housing.

High tension cables

(c) All high tension cables shall be fastened by means of screwed connection or equivalent.

Voltage regulator and cut-out

(d) The voltage regulator and cut-out shall be enclosed by a close-fitting cover.

Fuses

(e) Fuses shall be of the glass enclosed type and protected from breakage by a cover.

Battery

(f) The battery shall be suitably covered to avoid accidental shorting of the cells and shall be provided with adequate means of natural ventilation.

Switches

(g) All switches shall be of the enclosed type.

Generator and starter motor

(h) Openings in the casing of the generator and starter motor shall be covered by a fine wire screen having not less than 30 wire meshes of a size not less than 30 S.W.G.

Spark suppression

(i) Spark suppression shall be used where possible to reduce the intensity of sparking at switch and relay contacts and at the commutators of generators and starter motors.

Diesel engine

5. The diesel engine of the vehicle shall comply with the following requirements:

(a) flame proofing of the exhaust and ignition system of diesel engines is not required;

(b) the fuel system of the engine shall be free of leaks. Any leakage shall be immediately rectified;

(c) the electrical equipment associated with diesel engines shall conform, where applicable, to the requirements for electrical equipment associated with petrol engines specified in paragraph 4;

(d) the air intake to the air blower shall be fitted with a flame trap or arrestor (a standard automotive type oil bath air cleaner complies with this requirement). Alternative types of flame traps or air filters must be approved by the airport licensee.

Markings of vehicles

6.—(1) The vehicle shall be painted with a distinguishing roundel comprising a 152-millimetre diameter green circle surrounded by a 25-millimetre white band.

(2) The roundel shall be painted in clearly discernible positions on the front and rear of each vehicle and in an appropriate position on other items of equipment.

Markings

7. The vehicle shall, unless it is a vehicle owned or operated by the airport licensee and used by its Airport Emergency Service Division or the Government and used by the Airport Police Division of the Singapore Police Force, be adequately marked as an obstruction as follows:

(a) if the vehicle is for driving in the manoeuvring area, the entire body of the vehicle down to the waist and the front portion of the vehicle shall be painted yellow;

(b) if the vehicle is for driving in the apron only, the entire body of the vehicle down to the waist and the front portion of the vehicle shall be painted yellow or white; and

(c) the vertical yellow or white surface shall bear the owner's insignia or logo.

Red light

8. During the hours of darkness a vehicle, other than a vehicle belonging to the airport licensee and used by its Airport Emergency Service Division or the Government and used by the Airport Police Division of the Singapore Police Force, shall display at its highest point a single fixed red light of a type approved by the airport licensee and that is visible through 360 degrees.

Lights

9. The front and tail lights of the vehicle shall be switched on when the vehicle is used during the hours of darkness and the front lights shall be dipped when approaching oncoming traffic.

Electrical equipment

10. The electrical and ignition equipment of the vehicle shall be suppressed to the satisfaction of the airport licensee.

Fire extinguisher

11. The vehicle shall be equipped with a fire extinguisher (1 kg ABC dry powder or 2 kg Halotron or a suitable alternative as determined by the airport licensee) securely mounted on suitable brackets affixed to a readily accessible position.

Tyres

12. The wheels of the vehicle shall be fitted with rubber tyres.

No smoking sign

13. A vehicle used for the transport of passengers and crew shall display a "NO SMOKING" sign inside the vehicle which is visible to all the occupants of the vehicle. During the hours of darkness, the sign shall be illuminated.

Airport Emergency Service Vehicles

14. Every vehicle belonging to the airport licensee and used by its Airport Emergency Service Division —

(a) shall be marked with the distinctive colour of the Airport Emergency Service Division; and

(b) shall display an occulting red light when in operation.

Seat belts

15. The vehicle, unless exempted by the airport licensee, shall be installed with seat belts for the driver and the front seat passenger. Every driver and front seat passenger in the vehicle shall fasten their seat belts when the vehicle is in motion.

Speed

16. A vehicle, unless otherwise exempted by the airport licensee, that can travel at a speed in excess of 40 kilometres per hour shall be fitted with a speed warning device. The device shall be set to activate when the vehicle exceeds the speed of 50 kilometres per hour.

Made this 1st day of July 2009.

LIEW MUN LEONG

[LE/LGN/C1.09; AG/LEG/SL/41/2009/3 Vol. 3]

