

SEYCHELLES CIVIL AVIATION AUTHORITY

APPLICATION FOR S.I.A AIRPORT DRIVING PERMIT

<u>SECTION I</u>	PERSONAL PARTICULARS	(To be completed by applicant)
1.1	SURNAME: _____	1.2 NAMES: _____
1.3	D.O.B: _____	1.4 N.I.N: _____
1.5	ADDRESS: _____	
1.6	NATIONALITY: _____	1.7 CONTACT NUMBER: _____
1.8	COMPANY: _____	
1.9	NATURE OF DUTIES: _____	
1.10	AIRPORT ENTRY PERMIT NUMBER: _____	
1.11	AREAS OF VALIDITY OF AIRPORT ENTRY PERMIT: _____	
1.12	WORKING EXPERIENCE AT SIA: _____	
1.13	DATE OF FIRST ISSUE OF NATIONAL DRIVING LICENCE: _____	
1.14	DATE OF LAST RENEWAL OF NATIONAL DRIVING LICENCE: _____	
1.15	EXPIRY DATE OF NATIONAL DRIVING LICENSE: _____	
1.16	CLASS(ES) OF VEHICLES(S) DRIVING LICENSE VALID: _____	
1.17	RESRICTIONS ON CURRENT NATIONAL DRIVING LICENSE: _____ _____	
1.18	<p>(A) I hereby declare that the information given by me is true in all respects and I agree to abide by the Conditions of Application, Seychelles Civil Aviation Authority (Aerodrome) Orders 2010, Rules and Regulations for Airside Driving Handbook, Airside Notices and any amendments issued from time to time.</p> <p>(B) I hereby agree to indemnify and hold harmless the Seychelles Civil Aviation Authority (SCAA), its officers and employees against any and all 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 act of omission, neglect or default during the course of or consequent to the administering or conduct of the test.</p>	
	SIGNATURE: _____	DATE: _____

SECTION II ENDORSEMENT & DECLARATION BY EMPLOYER

2.1 COMPANY: _____

2.2 POST TITLE OF APPLICANT: _____

2.3 PURPOSE FOR WHICH PERMIT IS REQUIRED: _____

2.4 CLASS(ES) OF AIRPORT VEHICLE(S) FOR WHICH PERMIT IS REQUIRED (Please circle)

A B C D E F G H _____

2.5 PARTICULAR VEHICLE(S) TO BE DRIVEN BY APPLICANT: _____

2.6 AIRPORT AREAS DRIVING ACCESS REQUIRED BY APPLICANT: _____

2.7 ANY OTHER INFORMATION NECESSARY TO PUT ON RECORD: _____

2.8 I support this application and agree to the Conditions of Applications.

I confirm that the applicant’s particulars are true and correct and that I will notify the Seychelles Civil Aviation Authority if the applicant resigns from our company.

I hereby agree that the company shall indemnify and hold harmless the Seychelles Civil Aviation Authority, its officers and employees against any and all 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 of omission or neglect or default of the applicant during the course of or consequent to the administering or conduct of the test.

SIGNATURE: _____

NAME: _____

DATE _____

COMPANY: _____

SECTION III SCAA USE

Application Received By: Airside Officer _____

Date: _____

Remarks: _____

NOTES FOR APPLICANTS AND CONDITIONS OF APPLICATION

1. The applicant's employer/company must support and endorse on this application and agree to its terms.
2. Whilst application can be made and the process started at any time, an ADP will only be issued to those applicants with valid National Driving License and at least six (6) months of driving experience.
3. Applicant is required to produce the valid original driving license on the day of attendance of the Airfield Rules and Regulations course.
4. Applicants seeking ADP to drive specialized airport vehicles or equipment (such as mobile passenger steps) will have to provide a separate letter from its company to certify that he / she has undergone all the necessary training associated with the operation of the vehicle / equipment and that he / she is qualified to operate such vehicle / equipment. Relevant certificates should also be attached.
5. An application for ADP and the subsequent undertaking of courses and tests can be done at any time but an ADP will not be issued until an applicant has worked for at least three (3) months at the airport.
6. All applicable fees are required to have been paid in advance.
7. Courses and tests will officially be conducted in English although creole will be used whenever deemed necessary.
8. The course and tests is based on rules and regulations stated in the Seychelles Civil Aviation (Aerodrome) Orders 2010 and SIA Airside Notices.
9. Applicant must be punctual on the courses / tests appointments. Participants who are late by more than 15 minutes after commencement may not be permitted to undertake.
10. Participants who are late and not permitted to attend a class or test will not be refunded his / her fees.
11. Fees paid are not refundable.
12. Applicants who have attended the course must pass the theory test within a period of 3 months.
13. Successful applicant must pass the Airfield Driving / Safety Compliance Test within three (3) months of passing the theory test.
14. Applicant must attend and pass Airfield Rules & Regulation course before undertaking Airfield Driving / Safety Compliance test.
15. The SCAA undertakes to complete all courses and tests as soon as is practicable after application and in any case, subject to the applicant passing the tests, within three (3) months of application. Applicants / companies shall not pressure SCAA to expedite for operational or economical reasons.