

GEN 1.2 ENTRY, TRANSIT AND DEPARTURE OF AIRCRAFT

1 INTRODUCTION

- 1.1 International flights into, from or over Singapore territory shall be subject to the current Singapore regulations relating to civil aviation. These regulations correspond in all essentials to the Standards and Recommended Practices contained in Annex 9 to the Convention on International Civil Aviation.
- 1.2 Aircraft flying into or departing from Singapore territory shall make their first landing at, or final departure from an international aerodrome (see AIP Singapore page AD 1.3-1 and section AD 2).
- 1.3 Notwithstanding the regulations relating to civil aviation over Singapore territory, aircraft operators should consult the respective AIPs for other documentary and / or permit requirements for flights intending to enter, depart, and / or overfly the sovereign airspaces of States along the planned flight routes.

2 CIVIL SCHEDULED FLIGHTS

2.1 GENERAL

- 2.1.1 Before a scheduled service is permitted to operate into the Republic of Singapore, it must be appropriately covered by either an air services agreement, a licence issued in accordance with the Air Navigation (Licensing of Air Services) Regulations or other aeronautical arrangements. All scheduled flights are subject to prior approval.

2.2 APPLICATION FOR TRAFFIC LANDINGS AND UPLIFTS (SCHEDULED FLIGHTS)

- 2.2.1 Only the airline operator may apply for permission to operate scheduled flights.
- 2.2.2 All airline operators are to submit their applications for scheduled flights for each IATA schedule season one month before the start of the season for approval by CAAS.
- 2.2.3 In addition, airline operators are also required to apply for CAAS' approval for any revisions to their schedule filings for the season, ad-hoc changes to flight schedules and flight cancellations. Such applications should reach CAAS 5 working days before flight changes take place.
- 2.2.4 All applications must be made in the prescribed forms (obtainable from CAAS Air Transport Division) and accompanied by a cover letter. If insufficient notice as specified in paras 2.2.2 and 2.2.3 is given, the application may not be considered.
- 2.2.5 Airline operators are to ensure that a copy of the following documents, which are to remain valid during the period of operations, are lodged with CAAS:
- Certificate(s) of Registration(s) for aircraft used;
 - Certificate(s) of Airworthiness for aircraft used; and
 - Air Operator's Certificate
- 2.2.6 All applications should be submitted to:

Air Transport Division
Civil Aviation Authority of Singapore
Singapore Changi Airport
P.O. Box 1
Singapore 918141

Facsimile:(65) 65456515

2.3 DOCUMENTARY REQUIREMENTS FOR CLEARANCE OF AIRCRAFT

2.3.1 It is necessary that the undermentioned aircraft documents be submitted by airline operators for clearance on entry and departure of their aircraft to and from Singapore. All documents listed below must follow the ICAO standard format as set forth in the relevant appendices to ICAO Annex 9. They are acceptable in English only and must be completed in legible handwriting. No visas are required in connection with such documents.

2.3.2 *Aircraft Documents Requirements (arrival/departure)*

Required by	<u>General Declaration</u>	<u>Passenger Manifest</u>	<u>Cargo Manifest</u>
Immigration	2	2	-
Customs	1	1	1
Health	1	1	-

- a. *One copy of the General Declaration is endorsed and returned by Customs, signifying clearance.*
- b. *If no passengers are embarking (disembarking) and no articles are laden (unladen), no aircraft documents except copies of the General Declaration need be submitted to the above authorities.*

3 CIVIL NON-SCHEDULED FLIGHTS

3.1 PROCEDURES

3.1.1 Overflights

3.1.1.1 Prior notification is necessary. Subject to the observance of the terms of the Convention on International Civil Aviation, Singapore facilitates overflights by civil aircraft registered in any ICAO Contracting States with which Singapore has diplomatic relations provided adequate advance notification shall have been given.

3.1.1.2 Notification by flight plan addressed to the Singapore Air Traffic Control Centre (WSJCZQZX) if received at least 2 hours in advance of the aircraft's arrival into the Singapore Flight Information Region will normally be accepted as advance notification in this respect.

3.1.1.3 In all other cases, prior permission must be sought and obtained through diplomatic means from the Ministry of Foreign Affairs, Republic of Singapore.

3.1.2 Non-Traffic or Technical Landings

3.1.2.1 Prior notification is necessary. Subject to the observance of the terms of the Convention on International Civil Aviation, Singapore facilitates such non-traffic or technical landings by civil aircraft registered in any ICAO Contracting States with which Singapore has diplomatic relations provided adequate advance notification shall have been given.

3.1.2.2 Notification by flight plan addressed to the Singapore Air Traffic Control Centre (WSJCZQZX) if received at least 2 hours in advance of the aircraft's arrival at Singapore Changi Airport or Seletar Aerodrome or 2 hours prior to entering the Singapore Flight Information Region whichever is the earlier will normally be accepted as advance notification in this respect.

3.1.2.3 The operator of a business aviation aircraft or its appointed local ground handling agent may apply for permission for the aircraft to operate into Singapore Changi Airport for the purpose of non-traffic or technical landing. The following information should be submitted together with the application:

- a. Name, address and nationality of operator;
- b. Type, registration mark and carrying capacity of aircraft;
- c. Purpose of flight and name of passengers;
- d. Details of route, points of landing and final destination;
- e. Date and time of arrival at, and departure from Singapore;
- f. Name, address and telephone number of operator's local agent and ground handling agent;
- g. Any other information that may be relevant to the proposed flight.

3.1.2.4 All applications in para 3.1.2.3 above must be made in the prescribed form which can be downloaded from the website below. Applications must reach the Airside Operations of the Changi Airport Group via email or posted to the address below with sufficient notice prior to the aircraft's arrival or departure into/from Singapore Changi Airport. The application may not be considered if insufficient notice is given.

Post:

Airside Operations
Singapore Changi Airport
P.O. Box 168
Singapore 918146

Fax: (65) 65453845

Email: changi.airside@changiairport.com

URL: www.changiairportgroup.com

- 3.1.2.5 All business aviation aircraft shall park in a nose-in position and be pushed back with the aid of an aircraft tow-bar and tow-tractor. Reverse thrust or variable pitch propellers shall not be used. The aircraft must carry its own tow-bar. The aircraft operator may make arrangements with the ground handling agent to provide the tow-bar. The aircraft shall be required to be towed to another aircraft stand should the need arise.
- 3.1.2.6 All passengers of the business aviation flight will have to clear CIQ via the Commercially-Important- Persons facility located at Terminal 2.
- 3.1.2.7 All business aviation flights must engage a ground handling agent at Singapore Changi Airport.
- 3.1.2.8 In all other cases, prior permission must be sought and obtained through diplomatic means from the Ministry of Foreign Affairs, Republic of Singapore.

3.1.3 ***Application for Traffic Landings and Uplifts (Non-Scheduled Flights)***

- 3.1.3.1 All non-scheduled flights are subject to prior approval.
- 3.1.3.2 Only the operator may apply for permission to operate a non-scheduled flight. The following information should be submitted together with the application:
- a. Name, address and nationality of operator;
 - b. Name, address and business of charterer;
 - c. Type, registration mark and carrying capacity of aircraft;
 - d. Aircraft documents listed in para 2.2.5;
 - e. Nature of flight including details of whether the flight is to carry passengers or cargo or both;
 - i. for passenger flights: points of origin and destination of passengers, purpose of flight e.g. special event charter, inclusive tours and own-use charter; and the names of passengers.
 - ii. for cargo flights: the origin, destination, description, quantities and dimensions of cargo; outbound/inbound or transshipment, as well as whether any item is perishable or classified as dangerous, explosive or munitions of war. (Please see regulations concerning importation, transshipment and exportation of cargo in subsection GEN 1.4).
 - f. Details of route, points of landing and final destination;
 - g. Date and time of arrival at, and departure from Singapore (Please see para 3.1.3.4 below);
 - h. Name, address and telephone number of operator's local agent and ground handling agent;
 - i. Name and address of consignees and consignors, where applicable;
 - j. Any other information that may be relevant to the proposed operations.

- 3.1.3.3 All applications must be made in the prescribed application form available at:
https://www.caas.gov.sg/caasWeb2010/export/sites/caas/en/eServices_Forms/Air_Transport_Licensing_Administration_System.html?_locale=en

The complete application and its supporting documents must reach the Civil Aviation Authority of Singapore Air Transport Division at the address below, at least 3 working days prior to the aircraft's arrival or departure into/from Singapore to be considered for a "normal permit". Operators who wish to obtain a permit under 3 working days may submit their applications. Such applications must reach the Air Transport Division at least 24 hours before the proposed flight to be considered for an "express permit". Applicants for express permits should alert the Air Transport Duty Officer at +65 98331775. Applications will not be considered if insufficient notice is given (not applicable for emergency flights e.g. flights on humanitarian grounds).

Air Transport Division
Civil Aviation Authority of Singapore
Singapore Changi Airport
PO Box 1
Singapore 918141
Email: caas_air_transport@caas.gov.sg **and** Judy_Chin@caas.gov.sg
Tel: (65) 65413030 (Normal permits)
Tel: (65) 98331775 (Express permits)
Facsimile: (65) 65456515

- 3.1.3.4 Operators, other than operators of business aviation aircraft as stated in para 3.1.3.5, should schedule their arrivals and departures at Singapore Changi Airport outside the hours 0001 to 0200 UTC (0801-1000 LT) and 0900 to 1559 UTC (1700-2359 LT). Subject to approval (depending on aircraft stand availability), aircraft may be permitted to remain on the ground during the above times on condition that the aircraft vacates the aircraft stand if the need arises. *(Please see GEN 4.1 para 1.5 b) regarding off-peak discount of 40% on landing charges).*
- 3.1.3.5 All business aviation aircraft operating as executive jet charter may be permitted to remain on the ground or layover at Singapore Changi Airport.
- 3.1.3.6 All business aviation aircraft shall park in a nose-in position and be pushed back with the aid of an aircraft tow-bar and tow-tractor. Reverse thrust or variable pitch propellers shall not be used when parking or pushing back aircraft. The aircraft operator must ensure that an appropriate tow-bar for the aircraft type is available to facilitate push back operations from the aircraft stand. The aircraft operators may use their own tow-bar or approach ground handling agents in either Seletar or Singapore Changi Airport to secure the appropriate tow-bar.
- 3.1.3.7 All passengers of the business aviation flight will have to clear CIQ via the Commercially-Important-Persons facility located beside Terminal 2.
- 3.1.3.8 Requests to handle executive jet charter or charter flights via the main terminals are to be sent via email to ao.checkin@changiairport.com for exceptional consideration at all times.
- 3.1.3.9 All business aviation flights must engage a ground handling agent at Singapore Changi Airport.
- 3.1.3.10 The appropriate legislation dealing with non-scheduled flights for hire or reward is contained in PART III - *Permits For Journeys Other Than Scheduled Journeys* of the Air Navigation (Licensing of Air Services) Regulations. Any person who uses any aircraft in contravention of the provisions of Regulation 15 of the legislation shall be guilty of an offence and shall be liable on conviction to a fine not exceeding S\$2,500 or to imprisonment for a term not exceeding 3 months or to both and in the case of a second or subsequent offence, to a fine not exceeding S\$20,000 or to imprisonment for a term not exceeding 2 years or to both.

3.1.3.11 **Permit Fees**

(a) Normal Permits

The following fees shall be paid to the Authority [in accordance with Regulation 18 of the Air Navigation (Licensing of Air Services) Regulations] to obtain a permit which must be applied at least 3 whole working days before the first flight:

- i. S\$84 for a single one-way or return flight;
- ii. S\$162 for 2 or more one-way or return flights but not more than 5 such flights;
- iii. S\$326 for 5 one-way or return flights but not more than 10 such flights; or
- iv. S\$810 for more than 10 one-way or return flights.

(b) Express Permits

Operators who wish to obtain a permit under 3 working days, but at least 24 hours before the flight, should contact the Duty Officer at +65 98331775 and submit a complete application to this email address: caas_air_transport@caas.gov.sg. The following fee shall be paid:

- i. S\$252 for a single one-way or return flight.

Note 1: "Working Day" means:

- i. a period that begins at 8.30am and ends at 6pm on any Monday to Thursday that CAAS is open for business; and
- ii. a period that begins at 8.30am and ends at 5.30pm on any Friday that CAAS is open for business.

Note 2: Any application that is made after the close of business shall be deemed to have been made on the next working day.

Definitions:

Non-scheduled flight - a flight for the carriage of passengers, mail or cargo by air for hire and reward on journeys other than scheduled.

Business aviation flight - a flight that is owned and operated privately by a business corporation or chartered privately by business or corporate executives for non-revenue purposes.

Charterer - a person, company or corporate body who charters the aircraft and whose name and address appear in the Aircraft Charter Agreement.

Operator- in relation to an aircraft, the person for the time being having the business management of that aircraft.

← 3.2 **DOCUMENTARY REQUIREMENTS FOR CLEARANCE OF AIRCRAFT**

3.2.1 Same requirements as for SCHEDULED FLIGHTS.

3.3 PERMIT CONDITIONS

3.3.1 The Director-General of Civil Aviation may attach such conditions to a permit as he considers necessary.

3.4 APPLICATION FOR DIPLOMATIC CLEARANCE FOR FOREIGN STATE AIRCRAFT

3.4.1 Procedures for Applying Diplomatic Clearance for Landing and Overflight for Foreign State Aircraft in Singapore

3.4.1.1 Except where otherwise agreed, all Foreign State aircraft intending to land at or overfly Singapore are to obtain diplomatic clearance for such landing or overflight from the Ministry of Foreign Affairs, giving information as in para 3.4.2.

3.4.1.2 The application is to be made giving at least 14 days' notice.

3.4.2 Information to be provided when applying for Diplomatic Clearance

3.4.2.1 All applications for diplomatic clearance should contain the following information:

- a. Name of Mission/Organisation;
- b. Liaison Officer;
- c. Telephone Number;
- d. Number and Type of Aircraft;
- e. Callsign;
- f. Aircraft Registration;
- g. Full flight itinerary;
- h. Route after entering and before leaving Singapore FIR;
- i. Date of Arrival;
- j. Time of Arrival;
- k. Date of Departure;
- l. Time of Departure;
- m. Arrival from;
- n. Departing to;
- o. Airfield requested;
- p. Name of Pilot;
- q. Number of Crew;
- r. Number of Passengers;
- s. If VIP flight, Name of VIP and number of other officials;
- t. Purpose;
- u. Photograph and sensory equipment if any;
- v. Nature of freight or cargoes carried if any;
- w. Dangerous cargoes, if any (e.g. arms, ammunition, explosives, toxic chemicals);
- x. Types of services required (e.g. type of fuel, APU/GPU, ground handling etc.);
- y. Additional/Special request

Note: Aircraft used in military, customs or police services are deemed to be State aircraft.

4 APPLICATION FOR TEST FLIGHTS

4.1 All applications for test flights are subject to prior approval.

4.2 All applications are to be made at least 2 working days but not more than 2 weeks in advance. If notice is not complied with, the application may not be considered.

← 4.3 Applicants should provide details as listed in items a. to e. below and ensure that the documents as listed in items f. to h. of the aircraft undergoing test flights remain valid during the period of operation:

- a. Aircraft Registration;
- b. Aircraft Callsign;
- c. Aircraft Type;
- d. Date / Time / Duration of flight;
- e. Point of Departure and Arrival;
- f. Certificate of Registration;
- g. Certificate of Airworthiness;
- h. A Permit to Fly, issued by CAAS, in the absence of a valid Certificate of Airworthiness.

4.4 All applications should be submitted to:

Post:

Duty Watch Manager, Singapore Air Traffic Control Centre
Civil Aviation Authority of Singapore
60 Biggin Hill Road, Singapore 509950

Email: caas_atsops@caas.gov.sg

Fax: 65457526

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← 4.5 Details on flight planning for test flights are listed at ENR 1.10 FLIGHT PLANNING.

5 AIRCRAFT BANNED FROM OPERATIONS AT SINGAPORE AERODROMES

5.1 The Antonov-12 aircraft is banned from all operations to/from Singapore aerodromes due to concerns over its continuing airworthiness.