

1.0 Process for Airside Vehicle Permits (AVP) issuance:

S. No	Activity	Person Responsible
a.	The applicant will apply in the prescribed form along with required documents at AVP section in Airside near stand A12 at T3 Apron, for verification along with documentation checklist. (Refer Annexure for application form and for documentation checklist). All applications including lost AVP, renewed insurance/ fitness etc. must be accompanied with application form and documentation checklist.	Respective Agency
b.	Designated official at DIAL will scrutinize the documents (including NOC from Commercial – Aero), complete the document checklist submitted by agency along with remarks: i. OK to issue. ii. Not OK to issue – (In this case, deficiencies will be listed) In case of deficiency observed, the documents shall be handed over to the respective agency. Once all the deficiencies are cleared by the respective agency, Designated official at DIAL will verify and further process.	Designated official at DIAL
c.	AVP will be issued till the validity of Security Clearance/ Registration / Fitness/ Insurance/ Load Test Certificate / PESO Certificate/ PO / Lease agreement / NOC (as applicable), whichever is earlier.	Designated official at DIAL
d.	Applicable fee to be collected.	Designated official at DIAL
e.	The fee received through NEFT / RTGS / Bank Transfer will be verified at our end for confirmation of receipt of payment before issuance of AVP.	Designated official at DIAL
f.	After receiving fees and documents, AVP will be issued for 07 days for vehicle inspection.	Designated official at DIAL
g.	Inspection of the vehicle shall be done as per attached checklist.	Designated official at DIAL
h.	After vehicle is passed after inspection, Airside Vehicle permit will be issued.	Designated official at DIAL

i.	For all renewal and replacement cases, old AVP shall be collected first from the agency before issuing the new AVP.	Designated official at DIAL
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1.1 PART II: Application for Annual Renewal

S. No	Activity	Person Responsible
a.	A communication to all concerned will be sent for annual renewal of AVPs along with schedule for document submission and inspections.	Designated official at DIAL
b.	The applicant will apply in the prescribed form	Respective Agency
c.	Obtain No Objection certificate (NOC) from DIAL Commercial department.	Respective Agency
d.	On receipt of the application along with the NOC, Designated official at DIAL will scrutinize the documents (including NOC from Commercial – Aero), complete the document checklist submitted by agency along with remarks: i. OK to issue. ii. Not OK to issue – (In this case, deficiencies will be listed) In case of deficiency observed, the documents shall be handed over to the respective agency. Once all the deficiencies are cleared by the respective agency, Designated official at DIAL will verify and further process.	Designated official at DIAL
e.	Annual inspections will be carried out for each vehicle / equipment as per checklist Note: <i>If discrepancies observed during the inspection, it will be the responsibility of the respective agency to get it rectified and ensuring re-inspection.</i>	Designated official at DIAL
f.	After the receipt of the correct applicable documents and after passing of vehicle on inspection, Airside Vehicle permit will be issued.	Designated official at DIAL
g.	For annual renewal, old AVP shall be collected first from the agency before issuing the new AVP.	Designated official at DIAL

1.2 Theft / Lost / Stolen AVPs

- In case of any Theft / Lost / Stolen AVP, the concerned agency will raise an FIR /NCR with Delhi Police and copy of FIR will be submitted to DIAL AVP section along with a letter on company letter head.

- Post receiving the letter from CASO / ASG, documentation and applicable fee, DIAL Designated official will issue AVP to the concerned agency with new AVP number.

2.0 Fees and Validity of the AVP

Sr. No.	Duration	Charges
a.	Up to a period of one month	Rs. 500/- plus applicable taxes
b.	Up to a period of one year	Rs. 4000/- plus applicable taxes (includes the initial fee for seven-day pass) * * This fee shall be applicable maximum only up to 31 st December (Calendar year ending) irrespective of number of days remaining
c.	Escort service fee per vehicle per trip	Rs. 1000/- plus applicable taxes
d.	Lost AVP fee	Rs. 300/- plus applicable taxes

For any feedback/ suggestion – feedback.permit@gmrgroup.in

Annexure I:**DELHI INTERNATIONAL AIRPORT LIMITED
AVP APPLICATION FORM**

1.	Name of Organization / Principal Agency											
2.	Name of Sub Agency											
3.	Airside Vehicle Permit applied for	New		Renewal		Replacement						
4.	Existing AVP No. (only for replacement)											
5.	Type of Vehicle / Equipment and make											
6.	Year of manufacturing											
7.	Fuel type											
8.	Insurance Number and Validity											
9.	No. of valid ADP holders in my agency											
10.	Validity of Fitness (for Commercial Vehicle)											
11.	Validity of Load Test Certificate (if required)											
12.	Entry for gate no. required	Gate No.:										
13.	Airside AVP required for period	From:					To:					
14.	Zone Required	TR		SR		MA		PT		CT		
15.	PESO Licence No. & Validity	(For Fuelling Equipment)										
16.	Registration No. of Vehicle / Equipment No.	(Use format, if more than one Vehicle)										
17.	Speed Governor installed	Yes		No								
18.	Purpose for the use of vehicle (Tick the relevant option)	• Transportation of passengers and catering supplies/stores etc; ☐ • Refuelling of aircraft/vehicles/equipment. ☐ • Maintenance of runway, taxiway, perimeter wall etc.; ☐ • Conducting checks of vital installation and air navigation facilities; ☐ • QRT and contingency response; ☐ • Security duties including patrolling and supervisory; ☐ • Airside safety duties like firefighting, apron control, airside inspection etc. ☐ • VVIP/VIP and protocol duties; ☐ • Inspection and monitoring by regulatory authorities; ☐ • Operational, Medical and other emergency vehicle; ☐ • Vehicle authorized by BCAS. ☐										
This is hereby certified that: • All the documents enclosed herewith are true copy of the original documents • The said equipment/vehicle shall be driven by my agency's ADP holder (valid). • Vehicle/ Equipment with temporary AVP stating escort requirement shall be escorted by a valid ADP holder.												
Signature & Stamp of Authorized Person (Agency)						Signature of Recommending Officer (DIAL)						
Name & Designation:						Name & Designation:						
Contact Number:						Contact Number:						
Signature & Date (Approving Authority, Safety & compliance, DIAL)												

Enclosure: -

- i. Copy of BCAS Security Clearance Letter
- ii. Copy of registration certificate of vehicle or invoice of equipment.
- iii. Copy of insurance certificate of vehicle/equipment.
- iv. Copy of valid pollution under control (PUC) certificate of vehicle/equipment.
- v. Copy of PESO Certificate, if required
- vi. Copy of Load Test Certificate, if required
- vii. Copy of speed governor installation certificate of vehicle with speed set at **30 Km/h**.
- viii. Copy of fitness certificate of vehicle, if required.
- ix. Copy of work order/agreement/purchase order.
- x. Copy of approved work permit from DIAL if required.
- xi. Copy of leased agreement required on Rs. 50/- e-stamp paper, if vehicle is hired from another agency/individual.
- xii. *Justification for induction of new vehicle/equipment on company letter head/email.**

NOTES:**1. ZONE Definitions:**

TR-TARMAC, SR-SERVICE ROAD, MA-MANEUVERING AREA, PT-PASSENGER TERMINAL, CT-CARGO TERMINAL.

2. Prepare the list as per table below, if application is submitted for more than one vehicle or equipment: -

Sl. No.	Vehicle No.	Type of Vehicle	Make of Vehicle	Mfg. Year	Fuel Type	Insurance No & Validity	Fitness Validity	Gate No. Required
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Signature & Stamp of Authorized Person (Agency)

Annexure II: INSPECTION CHECKLIST FOR AIRSIDE VEHICLE PERMIT

Agency Name		Date	
Vehicle / Equipment no. & Type			

Sl. No.	CRITERIA	YES	NO
1	Company / Agency Name (letter height of 08" for Heavy and 04" for Light Vehicles)		
2	Company / Agency Logo		
3	Fire Extinguisher		
4	Reflector Stripe - Yellow both sides, Red- Rear & White-front side (2")		
5	Speed check (not more than 30 km per hr.)		
6	Rear & side view mirror		
7	Condition of the tyre		
8	Brakes/Hand Brakes		
9	Anti-collision light with flash rate of 60 to 90 per minute. (Approx. 75 /minute).		
10	Head Lights/ Indicators/Brake lights/Reverse lights/ Fog lights		
11	Wiper & screen washer		
12	Visible damage/dent if any		
13	Hydraulic Oil & fuel leakage		
14	Miscellaneous		
Remarks			

Signature of Designated official at DIAL

Annexure – VIII: CHECKLIST FOR AVP DOCUMENTS (NEW/RENEWAL)

Agency Name		Date		
S. No.	Required Documents	Agency	DIAL	
		Y/N/NA	Y/N/NA	
1.	Application form			
2.	Copy of BCAS Security Clearance Letter			
3.	Copy of Registration Certificate (Vehicle) (May have the downloaded copy of M Parivahan to be verified by Designated official at DIAL) - Petrol/CNG- 15 Years - Diesel-10 years			
4.	Copy of Invoice (GSE) *Codal Life – (Cat A-20 years & Cat B-15 years)			
5.	Copy of Invoice (construction Vehicle/Equipment) - Petrol/CNG- 15 Years - Diesel-10 years			
6.	Copy of Valid Pollution Under Control Certificate - For Registered vehicle only on the date of AVP issuance - For new vehicle not required for 1st year (New registration till 01 year) - Not required for equipment/Govt. vehicle/Diplomatic vehicle/unregistered vehicle)			
7.	- Copy of Valid Insurance Certificate - Validity for third party insurance			
8.	Copy of Valid Fitness certificate (Commercial vehicle, registered prior to Oct 2015) RC to be checked for fitness for initial year/ Fitness certificate			
9.	Copy of Speed Governor Certificate with 30 KMPH			
10.	Copy of Peso. Certificate (If Fuel capacity is more than 1000 kl)			
11.	Copy of Load Test (Certificate from competent person approved by Govt. of NCT) Lifting appliances such as crane, Forklift, Boom lift, Scissor lift			
12.	Copy of PO/Contract (For DIAL's service provider or Third-party contract)			
13.	NOC (NOC will not be required for vehicle/equipment of DIAL, GMR, DIAL's JV companies, DIAL's direct contractors, Govt. Agencies and agencies related to Phase 3A project. NOC will be required for all other agencies including third party contract by DIAL contractors.)			
14.	Copy of Leased agreement (Must have a lease agreement between the two parties (or the chain of documents), Must have a forwarding letter and undertaking of liability from the principal agency / airlines or Delivery Challan with vehicle details along with consigner and consignee.)			
15.	Signature of Agency Representative – I have checked/verified all the documents - Name: - Designation:			
Remarks: OK to issue / Not OK to issue (Specify reason)				
Signature Designated official at DIAL				
<i>* CAT- A (Motorised - ACU, ASU, Push back Tugs, GPU, Water / Toilet cart, Lower and Universal Deck Loader, Main Deck Loader, Belt Loader, Passenger Step, Ambu lift, Transporter, Forklift, Cherry Picker, Passenger and Crew coaches) - 20 years</i> <i>CAT- B (All Motorised not covered above, and non-motorized) - 15 years</i>				