



## Work Permit at Brunei International Airport Application Form

Applicant(s) are advised to read the guidance for application page before completing the form.

Please complete this form in **BLOCK CAPITALS** then sign using **dark blue ink**. Upon completion, please submit this form to:

***Airport Management Section  
Department of Civil Aviation  
Ministry of Transport and Infocommunications  
Brunei International Airport  
Bandar Seri Begawan, BB2513  
Brunei Darussalam***

Or via email at [apm.dca@dca.gov.bn](mailto:apm.dca@dca.gov.bn)

1. Application Details		
Application: <input type="checkbox"/> <b>One-time</b> <input type="checkbox"/> <b>Long-term</b> (Please attach work schedule)		
Name of Organisation	Application Date	Application Time
Email Address	Contact no. (Mobile)	Contact no. (Office)
Name of Project		
Work Location(s)		
Departure Landside	<input type="checkbox"/> Arrival Landside	<input type="checkbox"/> Surau Brunei International Airport
Departure Airside	<input type="checkbox"/> Arrival Airside	<input type="checkbox"/> Others
Please specify:		
Work to be Carried Out		
Name of Contractor Personnel	4.	
1.	5.	
2.	6.	
3.	7.	
Equipment/tools to be used	4.	
1.	5.	
2.	6.	
3.	7.	
Start Date and Duration of Work	Start hour	End hour



<b>2. Project In-Charge details (if any)</b>		
DCA Section		
Name of DCA Personnel In-Charge		Designation
Contact no. (Mobile)		Contact no. (Office)
<b>For official use only</b>		
<b>Duty Officer</b>		
Duty Officer's Name		Signature
Application: <input type="checkbox"/> Confirmed <input type="checkbox"/> Rescheduled		
New Date(s)	New Start Hour	New End Hour
Safety Checklist <b>To be checked before commencement of work</b>		
<input type="checkbox"/> Electric power to be isolated, where appropriate		<input type="checkbox"/> Required safety equipment adequate and available
<input type="checkbox"/> Fire alarm system operation, where fitted		<input type="checkbox"/> Safety work attire, where required
<input type="checkbox"/> Work schedule, where required		
Remarks		
<b>Head of Operations and Facilities Unit</b>		
Application: <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected		
Date received		Signature
Remarks		
<b>Airport Manager</b>		
Application: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
First Name		Last Name
Date	Signature	
Remarks		



## Guidance for application

### Instruction for completion of application form

1. Enter application details where appropriate.
2. Enter Project In-Charge details where appropriate.

### Other information

1. Application for an approval **shall be made and reached the Airport Management Section at least 3 days** before the actual date of Work.
2. This application **shall be fully completed**. Failure to do so may result in its return for resubmission or delay in the processing of the application. If there is insufficient space to list all items, they can be listed on a separate sheet.
3. Work schedule of a maximum one (1) year **shall be attached** with this application form.
4. Operations and Facilities Unit will contact applicant to inform the acceptance or rejection of application.
5. The Airport Management Section of Department of Civil Aviation **reserves the right** to stop, postpone and change the work date(s) in the event of a breach of term(s) and condition(s) or the occurrence of unavoidable matters. Operations of airport **shall not be disrupted** by any Contractor(s).
6. The applicant **shall be held responsible** if there is any damage to the property of Brunei International Airport.