



Event Organising at Brunei International Airport

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 via email to apm.dca@dca.gov.bn.

1. Organisation Details		
Name of Organisation		
Address		Postcode
2. Applicant's details		
Name		Designation
Email		Signature
Contact no. (Mobile)	Contact no. (Office)	Application date
3. Event Details		
Purpose of Event (in conjunction with/ in celebration of/ in commemoration of)		
Event Location(s)		
Departure Check-in Hall, Landside	☐	Departure Curbside ☐
Departure Hall, Airside	☐	Arrival Curbside ☐
Meeters & Greeters Hall, Arrival Landside	☐	P1 Carpark ☐
Others	☐	P2 Carpark ☐
(Others) Please specify:		
Event date(s)		Period in day(s)
Event start hour		Event end hour



For official use only		
Head of Events and Logistics Unit		
Application: Confirmed ☐ Rescheduled ☐		
Location: Landside ☐ Airside ☐	Pass Application ☐	
New event date(s)	New event period in day(s)	
New event start hour	New event end hour	
Remarks		
Head of Airport Management		
Application: Accepted ☐ Rejected ☐		
Name	Date received	Signature
Remarks		
For Director of Civil Aviation		
Application: Approved ☐ Not Approved ☐		
Name	Date	Signature
Remarks		



Guidance for application

Instruction for completion of application form

1. Enter organisation details where appropriate; name of organisation/official company name and mailing address.
2. Enter applicant's details where appropriate; name, designation, email address, signature, both mobile and office number and application date.
3. Enter event details where appropriate; purpose of event at the Brunei International Airport (in conjunction with/ in celebration of/ in commemoration of), check all applicable boxes and specify other location not stated in the checklist, enter event date, period, start and end time of event.

Other information

1. Application for an approval **shall be made and reached the Department of Civil Aviation at least 2 weeks** before the actual date of Event.
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.
3. Applications for events scheduled to take place within the **Airside area of the Brunei International Airport terminal building will not be processed without the mandatory attachments**. Applicants must submit a comprehensive list of all participating individuals, accompanied by copies of their respective Smart Identification Cards.
4. Events and Logistics Unit will contact applicant to inform the acceptance or rejection of application.
5. The Department of Civil Aviation **reserves the right** to stop, postpone and change the event 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 event.
6. The applicant **shall be held responsible** if there is any damage to the property of Brunei International Airport.