

Airside Access Application

This form is to be used when applying for access to airside or when renewing your existing airside access at Essendon Fields Airport.

In order to be approved, you must demonstrate an operational requirement to enter the airside security zones.

Prior to submission, please ensure the following documents are held and copies are provided upon submitting your application:

1. A signed and dated copy of the Essendon Fields Airport Security Induction completion certificate, which can be completed online at <http://linksafe.com.au/essendonfields>
2. A colour copy of your current ASIC;
3. A colour copy of a current state/territory driver's licence or passport, or any category B identification document (refer *Part 3(b) – Identification* of this application).

Once complete, applications are to be submitted to aviationreporting@ef.com.au for processing.

To be completed in BLOCK CAPITAL letters.

Part 1 – Applicant details

I am applying for:

- Access fob: Renewal # _____ New Reissue (lost/damaged)
- Key
- Gate remote

Personal details:

Name:

Given name(s)

Surname

Address:

Street address, City, Postcode

Date of birth:

Contact

number:

(please tick preferred)

Mobile

Work

Home

Email address:

ASIC Issuer:

ASIC number:

ASIC Expiry:

Company name:

(if not a private pilot)

Part 1 Continued – Applicant details

Part 1(a) – Access areas:

Access doors/gates required: (please be specific e.g. Terminal, gate 16)

Reason for airside access: (please state relevant actions and duties involved in your position)

Part 1(b) – Applicants applying for vehicle access:

Driver's Licence No: _____ Expiry date: _____

State/Territory Issued: _____ Conditions: _____

Reason for vehicle access: (please state relevant tasks that require the use of a vehicle in the airside area)

If you complete this section, you must attach a copy of you current Airside Driver's Licence to this application.

Part 1(c) – Private and student pilots to complete (where no employer exists):

Pilot Licence number: _____ Aircraft registration: _____
(if applicable)

Part 2 – Employer to complete (Company Authorised Signatory)

Employer details:

Company name: _____

Company

address: _____

Supervisor name: _____

Given name

Surname

Supervisor email: _____

Supervisor contact number: _____

Employer certification:

I, _____, hereby:
(print name)

- i. Confirm that the applicant and employer details are correct and that the applicant requires access to the airside security zones at Essendon Fields Airport, outlined in Part 1(a) and 1(b), to perform his/her duties for his/her employment;
- ii. Agree to notify EAPL of any changes to the above particulars and recover and return the access fob prior to the applicant leaving our employment or upon transfer to a position which no longer has an operational need to retain any access fob, key or remote;
- iii. Understand that EAPL may exercise its right to not issue access fobs, keys or remotes for any company who has expired/unrecovered access fobs or keys that have not been returned to EAPL;
- iv. Understand that access fobs, keys and remotes not collected by the applicant within 1 month from the date of notification will be cancelled and NO refund given.

Date

X

Supervisor signature

Part 3 – Additional information

Part 3(a) – Security Awareness Training

Applicants are required to complete security awareness training prior to the issue or renewal of their airside access fob, key or gate remote. This training ensures a clear understanding of regulatory requirements while the applicant remains in the airside security zones, outlined in Part 3, Subdivision 3.3.3 of the Aviation Transport Security Regulations 2005 and Essendon Airport Transport Security Program. This training must be completed and submitted with your initial application and renewed no less than once every 24 months.

Our Security Induction can be completed online at: <http://linksafe.com.au/essendonfields/>

Part 3(b) – Identification

Proof of identity is a requirement from every individual applying for airside access at Essendon Fields Airport. Supporting documents must be provided at the time of submission or no more than 3 months prior. As outlined in Part 3, Subsection 3.3.1A of the Aviation Transport Security Regulations 2005, the following documents must be attached along with your application in order to be approved as an authorised person:

1. A colour copy of your current ASIC.
2. A supporting Category B identification document*, which includes:
 - i. A driver's licence issued by the Australian or a foreign government, or;
 - ii. An Australian or foreign passport.

*refer to part 6 - Security Identification of the ATSR 2005

Part 3(c) – Issue and Use requirements

1. Loss of access fob, key or gate remotes must be reported immediately to EAPL via aviationreporting@ef.com.au
2. Access fobs, keys and gate remotes remain property of EAPL and must be surrendered on expiry, change or termination of present duty, or on request from EAPL.
3. The fob or key may only be used in the course of the cardholder's approved duties in the airside security zones and does not constitute an authority to enter or remain in a security controlled area for any other purpose.
4. Access on fobs is registered for the use of the person to whom it has been issued only.
5. Incorrect use of access provisions will result in the immediate withdrawal of access privileges.
6. Applicant must remain a current red ASIC holder.
7. Applicants for airside vehicle access must hold a current Airside Driver's Authority (ADA).
8. Payment fees are not refundable once processed.

Part 3(d) – Privacy Statement

EAPL requires the information contained in this application to enable the processing of your EAPL access fob, key or gate remote. If you do not provide this information, then EAPL will not be able to process your application. The collection of this information is in compliance with:

- Division 9 – Aviation Transport Security Act 2004;
- Part 6 – Aviation Transport Security Regulations 2005;
- Essendon Airport Transport Security Program, and;
- Privacy Act 1988.

Information collected in this application will be used to determine eligibility for access to certain security sensitive areas at EAPL. Your information may also be used and disclosed by EAPL for auditing purposes by EAPL or authorised third parties.

All information provided with this application will be kept in the strictest confidence and handled in accordance with the Privacy Act 1988 and the Australian Privacy Principles contained in Part 3 of the Act.

You have the right to access your personal information upon reasonable notice to EAPL.

Part 4 – Payment

Payment for access applications must be made at the time of submission: no applications will be accepted without payment.

Payment will be charged for the period of current ASIC validity.

All application fees are non-refundable

Part 4(a) – Type of access

What type of access do you require? (cost inclusive of access fob)

Pedestrian access \$25.00 annual fee (exc. GST)

Vehicle access \$100.00 annual fee (exc. GST)

Part 4(b) – Additional/replacement items

Do you require the issue of the following items?

Replacement access fob \$20.00 (exc. GST)

Gate remote \$100.00 new issue/replacement (exc. GST)

Part 4(c) – Method of payment

Exempt Reason: _____

Invoice Email to: _____

Pay on pickup Applies to new issues only.

Credit card*

* Credit card details are to be completed on our Credit Card Authority Form and sent to ms@ef.com.au for processing. Credit card details are destroyed immediately after payment is confirmed and must be submitted each time payment is processed.

Please go to <https://ef.com.au/airport/operations/#airside-access> to download the Credit Card Authority Form if you elect to pay via this method.

Part 5 – Applicant acknowledgement and certification

I have ensured the following attachments are included with my application:

- Security Induction completion certificate;
- Current ASIC (colour copy);
- Category B identification document e.g. passport or driver's licence (colour copy);
- Airside Driver's Authority (if applying for vehicle access)
- Any additional supporting documents e.g. student pilot note from instructor;

I, _____, hereby:
(print name)

- i. Confirm that I have read and understand Part 3C: Issue and Use requirements for all EAPL access fobs, keys and gate remotes;
- ii. Acknowledge that I have read, understood and accept Part 3D: Privacy Statement attached to this application form;
- iii. Certify that the details contained in this application are true and correct;
- iv. Understand that I must contact EAPL immediately if any information changes.

X

Date

Applicant signature

Part 6 – Office use only

Processing

Application received: _____ Date notified: _____

Fob/key/remote no: _____ Date issued: _____

Security Induction

Completed on: _____ Approval category: _____

Payment

Method: _____ Date paid: _____

Receipt no: _____

EAPL authorisation:

GM Aviation

Date:

