

Airside Access Application Form



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 secure airside areas.

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

1. A copy of your Essendon Fields Airport *Airside Induction* Certificate of Completion, 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).

PART A - APPLICANT DETAILS			
Full Name:			
Residential Address:			
	<i>Suburb</i>	<i>State</i>	<i>Postcode</i>
Primary Contact Number:			
Email:			
ASIC Number:		ASIC Expiry:	
Company Name: <i>(if not a private pilot)</i>			
PART B – ACCESS REQUIREMENTS			
I am applying for:			
<input type="checkbox"/> Pedestrian Access (New)	<input type="checkbox"/> Vehicle Access (New)		
<input type="checkbox"/> Pedestrian Access (Renewal)	<input type="checkbox"/> Vehicle Access (Renewal)		
<input type="checkbox"/> Terminal Access (New)	<input type="checkbox"/> Replacement Access Fob (Lost/Damaged)		
<input type="checkbox"/> Terminal Access (Renewal)	<input type="checkbox"/> Gate Remote		
<i>Access fobs, keys and gate remotes must be returned to EAPL if you no longer have an operational need to access airside, your ASIC is cancelled, or on request from EAPL.</i>			
Reason for Airside Access: <small>(State relevant actions and duties involved in your position)</small>			
Access Areas Required: <small>(Be specific e.g. Terminal, Eastern Apron)</small>			
PART C – VEHICLE ACCESS (Complete only if you are applying for vehicle access)			
Reason for Vehicle Access: <small>(State the relevant tasks that require the use of a vehicle in the airside area)</small>			
Access Areas Required: <small>(Be specific e.g. RPT Apron, Southern Apron)</small>			
<i>If you are applying for vehicle access you must attach a copy of you current Airside Driver's Licence to this application.</i>			



PART D – PRIVATE & STUDENT PILOTS (Complete only where no employer exists)			
Pilot Licence Number:			
Aircraft Registration:			
PART E: EMPLOYER DETAILS (Company Authorised Signatory)			
Company Name:			
Company Address:			
	Suburb:	State:	Postcode:
Supervisor Name:			
Supervisor Position:			
Supervisor Email:			
Supervisor Contact Number:			
I, _____ hereby:			
i. Confirm that the applicant and employer details are correct and that the applicant requires access to the secure airside area at Essendon Fields Airport, outlined in Part B and C, 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.			
Supervisor Signature: _____ Date: _____			



PART F: PRIVACY STATEMENT

EAPL requires the information contained in this application to enable the processing of your access fob, key or gate remote. By not providing this information, 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 G: ACCESS REQUIREMENTS

1. Loss of access fob, key or gate remotes must be reported immediately to EAPL via aviation@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 H – APPLICANT ACKNOWLEDGEMENT & CERTIFICATION

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

- | | |
|---|--|
| <input type="checkbox"/> Airside Induction Certificate of Completion | <input type="checkbox"/> Airside Driver's Licence (if applying for vehicle access) |
| <input type="checkbox"/> Current ASIC (colour copy) | <input type="checkbox"/> Any additional supporting documents e.g. student pilot note from instructor |
| <input type="checkbox"/> Category B identification document e.g. passport or driver's licence (colour copy) | |

I, _____ hereby:

- i. Confirm that I have read, understood and accept *Part F: Privacy Statement* and *Part G: Access Requirements*;
- ii. Certify that the details contained in this application are true and correct;
- iii. Understand that I must contact EAPL immediately if any information changes.
- iv. Certify that I have undertaken, understand and agree to abide by the terms and conditions contained in the *Airside Induction* training.

Applicant Signature: _____ Date: _____

Upon completion of this application, email to aviation@ef.com.au for processing.



PART I: 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.

What type of access are you applying for?

- | | |
|---|--|
| <input type="checkbox"/> Pedestrian Access (New & Renewal)
\$30.00 Annual Fee (exc GST) | <input type="checkbox"/> Vehicle Access (New & Renewal)
\$105.00 Annual Fee (exc. GST) |
| <input type="checkbox"/> Terminal Access (New & Renewal)
\$150.00 Annual Fee (exc GST) | <input type="checkbox"/> Gate Remote
\$100.00 (exc. GST) |
| <input type="checkbox"/> Replacement Access Fob (Lost/Damaged)
\$25.00 (exc GST) | |

Method of Payment:

- Invoice **Bill to:** Individual Company

Billing email address: _____

- Exempt** **Reason:**
- Pay on Pickup** *(Applies to new issues only)*
- Credit Card**

** If paying by Credit Card, complete and attach the Credit Card Authority Form, which can be downloaded from the Essendon Fields website. Credit card information is destroyed immediately after payment is confirmed and must be submitted each time payment is processed.*

PART J – OFFICE USE ONLY

- | | |
|---|--|
| <input type="checkbox"/> Application Received Date: | <input type="checkbox"/> Gate Remote Issued Number: |
| <input type="checkbox"/> Airside Induction Completed Expiry: | <input type="checkbox"/> Key Issued Number: |
| <input type="checkbox"/> Access Fob Issued Number: | <input type="checkbox"/> Payment Received Receipt: |
| <input type="checkbox"/> Access Areas Granted | |

EAPL Approval

Name:

Signature: _____ **Date:** _____

Manager Name:

Manager Signature: _____ **Date:** _____

Upon completion of this application, email to aviation@ef.com.au for processing.