

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.

PART A - APPLICANT DETAILS			
Full Name:			
Primary Contact Number:			
Email:			
Company Name: <i>(if applicable)</i>			
Supervisor Name: <i>(if applicable)</i>			
Supervisor Email: <i>(if applicable)</i>		Supervisor Contact Number:	
PART B – ACCESS REQUIREMENTS			
What type of access are you applying for?			
<input type="checkbox"/> Pedestrian Gate Access \$30.00 Annual Fee (exc GST)	<input type="checkbox"/> Vehicle Gate Access \$105.00 Annual Fee (exc. GST)		
<input type="checkbox"/> Airport Terminal Access \$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)			
Reason for Airside Access: <i>(State relevant actions and duties involved in your position)</i>			
Access Areas Required: <i>(Be specific e.g. Terminal, Eastern Apron)</i>			
If you have an access fob already, please provide the number:			
PART C – PRIVATE & STUDENT PILOTS (Complete only where no employer exists)			
Pilot Licence Number:			
Aircraft Registration:			
PART D – CONDITIONS OF ISSUE AND USE			
<ol style="list-style-type: none"> The loss of an access fob or gate remote must be reported immediately to EAPL via aviation@ef.com.au Essendon Airport Pty Ltd must be notified, in writing, if the applicant loses or has their ASIC suspended or cancelled for any reason. Airside access will expire when the applicant's ASIC expires. Airside access fobs & remotes are a security tool and are not to be given to other persons for use. Incorrect use of access provisions will result in the immediate withdrawal of access privileges. Each time an access fob or gate remote is used it is registered on EAPL's access database allowing for complete traceability. Access fobs and gate remotes remain property of EAPL and must be returned if the applicant no longer has an operational need to access airside, their ASIC is cancelled, or on request from EAPL. Applicants for airside vehicle access must hold a current Airside Driver's Authority (ADA). 			



PART E – APPLICANT ACKNOWLEDGEMENT

I, _____ hereby:

- i. Confirm that I have read, understood and agree to the requirements outlined in *Part D: Conditions of Issue and Use*;
- 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; and
- iv. Consent to Essendon Airport Pty Ltd collecting, using and disclosing any personal information provided with the application in accordance with the Privacy Act 1988 and Essendon Airport Privacy Policy as outlined on the website.

Applicant Signature: _____ Date: _____

PART F – COMPANY ENDORSEMENT

I, _____ hereby:

- i. Confirm that the applicant and company details are correct and that the applicant requires access to the secure airside area at Essendon Fields Airport, outlined in Part B, to perform his/her duties;
- 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 G – 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.

Method of Payment:

Invoice Invoice to: Individual Company

Billing email address: _____

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 H – APPLICANT CHECKLIST

The following documents are required to be submitted with your application. Please check that you have attached the following to your application:

Colour copy of current ASIC Copy of Airside Induction Certificate

Colour copy of Driver's Licence The *Airside Induction* can be completed online at <http://linksafe.com.au/essendonfields>

Once this form has been completed email it with the required attachments to aviation@ef.com.au.

Please allow 5-10 business days for your application to be processed.