

# 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			
<b>Full Name:</b>			
<b>Email:</b>		<b>Contact Number:</b>	
<b>Company Name:</b> <i>(if applicable)</i>			
<b>Supervisor Name:</b> <i>(if applicable)</i>			
<b>Supervisor Email:</b> <i>(if applicable)</i>		<b>Supervisor Contact Number:</b>	
<b>Pilot Licence Number:</b> <i>(where no employer exists)</i>			
<b>Aircraft Registration:</b> <i>(where no employer exists)</i>			
PART B – ACCESS REQUIREMENTS			
<b>What type of access are you applying for?</b>			
<input type="checkbox"/> <b>Pedestrian Gate Access</b>	<input type="checkbox"/> <b>Replacement Access Fob (Lost/Damaged)</b>		
<input type="checkbox"/> <b>Airport Terminal Access</b>	<input type="checkbox"/> <b>Renewal of Existing Access</b> If you have an access fob already, please provide the number: _____		
<input type="checkbox"/> <b>Vehicle Gate Access*</b>	<input type="checkbox"/> <b>Gate Remote*</b>		
*Applicants for airside vehicle access must hold a current Airside Driver's Authority (ADA). Unescorted vehicles are also required to have an Authority for Use Airside (airside vehicle permit).			
<b>Access Areas Required:</b> <i>(Be specific e.g. Terminal, Eastern Apron)</i>			
<b>Reason for Airside Access:</b> <i>(State relevant actions and duties involved in your position)</i>			
<input type="checkbox"/>	I have read and understand the airside access Conditions of Issue and Use detailed on the <a href="https://ef.com.au/airport/operations/#airside-access">Essendon Fields website (https://ef.com.au/airport/operations/#airside-access)</a> and agree to abide by these conditions.		
Applicant Signature: _____		Date: _____	



## PART D – 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

The issue of an **access fob/remote costs \$80.00 (exc GST)**: Airside access will only be granted 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](mailto:aviation@ef.com.au).*

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