

Authority to Drive Airside (ADA) Application Form



This form is to be used when applying for an Authority to Drive Airside (ADA) or when renewing your existing ADA at Essendon Fields Airport.

In order to be approved, you must demonstrate an operational requirement to drive a vehicle airside at Essendon Fields Airport. Rules and requirements for ADA holders can be found in our Rules for Drivers Airside Handbook, Airside Vehicle Control Handbook and the Airports (Control of On-Airport Activities) Regulations 1997.

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

1. A copy of your Essendon Fields Airport *Airside Drivers Training & Airside Induction* Certificates 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;
4. A colour portrait photo of yourself against a white wall/backdrop;
5. Aeronautical Radio Operators Certificate (Category 2 & 3 ADA's only)

PART A - APPLICANT DETAILS			
Full Name:			
Residential Address:			
	<i>Suburb</i>	<i>State</i>	<i>Postcode</i>
Primary Contact Number:			
Email:			
Position Title:			
ASIC Number:		ASIC Expiry:	
Driver's Licence Number:		Expiry Date:	
State/Territory Issued:			
Conditions and Restrictions:			
Company Name:			
Company Address:			
	<i>Suburb</i>	<i>State</i>	<i>Postcode</i>
Supervisor Name:			
Supervisor Email:		Supervisor Contact Number:	



PART B – APPLICATION TYPE

I am applying for: New ADA Renewal of ADA Current ADA Type: _____
Expiry date of current ADA: _____

**You must return your ADA to EAPL if you no longer require it, if it has expired, or if your drivers licence is cancelled or suspended.*

What Category and/or Endorsements of ADA are you applying for?

- Cat 1 – Aprons Only
- Cat 2 – Aprons & Taxiways
- Cat 3 – Aprons, Taxiways & Runways (Restricted)
- (P) – Perimeter Road (Restricted)
- (E) – Escort of Vehicles

**EAPL issues ADA's based upon the applicant's operational need to drive in certain areas or require certain endorsements. EAPL will contact you directly if it does not support the ADA category/endorsements you have applied for.*

Reason for ADA:
(State relevant actions and duties involved in your position)

PART C – APPLICANT ACKNOWLEDGEMENT

I, _____ hereby:

- i. Certify that all information provided is correct and agree to notify Essendon Airport Pty Ltd of any changes to these details; and
- ii. Have read the Rules for Drivers Airside and understand that failure to comply with the rules for driving airside may result in Essendon Airport Pty Ltd suspending or cancelling my ADA;
- iii. Accept responsibility for notifying Essendon Airport Pty Ltd in writing if I lose or have my State/Territory Driving Licence suspended or cancelled for any reason;
- iv. Report any incidents, accidents or identified hazards immediately to Essendon Airport Pty Ltd; and
- v. 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 D – COMPANY ENDORSEMENT

To be completed by company supervisor:

I, _____ of _____

Hereby confirm that _____:

- i. Has an operational requirement to drive/operate company vehicles/equipment in areas selected in Part B;
- ii. Has undertaken all required online training and has read and understood the Rules for Drivers Airside;
- iii. Will only drive/operate equipment airside on which he/she holds a current endorsement and has completed appropriate company training and inductions, which includes the requirements in relation to an airside vehicle/equipment incident;
- iv. Is required to notify Essendon Airport Pty Ltd in writing if the applicant loses or has his State/Territory Driving Licence suspended or cancelled for any reason.

Employer Signature: _____ Date: _____

PART E – PAYMENT

ADAs are issued for a 2 year period. The issue of an ADA costs **\$35.00 (exc GST)**:

Method of Payment:

Invoice Bill 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 F – APPLICANT CHECKLIST

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

- | | |
|--|---|
| <input type="checkbox"/> Colour copy of current ASIC | <input type="checkbox"/> Copy of Airside Induction Certificate |
| <input type="checkbox"/> Colour copy of Driver's Licence | <input type="checkbox"/> Copy of Driver Training Certificate |
| <input type="checkbox"/> Colour headshot photo against a white wall/background | <input type="checkbox"/> Copy of Radio Licence (Cat 2 & 3 only) |

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.