

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. Details on the requirements to hold an ADA are outlined in the Airside Vehicle Control Handbook on the Essendon Fields website.

PART A - APPLICANT DETAILS			
Full Name:			
Email:		Contact Number:	
Company Name:			
Supervisor Name:			
Supervisor Email:		Supervisor Contact Number:	
PART B – ADA REQUIREMENTS			
I am applying for:	<input type="checkbox"/> New ADA	Current ADA Type: _____	
	<input type="checkbox"/> Renewal of ADA	Expiry date of current ADA: _____	
<i>*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.</i>			
What Category and/or Endorsements of ADA are you applying for?			
<input type="checkbox"/> Cat 1 – Aprons Only	<input type="checkbox"/> Cat 3 – Aprons, Taxiways & Runways (Restricted)	<input type="checkbox"/> (P) – Perimeter Road (Restricted)	
<input type="checkbox"/> Cat 2 – Aprons & Taxiways		<input type="checkbox"/> (E) – Escort of Vehicles	
<i>*Essendon Airport Pty Ltd (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.</i>			
Why is the ADA Required: <i>(Please specify the type of work and areas of operation)</i>			
<input type="checkbox"/> I have read and understand the vehicle requirements and the Conditions of an ADA detailed in the Airside Vehicle Control Handbook and agree to abide by these conditions.			
Applicant Signature: _____ Date: _____			
PART C – COMPANY ENDORSEMENT			
To be completed by company supervisor:			
I, _____ of _____			
Hereby confirm that _____ has an operational requirement to drive/operate company vehicles/equipment in areas selected in Part B;			
Employer Signature: _____ Date: _____			



PART E – PAYMENT

ADAs are issued for a 2 year period. The issue of an **ADA costs \$90.00 (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:

Colour copy of current ASIC Copy of Airside Induction Certificate

Colour copy of Driver's Licence Copy of Driver Training Certificate

Copy of Radio Licence (Cat 2 & 3 only)

The *Airside Driver Training & 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.