

Authority for Use Airside (AUA) Application Form



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

In order to be approved, you must demonstrate an operational requirement to use a vehicle airside at Essendon Fields Airport. Rules and requirements for AUA holders can be found in our *Airside Vehicle Control Handbook (AVCH)*.

This application must be submitted with the following document:

1. Proof of Public Liability Insurance for no less than \$20 million

PART A – VEHICLE OPERATOR DETAILS			
Company Name:			
ACN/ABN:			
Company Address:			
	Suburb	State	Postcode
AUA Responsible Person Name:			
Primary Contact Number:			
Primary Email:			
Position Title:			
PART B – APPLICATION TYPE			
I am applying for:	<input type="checkbox"/>	New AUA	
	<input type="checkbox"/>	Renewal of AUA	Expiry date of current AUA: _____
PART C – AREA FOR USE			
<input type="checkbox"/>	Aprons only (Category 1)		
<input type="checkbox"/>	Aprons and Taxiways (Category 2)		
<input type="checkbox"/>	Aprons, taxiways and runways (restricted, subject to GM Aviation approval) (Category 3)		
PART D – VEHICLE DETAILS			
Make:		Model:	
Year:		Vehicle ID: (Rego/Asset #)	
Registration Expiry: (where applicable)			
<p><i>*All vehicles airside are required to display a State licence number. In the case of an airside vehicle not fitted with a number plate, a vehicle identification number is acceptable. If a vehicle is not registered under state law and is more than 10 years old, the operator must provide a current Certificate of Roadworthiness to EAPL with each AUA renewal.</i></p>			

PART E – VEHICLE FEATURES

All vehicles must be fitted with the following: *(Tick the boxes to confirm the required vehicle features have been met)*

Yes N/A

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | A state licence number or vehicle identification number (refer 4.4.1 of the AVCH) |
| <input type="checkbox"/> | <input type="checkbox"/> | Appropriate company signage on the side of the vehicle (refer 4.4.2 of the AVCH) |
| <input type="checkbox"/> | <input type="checkbox"/> | Have an operating lighting system that meets the requirements outlined in section 4.4.3 of the AVCH |
| <input type="checkbox"/> | <input type="checkbox"/> | A working speedometer |
| <input type="checkbox"/> | <input type="checkbox"/> | A radio capable of two-way communications with Air Traffic Control and aircraft if the vehicle is intended for use within the Category 2 and Category 3 areas (taxiways and runways) |

PART F – CRITERIA FOR USE

Operational use must meet one or more of the following criteria for an AUA to be approved: *(tick applicable options)*

- Direct involvement with the operations of servicing an aircraft
- Direct involvement with the servicing of Ground Service Equipment (GSE)
- Direct involvement with the servicing, maintenance or construction of airside infrastructure, equipment, buildings or other airside facilities that cannot be reached from landside
- Require access to an operational facility located airside for the purpose of conducting duties
- Other (please detail other reason):

In deciding whether to issue an AUA, EAPL will consider the following:

- Safety on the airside in relation to aviation operations, persons on the airside and property on the airside;
- Congestion of airside areas, thereby decreasing the efficiency of the airport, and increasing the risk of accident to all users of Essendon Fields Airport.

PART G – APPLICANT ACKNOWLEDGEMENT

As the AUA Responsible Person, in making this application for an AUA, I acknowledge and agree to abide by the following conditions:

- i. The vehicle operator/s must hold the appropriate Authority to Drive Airside licence;
- ii. The vehicle operator/s must operate in accordance with the rules set out in the EAPL Airside Vehicle Control Handbook, including the Rules for Driving Airside contained within;
- iii. The vehicle operator/s must report any incidents, accidents or identified hazards immediately to EAPL;
- iv. The vehicle operator/s must abide by any conditions of the AUA;
- v. The vehicle operator/s must follow any directions given by an EAPL employee;
- vi. The AUA Responsible Person must accept responsibility for notifying EAPL in writing if vehicle no longer holds registration or its registration details change;
- vii. The AUA Responsible Person must consent to EAPL collecting, using and disclosing any personal information provided with the AUA application in accordance with the Privacy Act 1988 and Essendon Airport Privacy Policy as outlined on the website; and
- viii. The AUA Responsible Person must advise EAPL if the AUA is no longer required, or the vehicle no longer meets the requirements to be issued with an AUA.

AUA Responsible Person Signature: _____ Date: _____



PART H – PAYMENT

AUAs are issued for a 2 year period. The issue of an **AUA costs \$85.00 (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 I – APPLICANT CHECKLIST

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

Proof of Public Liability Insurance for no less than \$20 million

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

Following a review of your application you will be contacted by EAPL to sign and complete the EAPL Airside Vehicle Indemnity and Release Deed prior to being issued a permit for your vehicle.