



Airside Authorities Application Form

This form is to be used when applying for, or renewing, access to airside or Authority to Drive Airside (ADA). 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.

PART A - APPLICANT DETAILS			
Full Name:			
Email:		Contact Number:	
Company Name: <i>(if applicable)</i>			
Supervisor Name: <i>(if applicable)</i>			
Supervisor Email: <i>(if applicable)</i>		Supervisor Contact Number:	
PART B – AIRSIDE ACCESS (Complete only if applying for airside access)			
Do you conduct charter operations to or from Essendon Fields Airport?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Aircraft Registration: <i>(where applicable)</i>		Pilot Licence Number: <i>(where applicable)</i>	
I am applying for:			
<input type="checkbox"/> Airport Terminal Access (fee per passenger applies for charters, see below)			
<p>In accordance with Section 4.3 of the Conditions of Use as published on Essendon Fields' website, if you conduct Charter Operations to or from the Airport and utilise the Airport Terminal at any time for the purpose of embarking and disembarking passengers, then within the first 5 days of start of each calendar month you must provide the Airport, in writing, the number of passengers you embarked and disembarked through the Airport Terminal during the previous calendar month. Passenger numbers can be reported online via the Essendon Fields website.</p>			
<input type="checkbox"/> Pedestrian Gate Access		<input type="checkbox"/> Replacement Access Fob (Lost/Damaged)	
<input type="checkbox"/> Vehicle Gate Access*		<input type="checkbox"/> Renewal of Existing Access If you have an access fob already, please provide the number: _____	
<input type="checkbox"/> Gate Remote*			
*Applicants for airside vehicle gate access must hold an ADA. Unescorted vehicles are also required to have an Authority for Use Airside (airside vehicle permit). The application form an Authority for Use Airside can be found on the Essendon Fields website.			
Access Doors & Gates Required: (Use the Airside Doors & Gates Plan on the website to assist)			
Reason for Airside Access: (State relevant actions and duties involved in your position)			
<input type="checkbox"/> I have read and understand the airside access Conditions of Issue and Use detailed on the Essendon Fields website (https://ef.com.au/airport/operations/#airside-access) and agree to abide by these conditions.			
Applicant Signature: _____ Date: _____			



PART C – AUTHORITY TO DRIVE AIRSIDE (Complete only if applying for an ADA)

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

**Essendon Airport Pty Ltd will contact you directly if it does not support the ADA category/endorsements you have applied for.*

Why is the ADA Required:

(Please specify the type of work and areas of operation)

- 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 D – COMPANY ENDORSEMENT

I, _____ of _____

Hereby confirm that _____ has an operational requirement to *(where applied for)*:

- Access airside, as selected in Part B;
- Drive/operate company vehicles/equipment in areas selected in Part C;

I agree to notify EAPL of any changes to the above particulars and recover and return the access fob and/or ADA prior to the applicant leaving our employment or upon transfer to a position which no longer has an operational need to retain these items.

Supervisor Signature: _____ Date: _____

PART E – PAYMENT

Airside Access: The initial issue, renewal or replacement of an **access fob/remote costs \$80.00 (exc GST)**. Airside access will only be granted for the period of current ASIC validity.

Authority to Drive Airside: The initial issue, renewal or replacement of an **ADA costs \$90.00 (exc GST)**. ADAs are issued for a 2 year period. **All application fees are non-refundable.**

Method of Payment:

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.*

Invoice

Invoice to: Individual Company

Billing email address: _____

PART E – 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 Driver Training Certificate (ADA only)

Colour copy of Driver's Licence Copy of Radio Licence (ADA Cat 2 & 3 only)

Copy of Airside Induction Certificate

The *Airside Driver Training & Airside Induction* can be completed online at <http://linksafe.com.au/essendonfields>