



Airside Authorities Application Form

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

Email the completed form and relevant supporting documents to aviation@ef.com.au.

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

Please be aware that your Access Fob and Airside Driver's License will both expire in line with your ASIC.

Airside Induction and Airside Driver Training Certificates are valid for **3 months** for application purposes only.

PART A - APPLICANT DETAILS

Full Name	
Email	
Phone Number	
Company Name <i>If applicable</i>	
Address <i>For invoicing purposes</i>	

PART B – AIRSIDE ACCESS *Complete only if applying for airside access*

Do you conduct charter operations to or from Essendon Fields Airport? Yes No

Aircraft Registration(s):
(Charter Operators)

I AM APPLYING FOR:

- Airport Terminal Access (fee per passenger applies for charters)**
Passenger numbers must be reported via the QR code located on the terminal doors.
- Renewal of Existing Access Fob**
Fob number: _____
- Pedestrian Gate Access**
- Vehicle Gate Access**

Access Gates Required
[Link to Airside Access Gates Map](#)

Reason for Airside Access
Statement of operational need for access through the requested gates.

I have read and understand the airside access EF [Conditions of Use](#) 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 Category 1 Category 2 Escort P. Rd

Renewal of ADA Current ADA Type _____ Expiry _____

**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.*

Reason for Authority to Drive Airside

Statement of operational need.

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 hold Airside Access or an Authority to Drive Airside (as applied for).

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 **\$88.20 (excl. GST)** *Initial issue, renewal or replacement*

Authority to Drive Airside **\$100.00 (excl. GST)** *Initial issue, renewal or replacement*

Unless ASIC expires within 3 months of application, Airside Access and ADA will both expire in line with the applicant's ASIC.

METHOD OF PAYMENT: *If paying by Credit Card, complete and attach the [Credit Card Authority Form](#).*

Invoice to Individual Invoice to Company Credit Card

Billing email address: _____

PART E – APPLICANT CHECKLIST

Please ensure you have included copies of these documents to support your application:

Colour copy of current ASIC Copy of Airside Driver Training Certificate
Only if applying for any Authority to Drive Airside

Colour copy of state Driver's Licence Copy of Radio Licence / Flight Crew License
Only if applying for Cat 2 Authority to Drive Airside

Copy of Airside Induction Certificate

Copy of Northern Apron Induction Certificate
Only if applying to access or drive on the Northern Apron

[Link to Online Induction Portal](#)
Alternatively, visit linksafe.com.au/essendonfields/