

# AIRSIDE ACCESS PROXIMITY CARD

## APPLICATION FORM



Please complete form and email to jah@jandakotairport.com.au

### PART 1 - APPLICANT DETAILS

First Name:	Surname:
Company Name:	
Street Address:	
Postal Address:	
Job Title:	Email:
Business/Home Telephone:	Mobile Number:

### PART 2 – ACCESS REQUIRED

Access is required for:  Pedestrian Gates  
 Vehicle Gates Authority to Drive Airside (ADA): \_\_\_\_\_ ADA CAT: \_\_\_\_\_

In accordance with the Airports (Control of On-Airport Activities) Regulations 1997, only persons with a valid Authority to Drive Airside (ADA) licence in a vehicle with a valid Authority for Use Airside (AUA) permit are permitted to access Airside vehicle gates. Refer to the Airside Vehicle Control Handbook for further information.

If the Airside Access Proximity Card is required for access to an aircraft, please advise: Aircraft Registration _____ Aircraft parking location _____ <input type="checkbox"/> I am the Aircraft Owner/Operator or <input type="checkbox"/> I am a Private Pilot CASA Aviation Reference Number (ARN) _____	If the Airside Access Proximity Card is required for access to a hangar/building, please advise: Hangar name _____ Hangar/Building location _____ <input type="checkbox"/> I am an Employee or <input type="checkbox"/> I am a Private Tenant/Sub-Tenant
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### PART 3 – ENDORSEMENT BY COMPANY

In signing this acknowledgement, I certify that:

- the Applicant requires Airside access as detailed in Part 2;
- I will advise Jandakot Airport Holdings immediately if the Applicant ceases to be employed by this company or otherwise no longer requires an Airside Access Proximity Card; and
- if the Airside Access Proximity Card is required to access vehicle gates, the Applicant, and vehicle(s) driven by the Applicant, will comply with the requirements of the Jandakot Airport Airside Vehicle Control Handbook (AVCH).

Name ..... Position .....

Date ..... Signature .....

### PART 4 – APPLICANT ACKNOWLEDGEMENT

Jandakot Airport Holdings will approve the issue of an Airside Proximity Access Card on the Terms and Conditions set out on the following page. You must read these Terms and Conditions and sign below to confirm that you have understood and accept them.

I, (print full name) ....., declare that I have read and understood the Airside Access Proximity Card Terms and Conditions and agree to be bound by them.

Signature: ..... Date: .....

#### OFFICE USE

Access Card: _____	Access gates approved: <input type="checkbox"/> Pedestrian Gates <input type="checkbox"/> Vehicle Gates _____
ID Type provided: <input type="checkbox"/> Driver's Licence <input type="checkbox"/> Other (specify) _____	
Access Card Issued Date: ..... / ..... / .....	Admin Fee Paid: \$ _____ Refundable Deposit Paid: \$ _____
Payment method: Account / Cash / Credit Card / EFTPOS / Cheque	Receipt/Invoice Number: _____
Special conditions: _____	

# AIRSIDE ACCESS PROXIMITY CARD

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### TERMS AND CONDITIONS OF USE

In submitting this Airside Access Proximity Card ("Airside Access Card") Application, I acknowledge that:

1. The Airside Access Card remains the property of Jandakot Airport Holdings Pty Ltd ("JAH") and has been allocated to me for my exclusive use. I will not permit another person to borrow or use the Airside Access Card. I will advise JAH immediately if the Airside Access Card ceases to be in my possession.
2. I will only use the Airside Access Card when I have a valid work-related/operational reason for needing to be Airside. I confirm that my activities airside are for aviation only related businesses at Jandakot Airport.
3. I will ensure that all access gates are closed securely behind me.
4. I am responsible for the actions of all persons I have permitted to enter Airside through pedestrian gates and I will ensure that those persons are duly authorised to be Airside or are supervised at all times.
5. If the Airside Access Card is required to access vehicle gates, I will comply with the requirements of the Jandakot Airport Airside Vehicle Control Handbook (AVCH). I will not permit the entry of any other vehicle through a vehicle gate.
6. If any gate is open on arrival, I will not follow in another vehicle or pedestrian
7. Pedestrian card users must wait for gates to fully close before swiping their card
8. Unauthorised entry and faulty gates must be reported to JAH immediately.
9. Animals must not be taken Airside unless in an approved animal cage/carrier.
10. Aircraft have right of way at all times. No access to, or contact with, an aircraft or its contents is permitted unless approved by the Aircraft Owner/Operator.
11. High visibility clothing will be worn when walking on aircraft movement areas.
12. JAH does not guarantee the availability or operation of any access gate and may restrict access to certain gates at any time. I do not have a right for compensation or damages because of a malfunction, interruption or termination of services associated with the Airside access gates or intellectual property.
13. A fee comprising of an issuing fee and a deposit will be required on collection of the card. Refer to the website: <https://www.jandakotairport.com.au/aviation/fees-and-charges.html>.  
The Refundable Deposit will be forfeited for lost or damaged Cards. To obtain the Refundable Deposit I will return my Airside Access Card in working condition to the JAH Airport Management Centre at 16 Eagle Drive. (NB: The Refundable Deposit will only be returned to the person or company that paid the original Refundable Deposit for the specific Airside Access Card).
14. Airside Access Cards are not transferable between persons if an individual paid for the Refundable Deposit. If the Refundable Deposit has been paid by a company, and the company wants to retain that Airside Access Card for use by another employee, a new Airside Access Proximity Card Application form must be completed for the new card holder and information provided about the Airside Access Card being transferred.
15. The Airside Access Card must be surrendered to JAH on expiry, transfer or termination of present duty, or on request from JAH.
16. I am responsible for advising JAH of any change in personal contact details. Airside access privileges may be cancelled if JAH is unable to contact me.
17. The Airside Access Card may be cancelled/suspended at any time by JAH for breaching these conditions.

### IDENTIFICATION

A photocopy of your current Drivers Licence will be held on file for the period that you hold the Airside Access Card.

JAH may also request additional identification, such as a Pilot's Licence or Aviation Security Identification Card, to satisfy that you have a legitimate requirement for needing to access the Airside.

Alternate identification types may be accepted if you do not have a current Drivers Licence.

### PRIVACY STATEMENT

The personal information provided on this form will be managed in accordance with the *Privacy Act 1988* and the Jandakot Airport Holdings Pty Ltd (JAH) Privacy Policy as published on the Jandakot Airport website at <http://www.jandakotairport.com.au/corporate/privacy-policy.html>.

By submitting this Application, you consent to JAH collecting, using and disclosing personal information as set out in the published Privacy Policy.