

How to apply for an ADA

First time / New ADA Applicants

1. Complete the applicable (Category 2 or Category 4) online Authority to Drive Airside theory test at <https://hobartairport.com.au/corporate/working-hba/airside-vehicle-control/>. This theory test must be completed prior to any practical driver training. To request access to the online training, email permits@hobartairport.com.au, or complete the online training request for on the Hobart Airport website.
2. Undertake the required practical driving hours with a trainer approved by your employer, and record the hours on a training log. The trainer must hold a current ADA in the category you are applying for, or higher.
3. Once your driving hours have been completed and you and your employer believe you are ready to undertake assessment, email permits@hobartairport.com.au to request a practical assessment with an approved HIAPL staff member.
4. Undertake practical competency assessment with a HIAPL assessor.
5. Once a successful practical assessment has been completed, submit your application to permits@hobartairport.com.au. ADA application forms can be found on the Hobart Airport website. Ensure all associated documents are included with your application form. These include:
 - The 'training record' from your completed online ADA training
 - Completed Appendix I – Airside Driver Experience Log (contained within the AVCH).
 - Completed Authority to Drive Airside Assessment Criteria, signed by a HIAPL assessor.
 - A colour photo copy of your current state driver's licence and ASIC.
6. HIAPL will issue an ADA licence once information has been received in full from your employer. HIAPL will advise collection instructions for ADA.

Renewal / Existing ADA Holders

1. Complete the applicable (Category 2 or Category 4) online Authority to Drive Airside theory test at <https://hobartairport.com.au/corporate/working-hba/airside-vehicle-control/>. To request access to the online training, email permits@hobartairport.com.au, or complete the online training request for on the Hobart Airport website.
2. Once a successful theory assessment has been completed, submit your application to permits@hobartairport.com.au. Application must include the following information:
 - The 'training record' from your completed online ADA training
 - A colour photo copy of your current state driver's licence and ASIC.
3. HIAPL will issue an ADA licence once information has been received in full from your employer. HIAPL will advise collection instructions for ADA.

If you have any questions, please contact your employer or HIAPL at permits@hobartairport.com.au

Note: A person applying for an ADA must have an operational requirement to operate a Vehicle on the Airside of Hobart Airport. A person may only operate their Vehicle in areas where they have an operational need to do so.