

Hobart International Airport Pty Ltd

Access Card/Key Application

The *Access Card/Key Application Form* affords a long-term means of access to one or many areas of Hobart Airport. This will generally be via an electronic access card (EAC) or by physical key.

Should you need temporary or short term access, please contact Hobart International Airport Pty Ltd (HIAPL) Facility Services, whose contact details appear on page 4 and are able to assist in arranging a loan key or EAC.

There is a \$15 application fee on each card/key issued. Change of access will not incur a further application fee.

Form must be completed electronically (preferred) or in BLOCK CAPITALS.

PART 1 – TO BE COMPLETED BY APPLICANT

Section A – Applicant Details

<input type="checkbox"/> Initial Application	<input type="checkbox"/> Change of Access	<input type="checkbox"/> Replacement (lost/stolen/destroyed)
Access Applying For:	<input type="checkbox"/> Terminal Landside	<input type="checkbox"/> Terminal Airside
	<input type="checkbox"/> Ex-AFP Building	<input type="checkbox"/> Staff Car Park
	<input type="checkbox"/> Gate One Only	<input type="checkbox"/> Physical Key
	<input type="checkbox"/> Other (please specify in section A)	
Surname:	<input style="width: 100%;" type="text"/>	
Given Name/s:	<input style="width: 100%;" type="text"/>	
Employer:	<input style="width: 100%;" type="text"/>	
Position:	<input style="width: 100%;" type="text"/>	
Contact Number:	<input style="width: 50%;" type="text"/>	Email Address: <input style="width: 50%;" type="text"/>
Vehicle*	Make: Model: Colour:	Registration Number <input style="width: 50%;" type="text"/>

*Note: Complete vehicle details if applying for access to airport employees car park.

Section B – Applicant's ASIC Details (required if applying for airside access):

Existing Access Card Number: <i>(if applicable)</i>	<input style="width: 100%;" type="text"/>	ASIC Number:	<input style="width: 100%;" type="text"/>
ASIC Expiry Date:	<input style="width: 100%;" type="text"/>	ASIC Designation <i>(e.g. HBA/AUS):</i>	<input style="width: 100%;" type="text"/>

Note: Your current ASIC must be sighted before receiving EAC/key if applying for airside access.

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Section C – Applicant Certification

I hereby:

- (i) confirm that that I have read and understood the conditions of issue and use for all HIAPL Access Cards;
 Tick Box to Confirm
- (ii) Acknowledge that I have read, understood and accept the HIAPL Privacy Statement attached to this application form;
 Tick Box to Acknowledge
- (iii) Certify that the details contained in this application are true and correct and understand I must contact HIAPL immediately if any of the information changes.
 Tick Box to Certify

PART 2 – TO BE COMPLETED BY EMPLOYER

Section A – Employer’s Details

Company Name:	<input style="width: 100%;" type="text"/>
Supervisor's Name:	<input style="width: 100%;" type="text"/>
Supervisor's Phone Number:	<input style="width: 100%;" type="text"/>
Supervisor's Email:	<input style="width: 100%;" type="text"/>
<i>Please specify below doors and/or entry points that are required access to. Be specific and include key and door numbers where possible. e.g. door number D5, staff corridor north next to oversize baggage drop off.</i>	
<input style="width: 100%; height: 100%;" type="text"/>	

Section B – Billing Details

Biller Name:	<input style="width: 100%;" type="text"/>
Biller Address:	<input style="width: 100%;" type="text"/>
Biller ABN:	<input style="width: 100%;" type="text"/>
Accounts Contact Name: <i>(if different from above)</i>	<input style="width: 100%;" type="text"/>
Accounts Contact Number: <i>(if different from above)</i>	<input style="width: 100%;" type="text"/>
Accounts Contact Email: <i>(if different from above)</i>	<input style="width: 100%;" type="text"/>

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Section C – Employer Certification

To be completed by **applicant's supervisor only**:

I hereby:

- confirm that the preceding applicant and employer details are correct and that the applicant requires access to the Security Sensitive Areas at Hobart International Airport Pty Ltd (HIAPL) in order to perform his/her duties for his/her employment;

Tick Box to Confirm

- agree to notify HIAPL of any changes to the above particulars and to **recover and return** the Access Card prior to the applicant leaving our employment or upon transfer to a position which no longer has an operational need to retain the Access Card;

Tick Box to Agree

- understand that HIAPL may exercise its right to suspend production of Access Cards for any company who has expired/unrecovered Access Cards that have not been returned to HIAPL;

Tick Box to Acknowledge

- agree to pay the application fee and ongoing staff car parking charges (if applicable) in relation to this application;

Tick Box to Agree

PART 3 – OFFICE USE ONLY

Section A – Prior to Collection

Approved by (Position):		
Conditions to approval: <i>(Detail any conditions to be considered during processing)</i>		
Approval Signature:		Date:

Section B – Processing

Processed by:			
Checked for existing EAC:	<input type="checkbox"/>	Database updated:	<input type="checkbox"/>
		Card number issued:	

Section C – Upon Collection

Applicant Notified:	<input type="checkbox"/>	Telephone	<input type="checkbox"/>	Email	<input type="checkbox"/>	In Person
Deposit Received/Invoiced:	<input type="checkbox"/>	Amount:		Invoice No: <i>(if applicable)</i>		
ASIC Sighted <i>(if applicable)</i> :	<input type="checkbox"/>					
Applicants Signature: <i>(to certify EAC/Key has been issued to applicant)</i>				Collection Date:		

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PART 4 – PAYMENT INFORMATION

Payment for Access Card applications must be made prior to collection (we can arrange for invoicing to an employer by request); without payment, HIAPL will not issue the card or keys requested in this application. Payment does not guarantee that the application will be approved, either fully, partially or at all, by HIAPL. Application fee is non-refundable.

There is a \$15.00 (Inc.GST) application fee on each card/key issued (including replacement cards/keys)

HIAPL accepts the following methods of payment:

- Credit
- EFTPOS
- Cheque made payable to Hobart International Airport Pty Ltd

Access to staff car park is by ongoing fee of \$4.00 (Inc. GST) per day when the access card is used. HIAPL will provide invoice to the details stated in Part 2 Section B of the application.

PART 5 – ACCESS CARD/KEY PRIVACY STATEMENT

Collection and disclosure to third parties of the information contained within this application form is required in order to determine whether to issue an Access Card to the Applicant. The collection and handling of information is in compliance with Division 9 - Aviation Transport Security Act 2004, Part 6 - Aviation Transport Security Regulations 2005, AusCheck Regulations 2007, Hobart International Airport Pty Ltd Transport Security Program and The Privacy Act 1988.

In addition, we may use your personal information for the purposes of assisting HIAPL with the correct operating of the airport under various legislations, and in the assessment of any possible security incidents or breaches. Information may also be supplied to third parties in conjunction with any federal investigations.

By submitting this application, you consent to HIAPL collecting, using and disclosing personal information as set out above.

PART 6 – ACCESS CARD/KEY CONDITIONS OF USE

- Loss of card is to be reported immediately to HIAPL Senior Operations Officer – 0418 120 854.
- **The Access Card remains the property of HIAPL and must be surrendered on expiry, transfer or termination of present duty, or on request by HIAPL.**
- Cards that have not been used for over 3 months shall have their access rights removed.
- The card may only be used in the course of the cardholder's approved duties in the Secure Areas and does not constitute an authority to enter or remain in a restricted area for any other purpose.
- Access on cards is registered for the use of the person to whom it has been issued only.
- Incorrect use of access provisions may result in the immediate withdrawal of access privileges. HIAPL reserves the right that, having the responsibility to maintain airport security, at any time access rights may be altered or terminated at HIAPL's discretion.
- Under no circumstances should the cards or keys be marked or carried with other items that may help others identify their purpose
- Use of staff car parking is seen as an agreement to incur a cost for this privilege. Failure to pay will remove this privilege and access rights shall be cancelled.

PART 7 – HIAPL CONTACT DETAILS

HIAPL Administration:

Address: 6 Hinkler Road
Hobart Airport
Cambridge,
Tasmania 7170

Phone: (03) 6216 1600
Fax: (03) 6248 5540
Email: info@hobartairport.com.au

HIAPL Facility Services:

Phone: (03) 6216 1600
Fax: (03) 6248 5540
Email: maintenance@hobartairport.com.au

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