

## AUTHORITY TO DRIVE AIRSIDE (ADA) APPLICATION FORM

**APPLICANTS INFORMATION** (to be completed by applicant)

Applicant Given Name/s:
Applicant Surname:
Company Name:

**PLEASE NOTE:**

- Applications must be submitted at least **2 weeks** prior to requiring your ADA.
- Applications must be submitted in person to Hobart Airport or via email to [permits@hobartairport.com.au](mailto:permits@hobartairport.com.au) with all supporting documents.
- The ADA online theory assessment must be completed prior to submitting this application. This can be completed at: <https://hobartairport.com.au/business/working-at-hba/airside-vehicle-control/>

**ENQUIRIES & APPOINTMENTS**

HOBART INTERNATIONAL AIRPORT PTY LTD  
 6 Hinkler Rd  
 Cambridge TAS 7170  
 P 6216 1600  
 E [permits@hobartairport.com.au](mailto:permits@hobartairport.com.au)  
 W <https://hobartairport.com.au/business/working-at-hba/airside-vehicle-control/>

**TO BE COMPLETED BY APPLICANT**

<p><b>ADA Category Required:</b></p> <p><input type="checkbox"/> Cat 2</p> <p><input type="checkbox"/> Cat 4</p>	<p><b>Do you currently hold an ADA at another Airport?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><b>Application being applied for (tick all that apply):</b></p> <p><input type="checkbox"/> New Application</p> <p><input type="checkbox"/> Renewal Application</p> <p><input type="checkbox"/> Change of Category (Cat 2 to Cat 4)</p> <p><input type="checkbox"/> Change of Category (Cat 4 to Cat 2)</p> <p><input type="checkbox"/> Cat 2, Other Airports (applicant holds an ADA at another Australian Airport)</p>
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**Application Checklist:**

*Applicants are to ensure all supporting documents are submitted with their application. Please tick to confirm the following documents are attached:*

- |   |   |                              |
|---|---|------------------------------|
| <input type="checkbox"/> ADA Online Training Record Attached                  | <input type="checkbox"/> Practical Driving Hours Log Attached | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Cat 2  | <input type="checkbox"/> ADA Practical Assessment Attached    | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Cat 4 (both required for initial Cat 4 applications) | <input type="checkbox"/> Cat 4 – Radio Certificate Attached   | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Colour Copy of ASIC Attached                         | <input type="checkbox"/> Copy of other Airport ADA licence    | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Colour Copy of Driver’s Licence Attached             |   |                              |

**TO BE COMPLETED BY HIAPL**

<b>Application Approved by HIAPL Staff Member:</b>			
Name .....	Signature.....	Date.....	
ADA Licence Number .....	ADA Expiry Date .....	Gate 1 Access Required	Yes/No
<b>ADA Collected by Applicant on Receipt of ADA:</b>			
Name .....	Signature.....	Date.....	

<b>Document Identifier:</b>	OPS-F-025-ADA Application
<b>Version:</b>	1.1
<b>Authoriser:</b>	Matt Cocker
<b>Publish Date:</b>	November 2017
<b>Last Reviewed:</b>	May 2018

**PART 1 – To be completed by the Applicant**

**Section A – Personal Details**  
**To be completed by the applicant.**

Date of Birth	<input style="width: 100%;" type="text" value="..... / ..... / ....."/>	
Address	<input style="width: 100%; height: 25px;" type="text"/>	
	<input style="width: 100%; height: 25px;" type="text"/>	
	<input style="width: 70%; height: 25px;" type="text"/>	Post Code: <input style="width: 30%; height: 25px;" type="text"/>
Telephone	<input style="width: 100%; height: 25px;" type="text"/>	
Email	<input style="width: 100%; height: 25px;" type="text"/>	
Employer	<input style="width: 100%; height: 25px;" type="text"/>	
State/Territory Driver's Licence	Number: <input style="width: 30%; height: 25px;" type="text"/>	Class: <input style="width: 30%; height: 25px;" type="text"/>
	Expiry: <input style="width: 40%; height: 25px;" type="text"/>	

**Section B – Driving Experience Details**  
**To be completed by the applicant.**

Hours of Experience Undertaken (required for new applications)	<input style="width: 100px; height: 20px;" type="text"/>	<i>Note: not required for renewal applications</i>
<p>Ensure your driving hours are logged on Appendix I – Airside Driver Experience Log, located within the Airside Vehicle Control Handbook (AVCH). Note the minimum driving hour requirements as per the AVCH.</p> <p>Appendix I must be completed and attached to all new applications in order for them to be processed.</p>		

**Section C – ASIC Details**  
**To be completed by the applicant.**

Current ASIC Details	Card Number: <input style="width: 200px; height: 25px;" type="text"/>	Card Colour: <input style="width: 200px; height: 25px;" type="text"/>	Expiry: <input style="width: 100px; height: 25px;" type="text"/>
<p>Note: ADA licences are valid for two years, however for security reasons, they are issued in line with ASIC validity. If you cease to hold a full Red ASIC, your ADA licence will be voided, regardless of the expiry date of your ADA. If you are then reissued with a full Red ASIC, your ADA will be revalidated until the date of expiry printed on your ADA licence.</p> <p>It is both the applicant and vehicle operator's responsibility to ensure only drivers able to produce a current ADA licence/card are permitted to drive airside.</p>			

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**PART 2 – To be completed by the Employer and Applicant**

**Section A – Employer Endorsement**

To be completed by the vehicle owner or employer’s authorised representative/manager (applicant’s employer).

I certify that the applicant has read the Hobart Airport Airside Vehicle Control Handbook (AVCH) and that the applicant has completed the required training as set out within the AVCH. I certify that the company stated below will be responsible for the actions and behaviour of the applicant whilst operating any vehicles on the airside of Hobart Airport.

Company		
Name		
Position	<i>i.e. Manager</i>	
Telephone		
Email		
Signature		Date:

**Section B – Applicant Acknowledgement**

To be completed by the applicant.

I, \_\_\_\_\_ understand that I am applying for an Authority to Drive Airside (ADA) licence for Hobart Airport. The information that I have provided in this application is correct to the best of my knowledge.

I confirm that I have read the Hobart Airport Airside Vehicle Control Handbook (AVCH) and all associated appendixes. I confirm I will remain current with AVCH updates and amendments, and I will remain responsible for ensuring my ADA is current and valid at all times whilst I am required to drive airside at Hobart Airport.

I agree to notify Hobart Airport of any change to my state or territory driver’s licence status, and report all incidents and accidents to Hobart Airport immediately.

I acknowledge that Hobart Airport reserves the right to cancel, suspend and enforce limitations on all Authority to Drive Airside (ADA) licences, at any time.

**Applicant Signature** ..... **Date** ..... / ..... / .....

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