



ACCESS APPLICATION FORM

PART 1 – APPLICANT DETAILS

Surname	Given Name/s	
Company	Position	
Phone	Email	
ASIC Number	ASIC Expiry	
ASIC Designation	If Other, Specify	ASIC Type

PART 2 – ACCESS DETAILS

Application Type

Operational Need

Areas where access is required:

PART 3 - COMPANY AUTHORISED MANAGER DETAILS

Name	Company
Position	Phone
Email	

PART 4 - DECLARATION (To be completed by the on-airport stakeholder and the applicant)

By Authorising this document, we confirm that:

- The above details are correct, and Hobart Airport will be notified if any of these details change.
- Access is required at Hobart Airport in order to perform their duties.
- The Applicant and Company/s has read, understands and will abide by the Conditions of Use detailed in Part 6 of this application form.
- The Applicant/Company/s agree to pay the fee detailed in Part 7 of this application form.

Applicant Signature Date

Company Manager Date
Signature

PART 5 – OFFICE USE ONLY

Section A – Approval

Approved by

Access Type

Access
Permissions

Signature

Date

Section B - Processing

Processed by

Card/Key Number

Signature

Date

Section C - Receipt

I hereby acknowledge the receipt of the access control device issued to me by Hobart Airport

Applicant Signature

Date

PART 6 – CONDITIONS OF USE

- Loss of card or key is to be reported immediately to Hobart Airport.
- Access cards and keys remain the property of Hobart Airport.
- Access cards and keys must be returned to Hobart Airport when the holder no longer has an operational need for access.
- Access permission on electronic access cards will expire every 2 years or at the expiry of your ASIC, whichever occurs first.
- Keys must be returned every 2 years, unless approval to hold the key longer has been provided by Hobart Airport.
- The card may only be used during the cardholder's approved duties at Hobart Airport and does not constitute an authority to enter or remain in a restricted area for any other purpose.
- Access is only registered for the use of the person to whom it has been issued.
- Access cards or keys must not be transferred between users without prior approval from Hobart Airport.
- Incorrect use of access provisions may result in the immediate withdrawal of access privileges.
- HIAPL reserves the right to alter or terminate access permissions at anytime.
- Under no circumstances should the cards or keys be marked or carried with other items that may help others identify their purpose.
- Access cards and keys must always be kept secure.

PART 7 - PAYMENT INFORMATION

There is a \$15.00 fee for **each** electronic access card issued and a \$50.00 fee for **each** physical key issued.

Hobart Airport accepts the following methods of payment:

- Credit Card
- EFTPOS
- Electronic Bank Transfer

Access to the staff car park is by ongoing fee of \$6.50 (inc. GST) per day when the access card is used. A fee of \$20.00 (inc. GST) is charged for each access card issued to staff. HIAPL will issue invoicing to the Company details stated in Part 3 of the application.

PART 8—APPLICATION SUBMISSION

Applications can be submitted to Hobart Airport by emailing a copy of the completed Access Application Form to permits@hobartairport.com.au.

For applications which include airside access, a photocopy of your ASIC must be provided with the submission.

For assistance with your application please contact Hobart Airport on the above email or via phone on 6216 1600.