



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 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
 W <https://hobartairport.com.au/business/working-at-hba/airside-vehicle-control/>

TO BE COMPLETED BY APPLICANT

ADA Category Required: <input type="checkbox"/> Cat 2 <input type="checkbox"/> Cat 2A <input type="checkbox"/> Cat 4	Do you currently hold an ADA at another Airport? <input type="checkbox"/> Yes <input type="checkbox"/> No	Application being applied for (tick all that apply): <input type="checkbox"/> New Application <input type="checkbox"/> Renewal Application <input type="checkbox"/> Change of Category (Cat 2 to Cat 2A) <input type="checkbox"/> Change of Category (Cat 2 to Cat 4) <input type="checkbox"/> Change of Category (Cat 4 to Cat 2) <input type="checkbox"/> Cat 2, Other Airports (applicant holds an ADA at another Australian Airport)						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; padding: 2px;">Office use only</th> </tr> <tr> <td style="width: 50%; padding: 2px;">Date card printed</td> <td style="width: 50%; padding: 2px;">Initial</td> </tr> <tr> <td style="padding: 2px;">.....</td> <td style="padding: 2px;">.....</td> </tr> </table>		Office use only		Date card printed	Initial	
Office use only								
Date card printed	Initial							
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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 | <input type="checkbox"/> Copy of Pushback Training | <input type="checkbox"/> N/A |

TO BE COMPLETED BY HIAPL

Application Approved by HIAPL Staff Member:			
Name	Signature.....	Date.....	
ADA Licence Number	ADA Expiry Date	Gate 1 Access Required	Yes/No
Applicant has been emailed to advise card is ready to collect			
Name	Date.....		
ADA Collected by Applicant on Receipt of ADA:			
Name	Signature.....	Date.....	

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%;" type="text"/>	
	<input style="width: 100%;" type="text"/>	
	<input style="width: 80%;" type="text"/>	Post Code: <input style="width: 20%;" type="text"/>
Telephone	<input style="width: 100%;" type="text"/>	
Email	<input style="width: 100%;" type="text"/>	
Employer	<input style="width: 100%;" type="text"/>	
State/Territory Driver's Licence	<input style="width: 33%;" type="text"/>	<input style="width: 33%;" type="text"/>
	Number: <input style="width: 33%;" type="text"/>	Class: <input style="width: 33%;" type="text"/>
	Expiry: <input style="width: 100%;" 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;" 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	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	Card Number: <input style="width: 100%;" type="text"/>	Card Colour: <input style="width: 100%;" type="text"/>	Expiry: <input style="width: 100%;" 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>			



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** /..... /.....