

STAFF CARPARK ACCESS APPLICATION



SUBMIT THIS FORM TO: TERMINAL CONTROL CENTRE
Ground Floor, Terminal Building (adjacent to Gate 6)
Tel (08) 8920 1805 Fax (08) 89201 855 Email: asicdarwin@ntairports.com.au

APPLICANT DETAILS *To be completed by applicant*

Surname/Family Name: _____ Given Names: _____

Employer: _____ Telephone Contact: _____

Select one only:

- I hold Aviation Security Identification Card (ASIC) number _____
- I hold a DIA Terminal Access Card
- I require a separate carpark access proximity card

Acknowledgement:

I (print name) hereby agree to abide by the following conditions of the staff carpark as required by Darwin International Airport Pty Ltd (DIA):

- I will only use the staff carpark while on duty within the course of my regular employment at the airport.
- I recognise that use of the staff carpark for personal reasons is not permitted.
- The card programmed for staff carpark access (ASIC or separately issued proximity access card) will remain in my possession at all times.
- I will not transfer or loan or allow use of the access card to any other party.
- I undertake to immediately report to DIA if the access card issued to me is lost or stolen or otherwise ceases to be in my possession and control.
- When no longer required, I will immediately return the access card to the Darwin Airport Terminal Control Centre.
- I acknowledge that my employer can, at any time, advise DIA to cancel staff carpark access if used inappropriately.
- I will comply with all directions made by DIA in an emergency threat situation (including but not limited to a security threat or cyclone) regarding my use of the staff carpark.
- When you park and leave your vehicle in the staff carpark, you do so at your own risk and you remain responsible for your vehicle and any property in or on it.
- Except to the extent required by law, DIA will not be liable for: (a) the safe custody of any vehicle in the staff carpark; or (b) the delivery of your vehicle to any person, whether that person has authority to take it or not; or (c) any theft, loss or damage whatsoever to your property, injury to you or your death while you, your vehicle or your property is in this carpark or while you are entering or leaving the carpark.
- You release and indemnify DIA from any claim, or expense incurred as a result of your use of the carpark, or from DIA removing your vehicle from it.
- DIA reserves the right to suspend staff carpark access privileges in cases of wilful misuse of the staff carpark system.

I have read and understood the above acknowledgement.

Signature: _____ Date: _____

APPLICATION TYPE *To be completed by applicant's employer*

- New
- Replacement Access Card
- Transfer annual carpark permit access from (print name) _____ to this Applicant

ENDORSEMENT BY SUPERVISOR OR MANAGER *To be completed by applicant's employer (authorised signatories only)*

I (print name) of company certify that the applicant and employer details above are correct and request that staff carpark access be granted to this applicant.

By signing this form you accept responsibility on behalf of your employer to notify Darwin International Airport Pty Ltd, as soon as possible, of any changes to applicant's details as listed above.

Position Title: _____ Telephone Contact: _____

Signed: _____ Date: _____

ACKNOWLEDGEMENT *To be completed by applicant on collection of separately issued carpark access proximity card*

I (applicant name) _____ acknowledge receipt of Staff Carpark Access Card

OFFICE USE ONLY

Access Programmed: Annual Permit / DIA Permit

Card Type: ASIC / Terminal Access Card / Staff Carpark Access Card

Access Start Date: _____ Programmed by: _____

Invoice Required: Y / N Pro-rata Days: _____