

# Darwin International Airport STAFF CAR PARK Access Card Application

## PART 1 – APPLICATION TYPE

Select one only:

New Access Card(s)      Quantity Required: \_\_\_\_\_

Replacement Card      For Access Card number(s): \_\_\_\_\_

A Replacement Card fee of \$20 (inclusive of GST) per card must be paid to the Terminal Control Centre on issue.

## PART 2 – COMPANY DETAILS

Company Name: \_\_\_\_\_ ABN: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position Title: \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone Contact: \_\_\_\_\_

## PART 3 – TERMS AND CONDITIONS *(To be signed by authorised company signatory only)*

Darwin International Airport Pty Limited will approve Staff Car Park Access Cards on the Terms and Conditions set out on the following page. You must read these Terms and Conditions and sign below to confirm that you have understood and accept them.

*I (print name) \_\_\_\_\_ on behalf of the Company stated in Part 2, declare that I have read and understood the Staff Car Park Access Card Terms and Conditions and agree to be bound by them.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PART 4 – COLLECTION *(To be completed on collection of access card)*

I acknowledge receipt of Staff Car Park Access Card number(s) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY

<input type="checkbox"/> NEW CARD ISSUE	
Card number(s):	
Access Start Date:	
Pro-rata months to 30 June:	
Charge Amount:	
Invoice Date:	

<input type="checkbox"/> REPLACEMENT CARD	
Card number(s):	
Programmed Date:	
Charge Amount:	
Payment Amount:	
Receipt Number:	

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

## SUBMIT THIS FORM TO:

Terminal Control Centre

Ground Floor, Terminal Building (adjacent to Gate 6)

Tel (08) 8920 1805 | Fax (08) 8920 1855 | Email: tcc.reception@ntairports.com.au

# STAFF CAR PARK ACCESS CARD Terms & Conditions

## PARKING AND USE

1. The Staff Car Park facility is provided by Darwin International Airport Pty Limited (DIA) for use by airport staff only.
2. A Company applying for Staff Car Park access must be able to demonstrate that its employees are required to work within the Terminal Building as part of regular employment duties.
3. Access Cards will only be issued for the purposes of employees parking in the Staff Car Park whilst on duty within the course of regular employment at Darwin International Airport.
4. The use of the Staff Car Park for personal reasons is not permitted, and DIA may, at any time, cancel access privileges if cards are used inappropriately or not in accordance with these Terms and Conditions.
5. Users of the Staff Car Park must comply with:
  - a. all applicable Northern Territory and Commonwealth laws
  - b. all signs and directions contained in the Staff Car Park
  - c. all reasonable directions and requests made by DIA from time to time.
6. Failure to comply with these conditions may result in the issue of a Parking Infringement Notice and the vehicle driver will be liable for the payment of penalties.

## CAR PARKING FEES

7. The Staff Car Park annual access fee is charged per Access Card, and applies to the full financial year.
8. The access fee payable will be calculated pro-rata from the month of card issue through to 30 June.
9. The Staff Car Park access fee will be reviewed as at 01 July of each year, and DIA will give a minimum of two month's written notice of the reviewed charge.
10. DIA will issue a Tax Invoice for the Staff Car Park access fee(s).
11. Programmed card access will only be granted for the duration that access has been paid for.
12. Failure to make payment in accordance with the trading terms stipulated on the Tax Invoice will result in Staff Car Park access being suspended for all unpaid Access Cards.
13. Replacement cards incur a \$20.00 (GST inclusive) administration fee, payable to DIA on issue of the replacement card.

## ACCESS CARD ADMINISTRATION

14. Access Cards will be provided to the Company Contact Person nominated in Part 2 of this Application, and the Contact Person will be responsible for the administration and allocation of the Staff Car Park Access Cards to employees.
15. Records must be maintained by each Company to identify all Access Cards and the employee that each card has been issued to.
16. A copy of the Staff Car Park Conditions of Use must be provided to each employee receiving an Access Card and the employee must sign the company's register of Access Cards acknowledging that he/she accepts the Conditions of Use and agrees to be bound by them.
17. DIA may, from time to time, request a copy of these records for the purposes of conducting an audit of card use in accordance with these Terms and Conditions, and these records must be disclosed to DIA when requested.
18. On request, holders of Staff Car Park Access Cards must provide identification or other evidence to confirm that they are employed by a company authorised to use the Staff Car Park.