

Staff Car Park Access Application

ACCESS CARD DETAILS

Quantity Req'd: _____

Access Start Date: ____/____/____

APPLICANT DETAILS

Company Name: _____

Signatory Name: _____

Signatory Email: _____

If you do not have an existing account with DIA, please fill out the below details:

ABN: _____

Postal Address: _____

Suburb _____ State _____ Postcode _____

Email for invoices: _____

Contact Telephone Number: _____

TERMS & CONDITIONS

I, _____, on behalf of the Company stated above, declare that I have read and understood the Staff Car Park Access Card Terms and Conditions and agree to be bound by them.

Signed: _____

Date: ____/____/____

Please submit the completed form via email to: carparks@ntairports.com.au
or in person to the Terminal Control Centre for processing.

CARD COLLECTION (to be completed on collection of access cards)

I, _____, on behalf of the Company stated above, acknowledge receipt of the Staff Car Park access card/s:

Signed: _____

Date: ____/____/____

Approved By: _____

Date: ____/____/____

Staff Parking Access Terms & Conditions

PARKING AREAS AND USE

1. The Staff Car Park facility is provided by Darwin International Airport Pty Limited (DIA) for use by airport stakeholder 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 access fee is charged per Access Card.
8. DIA will issue a Tax Invoice for the Staff Car Park access fee(s) for one calendar month.
9. Payment is required in advance of the period covered and no refunds will be given for the cancellation of issued cards.
10. The fee for additional new cards will be calculated pro-rata from the access start date through to the end of the calendar month.
 - a. The daily fee is calculated as the yearly fee divided by 365.
11. The Staff Car Park access fee will be reviewed as at 01 July of each year, and DIA will give a minimum of one month's written notice of the reviewed charge.
12. Any cancellations of access cards must be requested by the 20th of the month, prior to invoicing for the month in advance.
13. 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.
14. Replacement cards incur a \$35.00 (GST inclusive) administration fee, payable to DIA on issue of the replacement card.
15. It is the employees' responsibility to have their access card with them when required to use the Staff Car Park. If the Access Card is not available at the time of access to the Staff Car Park staff will be required to park in the Short Stay Car Park and pay any applicable parking fees

ACCESS CARD ADMINISTRATION

16. Processing times may vary, please allow 2 business days for the creation of the cards, we will notify you via email when they are ready to collect.
17. 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.
18. Records must be maintained by each Company to identify all Access Cards and the employee that each card has been issued to.
19. 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.
20. DIA may, from time to time, request a copy of these records for conducting an audit of cards use in accordance with these Terms and Conditions, and these records must be disclosed to DIA when requested.
21. 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.

INDEMNITY

22. You drive, park and leave your vehicle in the Staff Car Park at your own risk and you remain responsible for your vehicle and any property in or on it.
23. We are not liable, except to the extent required by law, for:
 - a. any theft, loss, or damage whatsoever to any vehicle, its accessories, or its contents
 - b. any death or injury of any person while you, your vehicle or your property are in the Staff Car Park or while you are entering or leaving the Car Park.
24. We are not liable for the delivery of your vehicle to any person, whether that person has authority to take it or not.
25. We may, at your expense, move or remove your vehicle if, in our opinion, it is parked in an unauthorised or unsafe position, is unregistered or appears to be abandoned, and if we move your vehicle, these conditions continue to apply.
26. We reserve the right to retain your vehicle, and all goods in or attached to the vehicle, as security for any money which you owe us under these terms and conditions. If you fail to pay any money you owe us, we may sell your vehicle in accordance with all applicable legislation.
27. Failure to comply with these conditions may result in the issue of a Parking Infringement Notice and you will be liable for the payment of penalties.

In these conditions references to:

- a. "we", "us" and "our" mean Darwin International Airport Pty Limited ABN 87 081 258 157, its employees, agents, and independent contractors;
- b. "you" means the person using, or intending to use the car park; and
- c. "your vehicle" includes a vehicle driven, or intended to be driven, by you into the Permit parking facilities.