

Darwin International Airport ACCESS CONTROL APPLICATION FORM-S007

This form is to be used when applying for Access Control Permissions at Darwin International Airport for New or Renewed ASICs and Access Cards. If the valid ASIC is proxy (eg: can be coded directly) or you have a current DIA issued Access Card, this will be programmed at no cost. If the ASIC is non-proxy (cannot be coded) then a separate Access Card will be provided at a charge of \$20.00 inc GST.

Must be completed in BLOCK CAPITALS only please

PART 1 – TO BE COMPLETED BY APPLICANT

SECTION A – APPLICANT DETAILS

Surname: _____

Given Name/s: _____

Employed By: _____

Position: _____

ASIC Number: _____ ASIC Expiry Date: _____

ASIC Designation: DRW AUS Red Grey

Note: A photocopy of your current ASIC must be attached to this application form

Date of Birth: _____ / _____ / _____ Gender: Male Female
Day Month Year

Address: _____

Suburb _____ State _____ Postcode _____

Email Address: _____

Contact Telephone Number: _____

SECTION B – APPLICANT CERTIFICATION

I, _____ hereby:
Print Name

- (i) confirm that that I have read and understood the conditions of issue and use for all DIA Access Control and Access Cards and agree to comply with these conditions;
- (ii) acknowledge that I have read, understood and accept the DIA Privacy Statement attached to this application form;
- (iii) certify that the details contained in this application are true and correct and understand I must contact DIA immediately if any of the information changes.

Signed: _____ Date: _____ / _____ / _____
Signature Day Month Year

**DARWIN INTERNATIONAL AIRPORT
ASIC & Access Control Department**

PO Box 40996 Casuarina NT 0811 Tel: (08) 8920 1857 | Email: asicdrw@ntairports.com.au



PART 2 – TO BE COMPLETED BY EMPLOYER

ALL Sections in Part 2 must be completed by an approved company authorised signatory that has been registered with DIA.

SECTION A – EMPLOYER DETAILS

Company Name: _____

Company Authorised Signatory Name: _____

Title	Given Name	Surname
_____	_____	_____

Employer Phone Number: _____

(Please tick preferred)

Work _____

Mobile _____

Employer Email: _____

Employer Postal Address: _____

Suburb _____ State _____ Postcode _____

SECTION B – ACCESS REQUIREMENTS

Access Areas Required:

Aerobridge Access: You will be registered to complete the Online Aerobridge Induction

- Apron Drive Aerobridge 1 & 5
- Fixed Aerobridge Bays 2-4

Reason for Access:

(You must be specific – justify the applicant’s need to access secure areas by stating actions and duties involved in position)

SECTION C – EMPLOYER CERTIFICATION

To be completed by company Authorised Signatory only:

I, _____ hereby:

Print Name

- (i) confirm that the preceding applicant and employer details are correct and that the applicant requires access to the Security Sensitive Areas at DIA in order to perform their duties for their employment;
- (ii) agree to notify DIA of any changes to the above and to recover and return any DIA issued Access Card prior to the applicant leaving your employment or upon transfer to a position which no longer has an operational need to retain the Access Card;
- (iii) understand that DIA may exercise its right to suspend production of Access Cards for any company who has expired/unrecovered Access Cards that have not been returned to DIA;

Signed: _____ Date: ____/____/20____

Signature Day Month Year

SECTION D- PAYMENT

If your ASIC is proxy there will be no payment required to add access control. If your ASIC card cannot be coded to, DIA will supply a proxy Access Card at a cost of \$20.00 inc GST. Payment for Access Card Access Control permissions must be made at the time of submission; no application will be accepted without payment. If you have an existing DIA Access Card we will attempt to reprogram this at no cost

Access Card with new Access Control Permissions Cost: \$20.00 inc GST

DIA accepts the following methods of payment:

- Cash
- EFTPOS
- Credit Card
- Cheque made payable to Darwin International Airport

Your Company has the option of providing DIA with an Ongoing Credit Card Authority Form that will be securely retained by us and used for payment each time an application is submitted. Alternatively, a Single Payment Credit Card Authority Form can be attached which we will use for a once off payment. Both of these forms are available on our website www.darwinairport.com.au (Working On Airport)

ACCESS CARD PRIVACY STATEMENT AND CONDITIONS OF USE

PRIVACY STATEMENT

Collection and disclosure to third parties of the information contained within this application form is required in order to enable the processing of Access Control onto your DIA issued Access Card. The collection and handling of information is in compliance with Division 9 - Aviation Transport Security Act 2004, Part 6 - Aviation Transport Security Regulations 2005, AusCheck Regulations 2007, Darwin International Airport Transport Security Program and The Privacy Act 1988.

In addition, we may use your personal information for the purposes of assisting DIA with the correct operating of the airport under various legislation, and in the assessment of any possible security incidents or breaches. Information may also be supplied to third parties in conjunction with any federal investigations.

By submitting this application, you consent to DIA collecting, using and disclosing personal information as set out above.

ACCESS CARD CONDITIONS OF ISSUE AND USE

- Access on card will expire on the same expiry date as the holders' current ASIC
- Loss of card is to be reported immediately to DIA Terminal Control Centre – (08) 8920 1822
- The Access Card remains the property of DIA and must be surrendered on expiry, transfer or termination of present duty, or on request by DIA
- The card may only be used in the course of the cardholder's approved duties in the Secure Areas and does not constitute an authority to enter or remain in a restricted area for any other purpose
- Access on cards is registered for the use of the person to whom it has been issued only
- Incorrect use of access provisions may result in the immediate withdrawal of access privileges. No refund will be granted
- If you have a separate DIA Access Card with Access Control permissions, then these permissions will expire on the same date that your ASIC expires
- DIA will attempt to reprogram an existing Access Control Card, should the card be deemed damaged or invalid a new Access Control Card will be issued at a cost of \$20 in GST

SECURITY AND SAFETY INDUCTION

Before you can have your ASIC or Access Card programmed with access control privileges you must complete the Darwin International Airport Security Induction and NT Working on Airport Induction; this is a mandatory requirement with the objective of keeping Darwin International Airport safe and secure.

If you require access to either, or both of, the Fixed Aerobridge and Apron Drive Aerobridge you must complete the Induction for each type of aerobridge.

The induction is based online and consists of multiple choice questions; all questions have been captured from the Airport Security and Safety Awareness Guide, copies of which are available to download from our website at <https://www.darwinairport.com.au/corporate/> (Working on Airport). Please visit our website and register to sit the induction. Once you have registered, you will receive an email with your username and password and a link to the induction. On successful completion of the induction you will receive an additional email with an attached Training Record; you are required to print and sign the Training Record and bring it with you to the Terminal Control Centre (Gate A) along with your application form.

COLLECTION RECEIPT – TO BE COMPLETED ON ISSUE OF ACCESS CARD

I, _____ acknowledge receipt of my Darwin International
(PRINT NAME)
Airport Access Card, which remains the property of Darwin International Airport and is on loan to me whilst I am employed in my current capacity by the company noted in Part 2 of this application.

I understand that I must return the card immediately if it is cancelled, expires, is altered or defaced, if I no longer need to access the Security Sensitive Area for my employment, or on leaving my current employment and that no refund will be granted.

Signed: _____ Date: ____/____/20____
(SIGNATURE)

OFFICE USE ONLY

PROCESSING

Security Inductions Completed: ____/____/____ Initial: _____
PACOM Updated: ____/____/____ Initial: _____
Database Updated: ____/____/____ Initial: _____
Aerobridge Induction/s Completed: (if applicable) ____/____/____ Initial: _____

PAYMENT

Method: CC / CASH / CHEQUE / ACCOUNT
Receipt#: _____
Date: ____/____/20____ Initial: _____
 Access coded directly onto ASIC / Separate Access Card not required