

Darwin International Airport KEY APPLICATION FORM-S008

This form is to be used when applying for new or replacement keys for areas operated by Darwin International Airport. Your business must be registered with us before you can apply for a key; if your business is not currently registered FORM-S001 needs to be completed.

There is a \$100.00 deposit payable for all DIA issued keys.

PART 1 – COMPANY DETAILS

<input type="checkbox"/>	Initial Application	
<input type="checkbox"/>	Replacement:	Original Key Serial Number: _____
		<input type="checkbox"/> Stat Dec Provided*
Company Name:		_____
Authorised Signatory:		_____
		Title Given Name Surname
Phone Number:		<input type="checkbox"/> Work _____
(Please tick preferred)		<input type="checkbox"/> Mobile _____
Email:		_____

Please note that the email address you provide here will be utilised to send notifications of key expiry dates to remind the holder to update their key/s.

*If you have lost your key, or if it has been stolen or destroyed you must supply us with a Statutory Declaration detailing this.

PLEASE NOTE: All signatures must be originals

PART 2 – ACCESS REQUIREMENTS

Before DIA can issue a key to your company you must provide information regarding where access is required and what the operational requirement is to access those areas.

Areas required to access:

Reason for access:
(You must be specific in this area; please justify company's need to access certain secure areas by stating actions and duties carried out in those areas)

NUMBER OF KEYS REQUIRED: _____

Please note that we can provide keys with different access levels if required, please contact us to discuss and we can program your keys to meet your specific needs.

PART 3 – CERTIFICATION

EMPLOYER CERTIFICATION

To be completed by authorised signatory only:

I, _____ hereby:
Print Name

- (i) Certify that the information provided on this form is correct and agree to notify DIA of any changes to the above particulars;
- (ii) Confirm that access is required to the areas stated above in order for the company to successfully operate and that the operational requirement stated is true and correct;
- (iii) Acknowledge that I have read the attached Conditions of Use, and I understand and agree to comply with the conditions and supply these conditions to all persons who may utilise the DIA issued key;
- (iv) Understand that incorrect use of a DIA issued key may result in immediate withdrawal of the key and further action as deemed necessary by DIA.

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

KEY CONDITIONS OF ISSUE AND USE

CONDITIONS OF ISSUE AND USE

- Loss or theft of a key that provides access to DIA Secure Areas must be reported immediately to Darwin International Airport Terminal Control Centre – (08) 8920 1822.
- Keys must be returned to DIA if the company no longer has an operational requirement to access areas for where the keys provide access.
- Access provided by DIA issued keys is registered for the use of the company to whom it has been issued only.
- The access provided by a DIA issued key may only be used in the course of company approved duties in the Secure Areas and does not constitute an authority to enter or remain in a restricted area for any other purpose.
- Only persons with a valid DRW or AUS ASIC are permitted to access the Security Restricted Areas of the Airport.
- Only persons with a valid Airside Drivers Licence (ADA) in a vehicle with a valid Authority to use Airside Permit (AUA) are permitted to access through vehicle gates.
- No gates or doors are to be left or propped open under any circumstances.
- Incorrect use of access provisions may result in the immediate withdrawal of access control.
- When not in use, keys are to be kept in a safe place, and the company will do their utmost to ensure their security at all times.
- It is the company's responsibility to maintain a register detailing the holder of each DIA issued key, DIA may, from time to time, request a copy of these records for the purposes of conducting an audit of key use.
- All DIA keys remain the property of DIA at all times and must be returned at DIA's request.
- The company and the company's authorised personnel who utilise DIA issued keys are bound by the conditions of use, and will be held responsible for any breaches.
- DEPOSITS – There is a \$100.00 deposit payable for all DIA issued keys. You must retain your receipt and produce this when returning your key in order to be refunded your deposit, the deposit will only be refunded to the company stated on the receipt. Deposits will be refunded on return of a key less the cost of restoring the key to its original condition, which at a minimum will be a new battery and new tip at approximately \$30.00. DIA will determine the final deposit refund applicable.

PRIVACY STATEMENT

The collection and handling of information on this form is in compliance with *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.

RECEIPT – TO BE COMPLETED ON COLLECTION OF KEY

I, _____ acknowledge receipt of:
Print Name

Darwin International Airport Key _____ / _____
Serial Number Tag Number

which remains the property of Darwin International Airport and is on loan to the Company stated in Part 1 of this application form whilst the Company has an operational requirement to access the areas to which the key is coded for.

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

OFFICE USE ONLY

<p>PROCESSING</p> <p>Received: ____ / ____ / ____ Initial: ____</p> <p>Entered: ____ / ____ / ____ Initial: ____</p> <p>Issued: ____ / ____ / ____ Initial: ____</p> <p>Expiry: None / 30 days / _____</p>	<p>DEPOSIT</p> <p>Method: CC / CASH / CHEQUE / ACCOUNT</p> <p>Receipt#: _____</p> <p>Date: ____ / ____ / ____ Initial: ____</p>
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