

KEY REQUEST FORM

This form is to be used when applying for a new or replacement key for an area or areas operated by Gold Coast Airport.

SECTION 1: APPLICANT DETAILS

<input type="checkbox"/> Initial Application	<input type="checkbox"/> Replacement	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Broken
<input type="checkbox"/> Statutory Declaration Provided		<input type="checkbox"/> Key Surrender Form Completed		
Name:		ASIC Number:		
		ASIC Expiry:		
Home Address:				
Suburb: State: Post Code:				
Email: Mobile:				

SECTION 2: ENDORSEMENT BY EMPLOYER

Company Name:		
Company Address:		
Suburb: State: Post Code:		
Authorised Signatory:	Title	Given Name
	Surname	
Email: Mobile:		

SECTION 3: ACCESS REQUIREMENTS

Before GCA can issue a Key to you or 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 need to access certain secure areas by stating actions and duties carried out in those areas)	

SECTION 4: CERTIFICATION

I understand that the key, once issued:

- Certify that the information provided on this form is correct and agree to notify GCA of any changes to the above particulars;
- Confirm that access is required to the areas stated to successfully operate and that the operational requirement stated is true and correct;
- Acknowledge that I have read the attached Conditions of Use, and I understand and agree to comply with the conditions;
- Understand that incorrect use of a GCA issued Key may result in immediate withdrawal of the key and further action as deemed necessary by GCA.

Applicant Signature: Date:/...../.....

KEY CONDITIONS OF ISSUE AND USE

- Loss or theft of a Key that provides access to GCA Secure Areas must be reported immediately to Gold Coast Airport Aviation Office.
- Keys must be returned to GCA if the applicant no longer has an operational requirement to access areas for where the Key/s provide access.
- Access provided by GCA issued Keys is registered for the use of the person to whom it has been issued only.
- The access provided by a GCA issued Key may only be used in the course of the 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 GCA or AUSWIDE 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 open under any circumstances.
- Incorrect use of access provisions may result in the immediate withdrawal of access privileges.
- When not in use, Keys are to be kept in a safe place, and the applicant must do their utmost to ensure their security at all times.
- All GCA Keys remain the property of GCA at all times and must be returned at GCA’s request. The applicant is bound by the conditions of use, and will be responsible for any breaches.

OFFICE USE ONLY

Key Number:	Issue Number:	Cost: \$45.00
Key Type: KABA <input type="checkbox"/> MECHANICAL <input type="checkbox"/> OTHER <input type="checkbox"/>		
Database Updated: <input type="checkbox"/>		
Authorised By: Date:/...../.....		