

# Air Key Application Form

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A Queensland Airports Limited Company

The fee applicable is **\$100.00** per Air Key payable at the time of application lodgement.  
(Includes a \$50.00 refundable deposit, refunded when the Air Key is returned in good working order.)

**Completing the Form**

1. Applicant completes Part A & E.
2. Employer completes Part B.
3. TAPL ensures parts A, B & E are completed correctly, enrolls applicant into the security test.
4. On passing the test, TAPL codes & issues the Card using the applicant's ASIC expiry date.
5. TAPL completes the Parts C-D
6. **TAPL or Applicant places the Applicant's ASIC in this box and scans/saves an electronic copy.**
7. Part F to be completed on surrender.
8. Company will automatically be invoiced if they do not select otherwise

**Part A – Applicant Details** *Completed by the applicant*

**Surname:** \_\_\_\_\_

**Given Name(s):** \_\_\_\_\_

**Contact:** Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

**Address:** \_\_\_\_\_

**ASIC Number:** \_\_\_\_\_ **Expiry:** \_\_\_\_\_  TSV  AUS

*I acknowledge that I have read and understood the Townsville Airport Security Guide and the attached Conditions of Use.*

**Signature:** \_\_\_\_\_ **Date:** / /

**Part B – Employer Declaration** *Authorising person must be registered with and approved by Townsville Airport Pty Ltd*

I \_\_\_\_\_ of \_\_\_\_\_  
Full Name Organisation / Company

\_\_\_\_\_ Employer Physical (Street) Address

\_\_\_\_\_ Work Phone \_\_\_\_\_ Email

confirm that the applicant details are correct and request that an Air Key be issued for the areas as indicated below.  
 I undertake to notify Townsville Airport Pty Ltd of any changes, and to recover and return the Air Key prior to the applicant leaving our employment or transferring to a position which does not require the retention of the Air Key.  
 I confirm that the  applicant  company will pay the Air Key application fee.

**Access Information:** *Please tick all areas, frequency and reason for access by the applicant*

Areas	Daily	Weekly	Monthly	N/A	Reason for access requirement
TAPL Admin Compound	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
TAPL Asset Compound	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Crash Gate One (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Crash Gate Two (2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
NAACEX Vehicle Gate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**Signature:** \_\_\_\_\_ **Date:** / /

**Part C – Access and Payment Details** *Townsville Airport Pty Ltd Office Use Only*

**Security Induction Test Passed:** / / **Result:** % **Attempts:** \_\_\_\_\_

New  Renewal  Replacement *as card was*  Lost  \*Stolen – Stat Dec  \*Broken – Return

**User Group/s:** \_\_\_\_\_ **User No.:** \_\_\_\_\_ **Expiry:** / / **Coded By:** \_\_\_\_\_ **Issued:** / /

**Payment Type**  Cash  Credit Card  Cheque **Rcpt No.:** \_\_\_\_\_ **Adv No.:** \_\_\_\_\_ **Total:** \_\_\_\_\_

**From:**  Applicant  Employer **For:**  Deposit  Application  Replacement

**Invoice Request:**  Deposit  Application  Replacement / /

