## **Air Key Application Form**



PO Box 7636 Garbutt QLD 4814 | P: +61 7 4727 3211 | F: +61 7 4779 1843 | ACN 081 257 490

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	Part A – Applicant D	etails	Completed by the applicant		
1. Applicant completes Part A & E.	Surname:				
<ol> <li>Employer completes Part B.</li> <li>TAPL ensures parts A, B &amp; E are</li> </ol>	Given Name(s):				
completed correctly, enrols	Contact:				
<ul><li>applicant into the security test.</li><li>4. On passing the test, TAPL codes &amp;</li></ul>	Hc	me Work	Mobile		
issues the Card using the	Address:				
applicant's ASIC expiry date.					
<ol> <li>TAPL completes the Parts C-D</li> <li>TAPL or Applicant places the</li> </ol>	ASIC Number:	Expiry:			
Applicant's ASIC in this box and	I goly over a day that				
scans/saves an electronic copy.		have read and understood the attached Conditions of Us	•		
7. Part F to be completed on surrender.	Signature:	-	Date: / /		
8. Company will automatically be					
invoiced if they do not select otherwise					
Part B – Employer Declaration		e registered with and approved by	Townsville Airport Pty Ltd		
Full Name	of	Organisation / C	ompany		
		Ū			
	Employer Physical (St	reet) 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					
I confirm that the 🗌 applicant 📋 compar	ny will pay the Air Key app	lication fee.			
Access Information:	Please tick	all areas, frequency and reasor	n for access by the applicant		
Areas Daily	Weekly Monthly	N/A Reason for ac	cess requirement		
TAPL Admin Compound		L			
TAPL Asset Compound					
Crash Gate One (1)		□			
NAACEX Vehicle Gate		□			
Signature:			Date: / /		
-					
Part C – Access and Payment Details			rt Pty Ltd Office Use Only		
Security Induction Test Passed:	/ /		mpts:		
🗌 New 🔄 Renewal 🗌 Replacer	nent as card was [	Lost Stolen – Stat De	ec 🔲 * Broken – Return		
User Group/s: User No.	Expiry: /	/ Coded By:	Issued: / /		
Payment Type 🛛 Cash 🗌	Credit Card 🔲 Cheq				
	Credit Card 🗌 Cheq	ue Rcpt No. Adv M	No. Total:		
From: Applicant	Employer For:	ue Rcpt No. Adv M			

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## **Towns** *ville*

Air Key Application Form		Town	svil Airpo	
PO Box 7636 Garbutt QLD 4814   P: +61 7 4727 3211   F: +61 7 4779 1843   ACN 081 2	257 490	A Queensland Airpo	orts Limited Co	mpany
Part E – Conditions of Use	To be read, un	derstood and signed by	the appl	icant
The Air Key is issued on a personal basis, must not be transferred a	and subject to	the written conditi	ons of	issue.
The Air Key remains the property of Townsville Airport Pty Ltd at a	ll times.			
Loss of your Air Key is to be reported immediately to Townsville Ai	irport Pty Ltd.			
The Air Key is to be surrendered on expiry, transfer or termina Townsville Airport Pty Ltd General Manager Aviation.	ation of pres	ent duty or on req	uest fr	om the
If there are any changes in circumstances to any part of this applica immediately.	tion, Townsvi	lle Airport Pty Ltd m	ust be	advised
Should your employment conditions change and you no longe <b>immediately</b> to Townsville Airport Pty Ltd Management Centre.	er require th	e Air Key, it must	t be <b>r</b>	eturned
Air Keys may only be used in the course of the holder's approved of Areas and it does not constitute an authority to enter or remain in any other purpose.		•		
A person must not intentionally use the Air Key, or another type of Area of an airport, if he or she knows or believes that the Air Key is			irity Re	stricted
The Air Key must be presented for inspection on demand. The ap Key and the holder's belongings and vehicle may be subject to a s while within the Security Restricted or Prohibited Area.	•	-		
Incorrect use of the access provision will result in the immediate w	vithdrawal of	the Air Key and acce	ess priv	ileges.
If the applicant is not an employee of the Airport Operator (Town that he or she has the authority of his or her employer, to enter herself and his or her employer, and that the applicant as well as the above conditions of use, and be responsible for any breaches of	into this con his or her em	tract on behalf of b ployer has agreed t	oth hir o be bo	mself or ound by
I have read and agree to the conditions of use				
Signature:		Date:	/	/
Part F – Air Key Return Information				
Received By: Please Print	Number:		/	/
Refund Required: 🗌 Yes 🗌 No	Refund To:	🗌 Air Key Holder	🗆 Em	ployer
Deposit Receipt / Invoice Number:	Invoice Requ	est Date:		
Person/Company Receiving Deposit:				
Contact Number:				
Email:				
Address:				
Account Name:				
BSB: Accour	nt Number:			
Bank Name:				

Updated:  $\Box$  SDS □ Access System By: Please Print / / Notes:

11 Sale