

Proximity Card Application Form

PO Box 7636 Garbutt QLD 4814 | E: aviation@tsvairport.com.au | P: +61 7 4727 3211 | ACN 081 257 490

Submit applications to aviation@tsvairport.com.au with the subject 'Proxy application – [applicant name]'.
After completing tests, book collection via Aviation Bookings on the Townsville Airport website under [Regulatory](#).
There is a \$50 fee per card (includes \$20 deposit, refunded when the card is returned in good working order).

Completing the Form 1. Applicant completes Part A and E. 2. Employer completes Part B. 3. Attach ASIC here prior to sending to aviation@tsvairport.com.au . 4. Complete online testing. 5. Book collection appointment via Aviation bookings.	Part A – Applicant Details <i>Completed by the applicant</i>	
	Surname:	
	Given Name(s):	
	Phone Number:	
	Email:	
	Address:	
	ASIC Number:	Expiry: <input type="checkbox"/> TSV <input type="checkbox"/> 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	<i>Authorising person must be registered with and approved by Townsville Airport Pty Ltd</i>																																										
I _____ of _____ <small>Full Name Organisation / Company</small> _____ <small>Employer Physical (Street) Address</small> _____ <small>Work Phone Email</small>																																											
confirm that the applicant details are correct and request that a Security Access Card 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 Card prior to the applicant leaving our employment or transferring to a position which does not require the retention of the Card. The <input type="checkbox"/> applicant <input type="checkbox"/> company will pay the application fee. I understand the company will be invoiced if not specified.																																											
Access Information:	<i>Please specify reason for access and frequency to all areas</i>																																										
<table border="1"> <thead> <tr> <th>Areas</th> <th>Daily</th> <th>Weekly</th> <th>Monthly</th> <th>N/A</th> <th>Reason for access requirement</th> </tr> </thead> <tbody> <tr> <td>International Terminal</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td>Domestic Terminal</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td>Sterile Area</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td>Security Restricted Area</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td>General Aviation Area</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td>*Staff car park (separate form)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____</td> </tr> </tbody> </table>	Areas	Daily	Weekly	Monthly	N/A	Reason for access requirement	International Terminal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Domestic Terminal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Sterile Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Security Restricted Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	General Aviation Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	*Staff car park (separate form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	
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Sterile Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____																																						
Security Restricted Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____																																						
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Signature:	Date: / /																																										

Part C – Courses, Access and Payment Details		<i>Townsville Airport Pty Ltd Office Use Only</i>	
Completed:	Aerobridge Control <input type="checkbox"/> Yes <input type="checkbox"/> N/A Security / /	Baggage System <input type="checkbox"/> Yes <input type="checkbox"/> N/A Safety/Spill / /	NIGS <input type="checkbox"/> Yes <input type="checkbox"/> N/A
Access:	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Replacement as card was <input type="checkbox"/> Lost <input type="checkbox"/> *Stolen (stat dec) <input type="checkbox"/> *Broken (return)	User No: _____ Coded By: _____	Expiry: / / Issued: / /
Payment:	<input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Invoiced from <input type="checkbox"/> Applicant <input type="checkbox"/> Employer	\$ _____ Receipt No: _____	/ / Advam No: _____

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Part D – Conditions of Use	<i>To be read, understood and signed by the applicant</i>
<p>The Proximity Card (Card) is issued on a personal basis, must not be transferred and subject to the written conditions of issue. The Card remains the property of Townsville Airport Pty Ltd (TAPL) at all times.</p> <p>Loss of your Card is to be reported immediately to TAPL.</p> <p>The Card is to be surrendered on expiry, transfer or termination of present duty or on request from the TAPL General Manager. Should your employment conditions change and you no longer require the Card, it must be returned immediately to TAPL Management Centre.</p> <p>If there are any changes in circumstances to any part of this application, TAPL must be advised immediately.</p> <p>Cards may only be used in the course of the holder's approved duties in the Security Restricted and Prohibited Areas and it does not constitute an authority to enter or remain in the Security Restricted or Prohibited Area for any other purpose. A person must not intentionally use the Card, or another type of Card, to gain access to a Security Restricted Area of an airport, if he or she knows or believes that the Card is not a valid Proximity Card.</p> <p>Incorrect use of the access provision will result in the immediate withdrawal of the Card and access privileges.</p> <p>The Card must be presented for inspection on demand. The applicant acknowledges that the holder of a Card and the holder's belongings and vehicle may be subject to a search by an Airport Officer before entering or while within the Security Restricted or Prohibited Area.</p> <p>If the applicant is not an employee of the Airport Operator (TAPL), the applicant represents that he or she has the authority of his or her employer, to enter into this contract on behalf of both himself or herself and his or her employer, and that the applicant as well as his or her employer has agreed to be bound by the above conditions of use, and be responsible for any breaches of the conditions of use by the holder of the Card.</p> <p>Entry to Australian Border Force – Customs Controlled Areas</p> <p><i>Holders of an ASIC are advised of their additional responsibilities in Australian Border Force – Customs Controlled Areas. It is not intended to restrict or limit authorised persons from undertaking legitimate official or commercial activities in Australian Border Force – Customs Controlled Areas.</i></p> <p>Section 234AA of the <i>Customs Act 1901</i> defines a place used by officers for Customs and Border Protection purposes and prohibits entry of unauthorised persons into these places.</p> <p>The areas subject to restrictions are in the international arrivals areas, international departures areas and international baggage handling areas and identified by Australian Border Force signs that state entry into the areas by unauthorised persons is prohibited under the <i>Customs Act</i>.</p> <p>Access to Australian Boarder Force – Customs Controlled Areas is strictly limited to authorised persons with legitimate commercial or official purposes. Authorised person include those employees displaying a valid ASIC or persons displaying a valid Visitor Identification Card (VIC) and who are accompanied by an employee displaying a valid ASIC.</p> <p>All authorised person, in addition to displaying an ASIC or VIC, must be on duty with their normal employment and must be engaged in their normal commercial or official activities within the Australian Border Force – Customs Controlled Areas. Under no circumstances are authorised persons allowed to enter Australian Border Force – Customs Controlled Areas if they are off duty or not engaged in their normal commercial or official activities.</p> <p>Please not that any person may be asked by an Australian Border Force Officer the purpose of their presence in that area and that officer may also examine any goods carried by persons in, or out of that area.</p> <p>I have read and agree to the conditions of use</p>	
Signature: _____	Date: / /

Part E – Proximity Card Return Information			
Received By:	Please Print	User No:	/ /
Updated:	<input type="checkbox"/> SDS <input type="checkbox"/> Access System	By:	/ /
Refund Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		Refund To: <input type="checkbox"/> Proxy Card Holder <input type="checkbox"/> Employer	
Account Name:			
BSB:		Account Number:	
Bank Name:			