

Darwin International Airport AUTHORITY TO DRIVE AIRSIDE (ADA) APPLICATION FORM-AD001

This form is to be used when applying for a new Authority to Drive Airside License (ADA) or when renewing your current ADA License due to its forthcoming expiry.

All persons who drive vehicles on the airside of Darwin International Airport (DIA) must hold a current ADA. ADAs are only issued by DIA or an approved issuing authority. The requirements of ADA holders are set out in the DIA Airside Vehicle Control Handbook, the DIA Airside Driver's Guide and the *Airports (Control of On-Airport Activities) Regulations 1997*.

To be completed in **BLOCK CAPITALS** only please.

PART 1 – APPLICANT DETAILS

To be completed by **ALL** applicants:

New ADA

Renewal:

Existing ADA No: _____ Expiry Date: _____ / _____ / _____
Day Month Year

Name:

Given Name _____ Surname _____

Date of Birth:

_____ / _____ / _____ Gender: Male Female
Day Month Year

Employed By:

Job Title:

Phone Number:

(Please tick preferred)

Home _____

Work _____

Mobile _____

Residential Address:

Suburb _____ State _____ Postcode _____

Email Address:

FORM-AD001 V2 September 2015

DARWIN INTERNATIONAL AIRPORT

ASIC & Access Control Department

PO Box 40996 Casuarina NT 0811

Tel: (08) 8920 1805 | Email: diatraining@ntairports.com.au | www.darwinairport.com.au



PART 2 – LICENCE DETAILS

Driver's Licence No: _____	Expiry Date: _____ / _____ / _____ Day Month Year
State/Territory Issued: _____	Class: _____
Is your Driver's Licence subject to any conditions or restrictions (e.g. requirements to wear glasses)? If so please detail here:	
ASIC N°: _____	Expiry Date: _____ / _____ / _____ Day Month Year
Category of ADA being Applied for: (Please tick one)	<input type="checkbox"/> Category 1 <input type="checkbox"/> Category 2 <input type="checkbox"/> Category 3 <input type="checkbox"/> Category 4
Reason applying for ADA:	

A copy of your Driver's License and ASIC must be attached to this application form. You will need to bring the originals with you when you sit your DIA Authority to Drive Airside (ADA) Test.

PART 3

SECTION A – TRAINING

Initial applicants must attach a completed Driver's Log to this application form showing that they have successfully carried out the minimum required hours of training for the category of licence they are applying for. Driving Airside whilst training must be under the supervision of an experienced ADA holder, equivalent to or higher than the category of licence being applied for.

- **Category 1 and 2:** Four hours (at least one of which must be conducted at night)
- **Category 3 and 4:** Eight hours (at least two of which must be conducted at night)

Note: Category 3 and 4 ADA will only be issued to applicants who have a requirement to enter taxiways and/or runways in radio equipped vehicles and hold an Aircraft Radiotelephone Operator Certificate of Proficiency.

SECTION B – PAYMENT

Payment for ADA applications must be made at the time of submission, no applications will be accepted without payment.

ADA Application cost: \$50 (Inc GST)

DIA accepts the following methods of payment:

- Cash
- EFTPOS
- Credit
- Cheque made payable to Darwin International Airport

Your company has the option of providing DIA with an Ongoing Credit Card Authority Form that will be securely retained by us and used for payment each time the company submits an application. Alternatively, you can attach a Single Payment Credit Card Authority Form that we will use for once off payment. Both of these forms are available on our website at www.darwinairport.com.au.

PART 4 – APPLICANT

I, _____ hereby:

Print Name

- (i) Certify that the information provided on this form is correct and agree to notify the DIA Operations Department of any changes to the above particulars;
- (ii) Confirm that I have read and understood the Airside Drivers Guide for Darwin International Airport;
- (iii) Understand that it is a condition of my ADA that I comply with the rules and conditions for driving airside as detailed in the Airside Driver's Guide, the Airside Vehicle Control Handbook and the *Airports (Control of On Airport Activities) Regulations 1997*;
- (iv) Understand that failure to comply with the rules for driving airside or the Regulations may result in the suspension or cancellation of my ADA (and/or the allocation of demerit points);
- (v) Understand that I am responsible for advising DIA in writing if I lose or have my State or Territory Driving Licence suspended or cancelled for any reason;
- (vi) Consent to DIA collecting, using and disclosing any personal information contained in this application form in accordance with the *Privacy Act 1988* and the DIA Privacy Policy as detailed on our website.

Signed: _____ Date: ____/____/____

Signature

Day Month Year

PART 5 – EMPLOYER CERTIFICATION

To be completed by company authorised signatory only:

I, _____

Print Name

of: _____

Company

hereby certify that:

- (i) The applicant as detailed in Part 1 of this form has undertaken the mandatory applicable training as detailed in Part 3, Section A of this form;
- (ii) I have read and understood the Airside Vehicle Control Handbook for Darwin International Airport;
- (iii) I have approved the Category of ADA that the applicant is applying for based on operational requirement;
- (iv) The applicant will only drive / operate equipment Airside on which he/she holds current endorsement and has completed appropriate company training and inductions; including requirements in relations to an airside vehicle/equipment incident;
- (v) I understand that I am responsible for ensuring that DIA are notified immediately in writing if the applicant loses or has his/her State or Territory Driver's Licence suspended or cancelled for any reason.

Signed: _____ Date: ____/____/____

Signature

Day Month Year

CHECKLIST

Please ensure you have attached the following documents to your completed application:

- ASIC Photocopy
- Driver's Licence Photocopy
- Driver's Log showing applicable mandatory hours of training (initial applicant only)
- Aircraft Radiotelephone Operator Certificate of Proficiency (Category 3/4 applicants only)

OFFICE USE ONLY

ATTACHMENTS

- ASIC
- Driver's Licence
- Driver's Log (initial applicant only)
- AROCP (Cat 3/4)

PAYMENT

Method: CC / CASH / CHEQUE / ACCOUNT

Receipt#: _____

Date: ____ / ____ / ____ Initial: ____

PROCESSING

Received: ____ / ____ / ____ Initial: ____

Induction: ____ / ____ / ____ Initial: ____

Famil Drive: ____ / ____ / ____

Conducted by: _____

Issued: ____ / ____ / ____ Initial: ____

NOTES