

# Darwin International Airport

## KEY APPLICATION - KEYLESS REMOTE

### FORM-S015

This form is to be used when applying for new or replacement keys for areas operated by Darwin International Airport.

Your business must be registered with us before you can apply for a key; if your business is not currently registered FORM-S001 needs to be completed.

**There is a \$100.00 charge for all DIA issued keys.**

#### PART 1 - COMPANY DETAILS

<input type="checkbox"/>	Initial Application	
<input type="checkbox"/>	Replacement	<input type="checkbox"/> Stat Dec Provided*
Company Name:	<input type="text"/>	
Authorised Signatory:	<input type="text"/>	
	Title	Given Name Surname
Phone Number:	<input type="checkbox"/> Work	<input type="text"/>
(Please tick preferred)	<input type="checkbox"/> Mobile	<input type="text"/>
Email:	<input type="text"/>	

**\*If you have lost your key, or if it has been stolen or destroyed you must supply us with a Statutory Declaration detailing this**

**PLEASE NOTE: All signatures must be originals**

Darwin International Airport  
ASIC & Access Control Department  
PO Box 40996 Casuarina NT 0811  
Tel: (08) 8920 1857  
Email: [asicdrw@ntairports.com.au](mailto:asicdrw@ntairports.com.au)  
[www.darwinairport.com.au](http://www.darwinairport.com.au)



## PART 2 - ACCESS REQUIREMENTS

Before DIA can issue a key to your company you must provide information regarding where access is required and what the operational requirement is to those areas.

Areas required to access:

Reason for access:

(You must be specific in this area; please justify company's need to access certain secure areas by stating actions and duties carried out in those areas)

NUMBER OF KEYS REQUIRED:

## PART 3 - CERTIFICATION

### EMPLOYER CERTIFICATION

To be completed by authorised signatory only:

I,  hereby:

Print Name

(i) Certify that the information provided on this form is correct and agree to notify DIA of any changes to the above particulars;

(ii) Confirm that access is required to the areas stated above in order for the company to successfully operate and that the operational requirement stated is true and correct;

(iii) Acknowledge that I have read the attached Conditions of Use, and I understand and agree to comply with the conditions and supply these conditions to all persons who may utilise the DIA issued key;

(iv) Understand that incorrect use of a DIA issued key may result in immediate withdrawal of the key and further action as deemed necessary by DIA.

Signed:

Signature

Date:

Day Month Year

### CONDITIONS OF ISSUE AND USE

Loss or theft of a key that provides access to DIA Secure Areas must be reported immediately to Darwin International Airport Terminal Control Centre - (08) 8920 1822

Keys must be returned to DIA if the company no longer has an operational requirement to access areas for where the keys provide access.

Access provided by DIA issued keys is registered for the use of the company to whom it has been issued only.

The access provided by a DIA issued key may only be used in the course of company approved duties in the Secure Areas and does not constitute an authority to enter or remain in a restricted area for any other purpose.

No gates or doors are to be left or propped 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 company will do their utmost to ensure their security at all times.

It is the company's responsibility to maintain a register detailing the holder of each DIA issued key, DIA may, from time to time, request a copy of these records for the purposes of conducting an audit of key use.

All DIA keys remain the property of DIA at all times and must be returned at DIA's request.

The company and the company's authorised personnel who utilise DIA issued keys are bound by the conditions of use, and will be held responsible for any breaches.

Key holders are responsible for the replacement of batteries.

### PRIVACY STATEMENT

The collection and handling of information on this form is in compliance with *Darwin International Airport Transport Security Program* and *The Privacy Act 1988*. In addition, we may use your personal information for the purposes of assisting DIA with the correct operating of the airport under various legislation, and in the assessment of any possible security incidents or breaches. Information may also be supplied to third parties in conjunction with any federal investigations.

By submitting this application, you consent to DIA collecting, using and disclosing personal information as set out above.

**RECEIPT - TO BE COMPLETED ON COLLECTION OF KEY**

I, \_\_\_\_\_ acknowledge receipt of:  
Print Name

Darwin International Airport Keyless Remote \_\_\_\_\_  
Number

which remains the property of Darwin International Airport and is on loan to the Company stated in Part 1 of this application form whilst the company has an operational requirement to access the areas to which the key is coded for.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature Day Month Year

**OFFICE USE ONLY**

<b>PROCESSING:</b> Received: _____ Initial: _____ Entered: _____ Initial: _____ Issued: _____ Initial: _____	<b>PAYMENT:</b> Method: CC / CASH / CHEQUE / ACCOUNT Receipt #: _____ Date: _____ Initial: _____
<b>NOTES:</b>          	

