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Personal Airside Access Application (PAA)

Mareeba Aerodrome

Local Law No. 7 (Aerodromes) 2019

Local Law No. 1 (Administration) 2018

PRIVACY NOTICE: Mareeba Shire Council is collecting your personal information in accordance with the Local Government Act 2009 in order to process this application. The information will only be accessed by authorised Council employees. Your information will not be given to any other person or agency unless you have given us permission, or we are required by law.

Part A - Application Type

☐ New card	☐ Replacement Lost Card
☐ New Key	☐ Replacement Key

Part B – Categories

☐ **Category 1**	☐ **Category 2**	☐ **Category 3**

Refer to authorities to drive airside drawing attached.

Part C – Applicant Details

First Name		**Surname**	
Mobile No		**Email**	

Drivers Licence Details

Licence #		Class		Expiry Date	

Applicant acknowledges that:

- I have, read, and understood and agree to fulfil the requirements set in the Mareeba Aerodrome Standard Conditions.
- I must hold a current Australian Drivers Licence and must advice Mareeba Aerodrome of any Suspension/cancellations.

Mareeba Shire Council will approve the issue of an airside access card and key on the Terms and Conditions set on the following page. You must read the Terms and Conditions and sign below to confirm that you have understood and accept them and provide a current colour passport size photo for the ID card.

Please Note: that airside access cards and keys will be available for collection from the Council's Depot Office, Kowa Street, Mareeba.

Signature: …… **Date:** ……

Mareeba SHIRE COUNCIL

Part D- Employer Details

Company Name		**Position Held in Company**	
Address			
Business Tel:		**Email**	

Company E

In signing this acknowledgement, I certify that:

- The applicant requires airside access.
- I will advise Mareeba Shire Council immediately if the applicant ceases to be employed by this company or otherwise no longer requires the airside access card.
- If airside access is required to access vehicle gates, the applicant, and vehicle(s) driven by the applicant, will comply with the requirements of Mareeba Shire Councils Mareeba Aerodrome Standard Conditions.

Name: …… **Position:** ……

Signature: …… **Date:** ……

Part E- Supporting Documentation

Please provide the following supporting documentation when submitting this application.

☐ Covering letter stating that the applicant has an operational requirement to be unescorted airside on a frequent basis (i.e., weekly).

☐ If applying for a category 3 the applicant holds a Radio Operators Certificate of Proficiency, issued by the Civil Aviation Authority or its delegate, please provide a copy of this document to Mareeba Shire Council.

☐ Would you like to be added to the MSC Mareeba Aerodrome contact list for future updates or changes.

☐ Electronic copy of passport size colour photo to be supplied for ID card.

Terms and Conditions

In submitting this airside access card application, I acknowledge that:

1. The airside access card and key remain the property of Mareeba Shire Council and has been allocated to me for my exclusive use. I will not permit another person to borrow or use the airside access card or key. I will advise Mareeba Shire Council immediately if the card or key is lost.
2. I will be using the airside access card and key when I have a valid work-related reason for airside access.
3. I will ensure that all access gates are closed securely behind me.
4. If I am required to use the vehicle access gates, I will comply with the requirements of the Mareeba Aerodrome Standard Conditions. I will not permit the entry of any other vehicle via an airside access gate.
5. Animals must not be taken airside unless contained within an approved animal cage/carrier.
6. High visibility clothing will be worn at all times when walking on aircraft movement areas.
7. Airside access cards and keys are not transferable between persons.
8. The airside access card and key mut be provided to Mareeba Shire Council on expiry, termination with employer or on request by Mareeba Shire Council.
9. I am responsible for advising Mareeba Shire Council of any change in personal details. My airside access approval and key may be cancelled if Mareeba Shire Council is unable to contact me.
10. The airside access card and key may be cancelled/suspended at any time by Mareeba Shire Council for breaching any of these Terms and Conditions.

Mareeba SHIRE COUNCIL

Mareeba Aerodrome Questionnaire - Vehicle Airside Application

1. I have applied for a Category …… Vehicle Airside Application (VAA), for the purpose of driving a vehicle in the following areas.

☐ East Apron, Parking and Tie Down Areas, Western Apron Including Taxiways F-G.
☐ Areas Outside of the Runway Gable Outer Extent and More than 6M Clear of Outer Extents of Taxiways A-E.
☐ Runway and Taxiways A-E.

An aircraft has right of way over vehicles on the movement area. ☐True ☐ False

When driving on the aprons, I must give way to and keep my vehicle well clear of all pedestrians.
☐ True ☐False

List three observations which would indicate that an aircraft is about to move off a parking area.

1.

2.

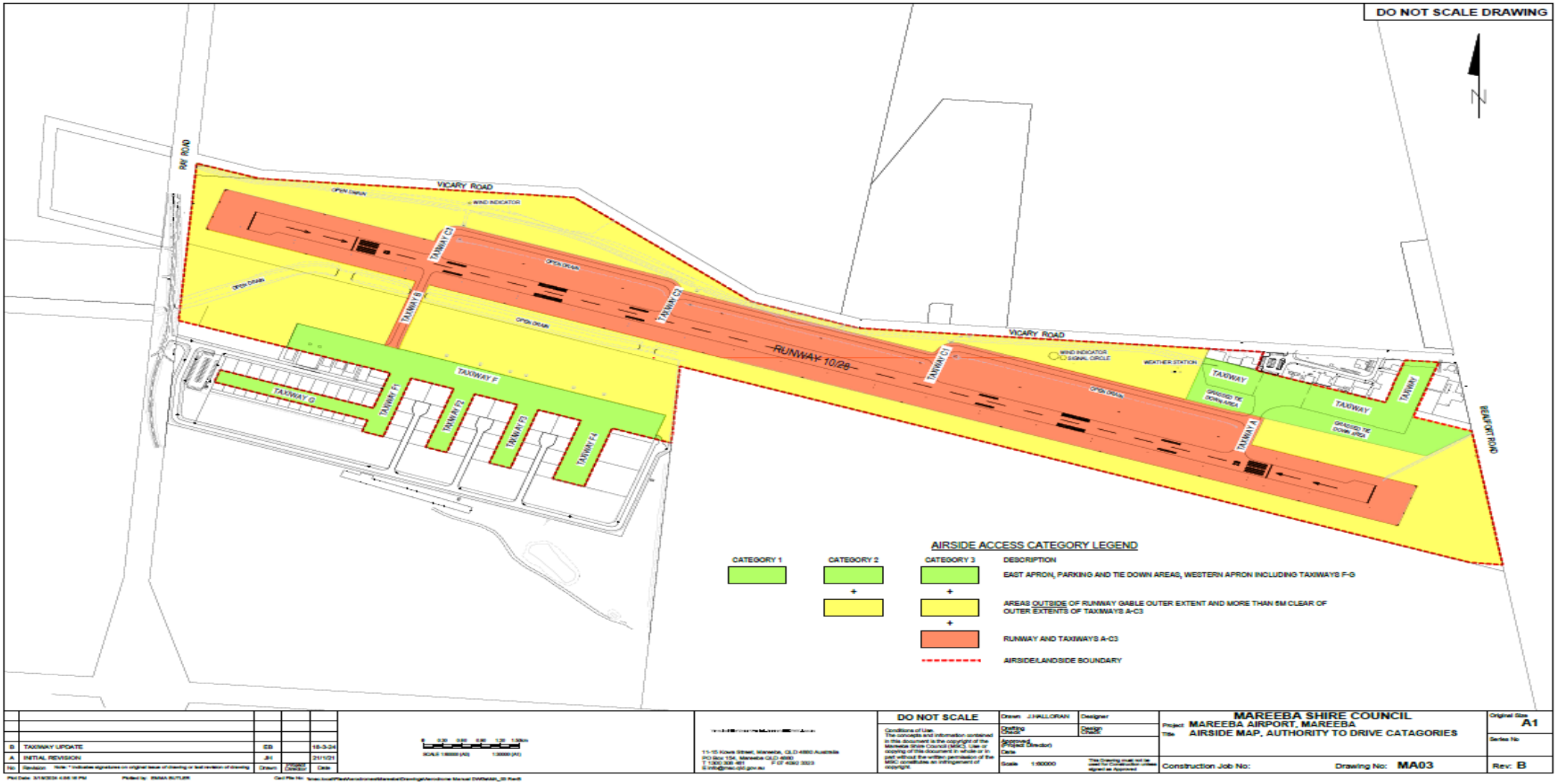
3.

4. The speed limit for driving on the apron is ……km/h.

5. If I observe a hazard when driving on the aerodrome, I will assist in preventing an incident/accident by:

6. If I'm involved in an incident/accident when driving on the aerodrome, what am I required to do?

Office Use only

Amount Paid			**Receipt Number**		
Airside Access Card	**Issue Date**	**Expiry Date**	**Key #**	**Drivers Licence Sighted**	☐ **Yes** ☐ **No** **By: initial:**

Mareeba Aerodrome Vehicle Airside Application Categories