

Proximity Card Application Form

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



A Queensland Airports Limited Company

The fee applicable is **\$50.00** per Proxy Card payable at the time of application lodgement.
(Includes a \$20 refundable deposit, refunded when the Proxy Card is returned in good working order).

- Completing the Form**
1. Applicant completes Part A & E.
 2. Employer completes Part B.
 3. TAPL ensures parts A, B & E are completed correctly, enrolls applicant into the security test.
 4. On passing the test, TAPL codes & issues the Card using the applicant's ASIC expiry date.
 5. TAPL completes the Parts C-D
 6. **TAPL or Applicant places the Applicant's ASIC in this box and scans/saves an electronic copy.**
 7. Part F to be completed on surrender.
 8. Company will automatically be invoiced if they do not select otherwise

Part A – Applicant Details		<i>Completed by the applicant</i>	
Surname: _____			
Given Name(s): _____			
Contact: _____ Home _____ Work _____ Mobile _____			
*Email _____			
Address: _____			
ASIC Number: _____		Expiry: _____	
		<input type="checkbox"/> TSV <input type="checkbox"/> AUS	
<i>I acknowledge that I have read and understood the Townsville Airport Security Guide and the attached Conditions of Use.</i>			
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</small>		_____ <small>Email</small>	
I 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 Security Access Card prior to the applicant leaving our employment or transferring to a position which does not require the retention of the Security Access Card. The <input type="checkbox"/> applicant <input type="checkbox"/> company will pay the application fee. I understand the company will be invoiced for the fee if I do not select otherwise.			

Access Information:		<i>Please tick all areas, frequency and reason for access by the applicant</i>			
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"/>	_____
Signature: _____					Date: / /

Part C – Access and Payment Details		<i>Townsville Airport Pty Ltd Office Use Only</i>			
Security Induction Test Passed: / /		Result: %		Attempts: _____	
<input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Replacement <i>as card was</i>		<input type="checkbox"/> Lost <input type="checkbox"/> *Stolen – Stat Dec		<input type="checkbox"/> *Broken – Return	
User Group/s: _____	User No.: _____	Expiry: / /	Coded By: _____	Issued: / /	
Payment Type	<input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque	Rcpt No.: _____	Adv No.: _____	Total: _____	
From:	<input type="checkbox"/> Applicant <input type="checkbox"/> Employer	For:	<input type="checkbox"/> Deposit <input type="checkbox"/> Application <input type="checkbox"/> Replacement		
Invoice Request:	<input type="checkbox"/> Deposit <input type="checkbox"/> Application <input type="checkbox"/> Replacement				

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Part E – Conditions of Use

To be read, understood and signed by the applicant

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.

Loss of your Card is to be reported **immediately** to TAPL.

The Card is to be surrendered on expiry, transfer or termination of present duty or on request from the TAPL General Manager Aviation. Should your employment conditions change and you no longer require the Card, it must be **returned immediately** to TAPL Management Centre.

If there are any changes in circumstances to any part of this application, TAPL must be advised immediately.

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.

Incorrect use of the access provision will result in the immediate withdrawal of the Card and access privileges.

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.

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.

Entry to Australian Border Force – Customs Controlled Areas

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.

Section 234AA of the *Customs Act 1901* defines a place used by officers for Customs and Border Protection purposes and prohibits entry of unauthorised persons into these places.

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 *Customs Act*.

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.

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.

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.

I have read and agree to the conditions of use

Signature:

Date: / /

Part F – Proximity Card Return Information

Received By:

Please Print

Number:

/ /

Updated:

SDS

Access System

By:

Please Print

/ /

Refund Required:

Yes

No

Refund To:

Proxy Card Holder

Employer

Account Name:

BSB:

Account Number:

Bank Name: