

# Air Key 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](mailto:aviation@tsvairport.com.au) with the subject '**Air key application – [applicant name]**'. Please be advised that the minimum processing time for this application is 3 business days.

After completing tests, book collection via Aviation Bookings on the Townsville Airport website under [Regulatory](#). There is a **\$100** fee per Air Key (includes \$50 deposit, refunded when the air key is returned in good working order).

<p style="text-align: center;"><b>Completing the Form</b></p> <ol style="list-style-type: none"> <li>1. Applicant completes Part A and D.</li> <li>2. Employer completes Part B.</li> <li>3. <b>Attach ASIC here</b> prior to sending to <a href="mailto:aviation@tsvairport.com.au">aviation@tsvairport.com.au</a>.</li> <li>4. Complete online testing.</li> <li>5. Book collection appointment via Aviation bookings.</li> </ol>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; background-color: #f2f2f2;"><b>Part A – Applicant Details</b></th> <th style="text-align: right; font-style: italic;">Completed by the applicant</th> </tr> <tr> <td colspan="3"><b>Surname:</b> _____</td> </tr> <tr> <td colspan="3"><b>Given Name(s):</b> _____</td> </tr> <tr> <td colspan="3"><b>Phone Number:</b> _____</td> </tr> <tr> <td colspan="3"><b>Email:</b> _____</td> </tr> <tr> <td colspan="3"><b>Address:</b> _____</td> </tr> <tr> <td><b>ASIC Number:</b> _____</td> <td><b>Expiry:</b> _____</td> <td style="text-align: right;"><input type="checkbox"/> TSV <input type="checkbox"/> AUS</td> </tr> <tr> <td colspan="3">I acknowledge that I have read and understood the Townsville Airport Security Guide and agree to the attached Conditions of Use.</td> </tr> <tr> <td><b>Signature:</b> _____</td> <td><b>Date:</b>        /        /</td> <td></td> </tr> </table>	<b>Part A – Applicant Details</b>		Completed by the applicant	<b>Surname:</b> _____			<b>Given Name(s):</b> _____			<b>Phone Number:</b> _____			<b>Email:</b> _____			<b>Address:</b> _____			<b>ASIC Number:</b> _____	<b>Expiry:</b> _____	<input type="checkbox"/> TSV <input type="checkbox"/> AUS	I acknowledge that I have read and understood the Townsville Airport Security Guide and agree to the attached Conditions of Use.			<b>Signature:</b> _____	<b>Date:</b> /        /	
<b>Part A – Applicant Details</b>		Completed by the applicant																										
<b>Surname:</b> _____																												
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<b>Part B – Employer Declaration</b>		Authorising person must be registered with and approved by Townsville Airport Pty Ltd			
I _____ of _____					
Full Name	Organisation / Company				
_____					
Employer Physical (Street) Address					
_____					
Work Phone	Email				
confirm that the applicant details are correct and request that an Air Key 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 Air Key prior to the applicant leaving our employment or transferring to a position which does not require the retention of the Air Key.					
The <input type="checkbox"/> applicant <input type="checkbox"/> company will pay the application fee. I understand the company will be invoiced if not specified.					
<b>Access Information:</b>		Please specify reason for access and frequency to all areas			
Areas	Daily	Weekly	Monthly	N/A	Reason for access requirement
TAPL Admin Compound	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
TAPL Asset Compound	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Crash Gate One (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Crash Gate Two (2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
NAACEX Vehicle Gate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Signature:</b> _____	<b>Date:</b> /        /				

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

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**Part D – Conditions of Use** *To be read, understood, and signed by the applicant*

The Air Key is issued on a personal basis, **must not** be transferred and subject to the written conditions of issue. The Air Key remains the property of Townsville Airport Pty Ltd at all times.

Loss of your Air Key is to be reported **immediately** to Townsville Airport Pty Ltd.

The Air Key is to be surrendered on expiry, transfer, or termination of present duty or on request from the Townsville Airport Pty Ltd General Manager Aviation.

If there are any changes in circumstances to any part of this application, Townsville Airport Pty Ltd must be advised immediately.

Should your employment conditions change, and you no longer require the Air Key, it must be **returned immediately** to Townsville Airport Pty Ltd Management Centre.

Air Keys 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 Air Key, or another type of Air Key, to gain access to a Security Restricted Area of an airport, if he or she knows or believes that the Air Key is not a valid Air Key.

The Air Key must be presented for inspection on demand. The applicant acknowledges that the holder of an Air Key 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.

Incorrect use of the access provision will result in the immediate withdrawal of the Air Key and access privileges. If the applicant is not an employee of the Airport Operator (Townsville Airport Pty Ltd), 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 Air Key.

I have read and agree to the conditions of use

**Signature:** \_\_\_\_\_ **Date:**     /     /

**Part E – Air Key Card Return Information**

**Received By:** \_\_\_\_\_ Please Print **User No:**                                     /     /

**Updated:**            SDS    Access System                                     **By:**                                     /     /

**Refund Required:**    Yes    No                                     **Refund To:**    Proxy Card Holder    Employer

**Account Name:** \_\_\_\_\_

**BSB:** \_\_\_\_\_ **Account Number:** \_\_\_\_\_

**Bank Name:** \_\_\_\_\_

**Notes:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_