

# AUTHORITY TO DRIVE AIRSIDE (ADA) APPLICATION FORM (12/02/2020)

All persons who drive vehicles on the airside of Brisbane Airport must hold a current Authority to Drive Airside (ADA). ADA's are only issued by Brisbane Airport Corporation Pty Ltd (BAC). The requirements of ADA holders are set out in the Brisbane Airport Airside Drivers Handbook and the Airports (Control of On-Airport Activities) Regulations 1997.

## Section 1 - 3 to be completed by Applicant:

### 1. Applicant Details - Original ID must be produced with this ADA application form.

Surname		Given Name	
Employer		Department / Role	
Company Address		Company Telephone	
Personal / Work Email		Personal Mobile No.	
ASIC No.		ASIC Expiry Date.	

### 2. State Driver's Licence & Aircraft Radio Operators Certificate (AROC)

State Driver's Licence No.  DL. Class  DL Expiry Date.  AROC No.

### 3. Acknowledgement by the Applicant

In making this Application, I acknowledge and agree that:

- (a) I have read and understood the Airside Drivers Handbook for Brisbane Airport ("Handbook");
- (b) It is a condition of my ADA that I comply with the Handbook and the Airports (Control of On-Airport Activities) Regulations 1997 ("Regulations");
- (c) Failure to comply with the Handbook or the Regulations may result in me accruing demerit points, or having my ADA suspended or withdrawn;
- (d) I have read and understood the Privacy Statement included on the 2nd page of this Application Form;

Signature:..... Date:.....

## Section 4 - 6 to be completed by an Authorised Signatory of Employer:

### 4. Certification from Supervisor/Manager/Authorised Person of Employer

*I certify that the above applicant (Section 1-3) is required to operate vehicles/equipment at Brisbane Airport - please select the appropriate option of ADA licence for ADA applicant.*

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# ADA APPLICATION FORM

## 5. Acknowledgement by the Applicant's Authorised Signatory of Employer

In certifying this Application, I acknowledge and agree that:

- (a) I certify that the above applicant (Section 1) has undertaken the mandatory 4 or 8 hours as an observer and has received adequate airside training in all aspects of airside driving relevant to the category of licence being applied for and is assessed as competent to drive Airside;
- (b) I have read and understood the Airside Drivers Handbook for Brisbane Airport ("Handbook");
- (c) I have approved the Category ADA based on Employment Terms;
- (d) I will provide specific training documentation in relation to an airside vehicle/equipment incident;
- (e) I have read and understood the Privacy Statement included on this Application Form;

Name		Original Signature <small>(not digital or stamp)</small>	
Position / Title		Contact Telephone No.	
Department		Mobile No.	
ASIC No.		Date.	

## 6. Billing/ Payment Details

Organisation		Postal Address	
Department			
Purchase Order	A Purchase Order will only be listed on the invoice if it is stated on this application form.		
Payment Contact Name		Email	

### PRIVACY STATEMENT

BAC collects personal information as part of the ADA application process to determine eligibility for an ADA and to maintain and manage airside safety and operations (including investigations) at Brisbane Airport.

If you do not provide this information, BAC cannot process your ADA application (which includes the carrying out of ADA testing) and you will not be permitted to drive airside on Brisbane Airport.

BAC may disclose your personal information (including your ADA test results) to the Australian Federal Police, the Queensland Police, your employer and otherwise in accordance with BAC's privacy policy.

BAC's privacy policy is accessible on its website at <http://www.bne.com.au/privacy-policy> (**Privacy Policy**). The Privacy Policy contains information about how you may access or seek correction of your personal information and BAC's privacy complaint handling process. If you have a privacy query you may contact BAC's Privacy Officer at [privacy@bne.com.au](mailto:privacy@bne.com.au) or on (07) 3406 3000.

### OFFICE USE ONLY

ADA Testing Attempts: 1   2   3	ADA Number:	NEW or   Exp Date:	
Category Issued: 1   2   2A   3   3-RWY	Tested & Issued by:	Date:	
Original ID Provided	Y	N	Notes:
Airside Driver's Log Complete	Y	N	
CAT 2A and above applicant has shown AROC	Y	N	

### Contact Details

Brisbane Airport Corporation Ltd  
Level 2 Domestic Terminal  
Email : [ada@bne.com.au](mailto:ada@bne.com.au)

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Website   <https://bne.com.au/corporate/work-at-bne/airside-driving-centre>