



# ACCESS CONTROL APPLICATION

(for ASIC encoding)

Please scan and email:  
[access@bne.com.au](mailto:access@bne.com.au)

<b>APPLICANT DETAILS</b> as per ASIC (if these details do not match when attending our office, encoding will not occur)	<input type="checkbox"/> Initial Application
Surname (as per ASIC) _____	<input type="checkbox"/> Renewal
Given Names (as per ASIC) _____	<input type="checkbox"/> Replacement (Lost/Stolen)
Company _____	<input type="checkbox"/> Other (please specify below)
Position _____	_____
ASIC No. (including ALL numbers and letters) _____	_____
ASIC Expiry _____ ASIC Designation BNE / AUS	_____
ADA Number: _____	
ADA Expiry: _____	
Address _____	
Suburb _____ State _____ Postcode _____	
Telephone (Home) _____ (Work) _____ (Mobile) _____	
Date Of Birth _____ Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	

<b>CONTRACTOR/EMPLOYER CERTIFICATION – MUST BE AUTHORISED WITH BAC</b>
I, _____ being _____ (please print name) (position within company)
(a) certify that the person named in this application is currently employed with _____ (company name)
(b) and requires access to security sensitive areas at Brisbane Airport to perform his/her duties for his/her employment; undertake to notify BAC immediately if the person ceases to require access to those areas (including when the person ceases their employment with the organisation named above);
(c) certify that I am a registered authorised signatory on the approved company register held by BAC.
Signature _____ Date _____
Email _____ Mobile _____
<b>Applicant's ACCESS REQUIREMENT: (to be completed by Contractor/Employer ONLY)</b>
_____
_____

## CONDITIONS OF ISSUE AND USE



1. The loss of an ASIC which has been programmed with access to BAC controlled areas must be reported immediately to Brisbane Airport Corporation Ltd, ASIC Issue Centre (3406 3057) or, out of hours, to the BAC Duty Co-ordination Manager (3406 3171).
2. BAC ASIC Issue Centre must be advised immediately on the expiry of the card, transfer/termination of the ASIC holder's present employment.
3. Access control provisions are granted to persons under the following restrictions:
  - It is the responsibility of the person who opens an access controlled door to ensure that the door is closed and securely locked before leaving the area.
  - Any failure to ensure that access controlled doors have been securely locked, including aerobridges, will be viewed as a breach of access control provisions.
  - The person opening an access controlled door is responsible for ensuring that no unauthorised person tailgates them through the door. This provision applies to persons entering and exiting all security controlled areas.
  - Persons accessing a security controlled area must be on duty and have a legitimate reason to be in the area.
  - Access on cards is registered for the use of the person to whom it has been issued only, any reported misuse will be viewed seriously and acted upon immediately.
  - Any failure to comply with the above requirements, or other misuse, may result in the access privileges being withdrawn for any period of time as deemed applicable by BAC.
4. The provisions outlined above are additional to all other requirements that relate to the issuing and use of ASIC cards.
5. BAC reserves the right to change, add or amend these provisions at any time. Holders of ASICs with access to BAC controlled areas should be aware also that the above requirements reflect only the major restrictions on these cards and do not cover all issues that may be relevant. Please contact the ASIC Issuing Office if there are any other queries relating to these cards.

**Office Use Only**

Date Encoded: \_\_\_\_\_ Signature: \_\_\_\_\_



## BAC PRIVACY STATEMENT AND CONSENT

Revised privacy statement for:

- Access Control Application (ASIC encoding)
- Access Control Card Application

CURRENCY: 18 MARCH 2014

Brisbane Airport Corporation Pty Ltd (**BAC**) collects the personal information in this application to determine eligibility for access to secure areas on Brisbane Airport and to maintain security and operations at Brisbane Airport.

If you do not provide this information, BAC will not process your application for access.

Your personal information (including the log of your movements through access control points on Brisbane Airport) may be disclosed to your employer, the Australian Government's Office of Transport Security, the Australian Federal Police and the Queensland Police.

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 by calling (07) 3406 3000.

### ACCEPTANCE OF BAC'S PRIVACY STATEMENT

I consent to BAC collecting, using and disclosing my personal information in accordance with the terms and conditions of this application and BAC's Privacy Policy.

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_