

AUTHORITY TO DRIVE AIRSIDE (ADA)

APPLICATION FORM

APPLICANTS INFORMATION (to be completed by applicant)

Applicant Given Name/s:
Applicant Surname:
Company Name:

TO BE COMPLETED BY APPLICANT

<p>ADA Category Required:</p> <p><input type="checkbox"/> Cat 2</p> <p><input type="checkbox"/> Cat 2A</p> <p><input type="checkbox"/> Cat 4</p>	<p>Application being applied for (tick all that apply):</p> <p><input type="checkbox"/> New Application</p> <p><input type="checkbox"/> Renewal Application</p> <p><input type="checkbox"/> Change of Category (Cat 2 to Cat 2A)</p> <p><input type="checkbox"/> Change of Category (Cat 2 to Cat 4)</p> <p><input type="checkbox"/> Change of Category (Cat 4 to Cat 2)</p> <p><input type="checkbox"/> Cat 2, Other Airports (applicant holds an ADA at another Australian Airport)</p>
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Application Checklist & Online Training Requirements:

Applicants are to ensure all required training is completed and supporting documents are submitted with their application. Please arrange all airside practical assessments with the HIAPL operations team - SOO 0418 120 854 or TDM 0437 361 901.

<p><input type="checkbox"/> -BA365 Online Training Completed Cat 2 (Includes Cat 2A) / Cat 4 (Must Complete Cat 2 & 4)</p> <p><input type="checkbox"/> -Colour Copy of ASIC Card</p> <p><input type="checkbox"/> -Colour Copy of Drivers Licence</p> <p><input type="checkbox"/> - Practical Driving Hours Log Attached</p> <p><input type="checkbox"/> -Copy of other Airport ADA licence</p> <p><input type="checkbox"/> -Cat 2 Practical Assessment Attached</p> <p><input type="checkbox"/> -Cat 4 Practical Assessment Attached</p> <p><input type="checkbox"/> -Cat 2A Practical Assessment Attached</p> <p><input type="checkbox"/> -Cat 2A/Cat 4 Radio Certificate Attached</p> <p><input type="checkbox"/> -Copy of Pushback Training</p>	<p><input type="checkbox"/> N/A</p> <p><input type="checkbox"/> N/A</p> <p><input type="checkbox"/> N/A</p> <p><input type="checkbox"/> N/A</p> <p><input type="checkbox"/> N/A</p> <p><input type="checkbox"/> N/A</p> <p><input type="checkbox"/> N/A</p>
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Office Use Only:

<p>BA365 Training Completion Date:</p> <p>Cat 2 <input type="checkbox"/></p> <p>Cat 4 <input type="checkbox"/></p>	<p>ADA Payment:</p> <p>Due on collection <input type="checkbox"/> Invoiced <input type="checkbox"/></p> <p>Invoice Processed or Payment Date</p>
<p>ADA Card Details:</p> <p>ADA Licence Number ADA Expiry Date Gate 1 Access Required Yes/No</p>	
<p>Card Printed:</p> <p>Date: Initial:</p>	
<p>Applicant has been emailed to advise card is ready to collect.</p> <p>Name Date.....</p>	
<p>ADA Collected by Applicant on Receipt of ADA:</p> <p>Name Signature..... Date.....</p>	
<p>Application Approved by HIAPL Staff Member:</p> <p>Name Signature..... Date.....</p>	

PART 1 – To be completed by the Applicant

Section A – Personal Details

To be completed by the applicant.

Date of Birth	<input style="width: 100%;" type="text" value="..... / /"/>		
Address	<input style="width: 100%;" type="text"/>		
	<input style="width: 60%;" type="text"/>	Post Code: <input style="width: 30%;" type="text"/>	
Telephone	<input style="width: 100%;" type="text"/>		
Email	<input style="width: 100%;" type="text"/>		
Employer	<input style="width: 100%;" type="text"/>		
State/Territory Driver's Licence	<input style="width: 30%;" type="text"/>	<input style="width: 30%;" type="text"/>	<input style="width: 30%;" type="text"/>
	Number:	Class:	Expiry:

Section B – Driving Experience Details

To be completed by the applicant.

Hours of Experience Undertaken (required for new applications)	<input style="width: 100px;" type="text"/>	<i>Note: not required for renewal applications</i>
<p>Ensure your driving hours are logged on Appendix K – Airside Driver Experience Log, located within the Airside Vehicle Control Handbook (AVCH). Note the minimum driving hour requirements as per the AVCH.</p> <p>Appendix I must be completed and attached to all new applications in order for them to be processed.</p>		

Section C – ASIC Details

To be completed by the applicant.

Current ASIC Details	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
	Card Number:	Card Colour:	Expiry:
<p>Note: ADA licences are valid for two years, however for security reasons, they are issued in line with ASIC validity. If you cease to hold a full Red ASIC, your ADA licence will be voided, regardless of the expiry date of your ADA. If you are then reissued with a full Red ASIC, your ADA will be revalidated until the date of expiry printed on your ADA licence.</p> <p>It is both the applicant and vehicle operator's responsibility to ensure only drivers able to produce a current ADA licence/card are permitted to drive airside.</p>			

PART 2 – To be completed by the Employer and Applicant

Section A – Employer Endorsement

To be completed by the vehicle owner or employer’s authorised representative/manager (applicant’s employer).

I certify that the applicant has read the Hobart Airport Airside Vehicle Control Handbook (AVCH) and that the applicant has completed the required training as set out within the AVCH. I certify that the company stated below will be responsible for the actions and behaviour of the applicant whilst operating any vehicles on the airside of Hobart Airport.

Company		
Name		
Position	<i>i.e. Manager</i>	
Telephone		
Email		
Signature		Date:

Section B – Applicant Acknowledgement

To be completed by the applicant.

I, _____ understand that I am applying for an Authority to Drive Airside (ADA) licence for Hobart Airport. The information that I have provided in this application is correct to the best of my knowledge.

I confirm that I have read the Hobart Airport Airside Vehicle Control Handbook (AVCH) and all associated appendixes. I confirm I will remain current with AVCH updates and amendments, and I will remain responsible for ensuring my ADA is current and valid at all times whilst I am required to drive airside at Hobart Airport.

I agree to notify Hobart Airport of any change to my state or territory driver’s licence status and report all incidents and accidents to Hobart Airport immediately.

I acknowledge that Hobart Airport reserves the right to cancel, suspend and enforce limitations on all Authority to Drive Airside (ADA) licences, at any time.

Applicant Signature **Date** /..... /.....

Information for Applicants:

Applications must be submitted in person to Hobart Airport or via email to permits@hobartairport.com.au with all supporting documents.

- Applications must be submitted at least **2 weeks** prior to requiring your ADA.
- Office Location – 6 Hinkler Road, Cambridge, Tas, 7170.
P: 6216 1600
E: permits@hobartairport.com.au
W: <https://hobartairport.com.au/corporate/working-at-hba/airside-vehicle-control/>