

# STAFF PARKING CARD APPLICATION

**MELBOURNE  
AIRPORT**

ABN 62 076 999 114

Parking and Ground  
Transport Customer  
Service Centre, Level 1,  
T4 Terminal Car Park  
Tel: (03) 9297 1318

## Office Use Only

Accepted  Declined Date: ...../...../.....

Authorised Signatory  Yes  No

Issued By:.....

Date:...../...../.....

Card No.:..... Expiry Date: ...../...../.....

**VIRGIN STAFF ONLY:**  CABIN CREW

FLIGHT OPERATIONS  GROUND CREW

This Application form can be submitted to [parkingapplications@melair.com.au](mailto:parkingapplications@melair.com.au).  
This application can also be delivered in person to the Parking and Ground Transport Customer Service  
Centre, Level 1, T4 Terminal Car Park. Hours of operation 9AM-5PM Monday-Friday.

NEW APPLICATION

REPLACEMENT CARD

## 1. APPLICANT DETAILS

PLEASE TYPE OR PRINT CLEARLY

NAME OF APPLICANT:.....  
(APPLICANTS NAME AS SHOWN ON PASS)

POSITION/TITLE:.....

COMPANY:..... PHONE No.:.....

SIGNATURE:..... DATE:...../...../.....

VEHICLE REGISTRATION 1..... VEHICLE REGISTRATION 2..... (MAXIMUM OF TWO)

## 2. EMPLOYERS DETAILS (AUTHORISED SIGNATORY)

NAME:.....

POSITION/TITLE:.....

COMPANY NAME:..... ACN:.....

DEPARTMENT (IF MORE THAN ONE BILLING ACCOUNT EXISTS).....

COMPANY ADDRESS:.....

SUBURB:..... POSTCODE:.....

PHONE No.:..... SIGNATURE:..... DATE:...../...../.....

## SCHEDULE

By signing this Schedule, the Applicant and the Sponsoring Employer acknowledge they have read and agree to the above terms and conditions.

# APPLICATION AND AGREEMENT FOR STAFF CAR PARK PASS

The **Applicant** referred to in **Item1** of the **Schedule** with the endorsement of the Sponsoring Employer referred to in **Item2** of the **Schedule** applies for a pass permitting the Applicant to park in Staff Car Parks as designated by Australia Pacific Airports (Melbourne) Pty Ltd ACN 076 999 114 ("**Melbourne Airport**") from time to time ("**Pass**".)

Should this application be successful, the Pass will be issued to the Applicant subject to the following terms and conditions:

1. A Pass is personal to the Applicant and may only be used by the Applicant for staff car parking, this is, parking by the Applicant for the purpose of attending the Applicant's place of employment at Melbourne Airport. The Pass may not be used for non-work related purposes such as going on vacation.
2. Dwell times of vehicles will be monitored daily and any stay deemed excessive will be provided to the employer & may result in suspension or cancellation.
3. Parking of vehicles in Staff Car Parks is entirely at the Applicant's risk and Melbourne Airport, its staff, contractors or Car Park Service Provider shall not be liable to the Applicant or the owner of the vehicle for any damage, loss or destruction to any vehicle, its contents or any direct or indirect loss consequent thereon.
4. The Applicant must comply with any directions concerning the manner, restriction and location of parking or any other reasonable direction that Melbourne Airport or its Car park Service Provider may issue.
5. Should Melbourne Airport be required to move the Applicants' vehicle for any emergency or safety requirement, the Applicant (on behalf of the vehicle owner), agrees to permit Melbourne Airport to do so and will indemnify Melbourne Airport for any expenses incurred in doing so and for any loss or damage to the vehicle.
6. The Sponsoring Employer must make ongoing monthly payments by the due date (as specified in each invoice) to Melbourne Airport of the Parking Charges as set by Melbourne Airport from time to time.
7. Melbourne Airport will forward monthly invoices to the Sponsoring Employer for parking on the first day of each month. The due date for payment will be the end of the month in which the person has been invoiced.
8. The Applicant and the Sponsoring Employer shall be jointly and severally liable to Melbourne Airport for all outstanding unpaid payments in respects of the Pass issued to the Applicant. Liability for such payment will continue to accrue until this Agreement has been terminated in accordance with these terms and conditions, or if the Pass is lost, stolen or otherwise damaged or destroyed, satisfactory written notice, such as a Statutory Declaration has been given to Melbourne Airport.
9. Melbourne Airport may increase the Parking Charges and amend these terms and conditions at any time by providing written notice to the Applicant. Details of the Parking Charges and conditions in force from time to time may be obtained from the office of Melbourne Airport's Car Park Service Provider, located at the Parking and Ground Transport Customer Service Centre, Level 1, T4 Terminal Car Park.
10. Melbourne Airport may revoke or suspend a pass at any time without notice to either the Applicant or the Sponsoring Employer

where monthly Parking Charges have not been paid within 7 days of the due date or if Melbourne Airport believes that these terms and conditions of issue and use of a Pass are not being observed.

11. The Agreement will be terminated upon :
  - (a) The Applicant or the Sponsoring Employer providing written notice to Melbourne Airport that the work for which the Application was required has concluded; or
  - (b) Melbourne Airport or the Applicant/Sponsoring Employer provides written notice they wish to terminate this Agreement.

## 12. Privacy:

Melbourne Airport collects the Personal Information in order to provide staff car parking and related services. The Applicant and Sponsor agree that Melbourne Airport may share their Personal Information with the Sponsoring Employer for verification, invoicing and disciplinary purposes. If Melbourne Airport cannot collect the Personal Information, the Applicant will not be able to use Staff Car Parks using a pass under these terms and conditions however, it may be entitled to access the car park on a casual basis, subject to compliance with Melbourne Airport's casual pass conditions.

Melbourne Airport handle all Personal Information it collects in accordance with the Privacy Act 1988 (Cth). Melbourne Airport's Privacy Policy (available at <http://melbourneairport.com.au/privacy-policy.html>) explains how it handles Personal Information its collects, how individuals can request access to and correction of the Personal Information, and how they can make a complaint.

In this clause 11, 'Personal Information' has the meaning given in the Privacy Act 1988 (Cth) and includes the information provided in the Schedule, the Applicant's car parking card and any other Personal Information relating to the Applicant's use of Staff Car Parks.

13. Any changes or alteration to Parking Charges, these terms and conditions, the issue of any direction or exercise or any right or remedy under this Agreement, may be made, given or implemented by and with the authority of the Head of Parking and Ground Transport. The Car Park Service Provider has authority to implement all of the above on behalf of Melbourne Airport.

## 14. Definitions:

"Car Park Service Provider" means the company that Melbourne Airport has appointed to operate and manage its Staff Car Parks.

"Parking Charges" means the fees set by Melbourne Airport from time to time for car parking in its Staff Car Parks.

"Staff Car Parks" means car parks designated by Melbourne Airport for car parking by its stakeholders, their employees and contractors.

## COSTS

Staff Car Park Pass (Francis Briggs Road)	Daily	\$12.25 (inc. GST)
	Monthly	\$101.00 (inc GST)
Terminal Car Park Pass (T123 Terminal Car Park and T4 Terminal Car Park)	Monthly	\$665.00 (inc. GST)
Replacement Cards		\$25.00 (inc. GST)