

# CONTRACTOR PARKING APPLICATION

**MELBOURNE  
AIRPORT**

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

ABN 62 076 999 114

## Office Use Only

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

Authorised By:.....

Issued By:.....

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

Pass No.:..... Expiry Date: ...../...../.....

☐ FOC ☐ Payment on Collection

☐ Invoice/Cheque to APAM

**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, At Terminal T4 Car Park. Hours of operation 9AM-5PM Monday-Saturday.**

## 1. APPLICANT DETAILS

PLEASE TYPE OR PRINT CLEARLY

NAME OF APPLICANT: .....

(APPLICANTS NAME AS SHOWN ON PASS)

POSITION/TITLE:.....

COMPANY:.....

PHONE No.:.....

VEHICLE DETAILS: MAKE: .....MODEL:.....

REGISTRATION No: (MAXIMUM OF TWO) ...../.....

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

NEW PASS: Y ☐ N ☐

RENEWAL: Y ☐ N ☐

REPLACEMENT PASS: Y ☐ N ☐

OLD PASS#:.....

OLD PASS EXP:.....

(PRINT CLEARLY TO AVOID  
DELAYS OR FURTHER COSTS)

## 2. EMPLOYERS DETAILS (SPONSOR)

SPONSOR NAME:.....

SPONSOR POSITION/TITLE:.....

COMPANY NAME: .....

COMPANY ADDRESS: .....

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

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

## 3. APAM AUTHORISATION

NAME:.....

POSITION/TITLE: ..... DEPARTMENT:.....

DURATION OF PASS: (IN WEEKS) ..... VALID FROM:...../...../..... VALID TO:...../...../.....  
(MAXIMUM OF SIX MONTHS)

PROJECT CODE / SERVICES CONDUCTED: .....  
(E.G. CP13001) (E.G. BAGGAGE SYSTEM/LIFT MAINT)

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

NOTE: A replacement fee applies to all passes re-issued due to incorrect details or lost passes.

## 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 CONTRACTOR CAR PARK PERMIT

**The Contractors Car Park is available to companies directly contracted by Melbourne Airport only.  
This includes companies engaged in capital projects & contracted service providers.**

The **Applicant** referred to in **Item 1** of the **Schedule** with the endorsement of the Sponsoring Employer referred to in **Item 2** of the **Schedule** applies for a pass permitting the Applicant to park in Contractors Car Park (located on Gowrie park Drive) as designated by Australian 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 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 Contractors Car Park 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. All relevant parking fees due are paid in full upon receipt / collection of the pass.
7. Melbourne Airport may increase the Parking Charges and amend these terms and conditions at any time. 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, at Terminal T4 Car Park.
8. Melbourne Airport may revoke or suspend a pass at any time without notice to either the Applicant or the Sponsoring Employer where Melbourne Airport believes that these terms and conditions of issue and use of a Pass are not being observed.
9. 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.
10. 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 Chief of Parking and Ground Transport. The Car Park Service Provider has authority to implement all of the above on behalf of Melbourne Airport.
11. Definitions:

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

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

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

### COSTS

Contractor Car Park Permit \$37.00 (inc. GST) per week

Lost or Damaged Permits will be replaced at a cost of \$20.00 (inc. GST).

Permits Re-printed due to incorrect details on application form \$20.00 (inc. GST).