

# MELBOURNE AIRPORT

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## ACCESS & IDENTIFICATION CARD APPLICATION

### Office Use Only

Application Accepted: ...../...../..... Initial:.....

SSS Induction  Photo ID

Issued By:..... Date: ...../...../.....

Payment on Lodgement \$:..... Receipt No.:.....

Payment:  Cash  CHQ  Eftpos  Credit Card  ACC

Issued ID No.: (AS/SI/Etc).....

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

### 1. APPLICANT'S DETAILS

GIVEN NAME: .....

SURNAME: .....

RESIDENTIAL ADDRESS:.....

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

CARD ISSUE NUMBER^: ..... DATE OF BIRTH: ...../...../.....

PHONE NO: ..... MOBILE NO: .....

EMAIL: ..... COMPANY: .....

- ACCESS CARD**  
(For non APAM issued ASIC Holders)
- GENERAL ACCESS CARD**  
(Generally for approved contractors)
- AIRCRAFT ACCESS CARD**  
(Security induction not required)
- AUTHORISED PERSONS CARD**
- BI-LAWS CARD**
- CARD ENCODING ONLY**
- APAM STAFF ID**

### 2. EMPLOYER CERTIFICATION

#### COMPANY AUTHORISED SIGNATORY\*:

COMPANY NAME.....

PRINT.....

SIGN..... DATE .....

#### ON AIRPORT AUTHORISED SIGNATORY:

(Required if you are a contractor)

COMPANY NAME.....

PRINT.....

SIGN..... DATE .....

\* Note: Company Authorised Signatory to complete. If you are registering a company with APAM for the first time or wish to add an additional signatory, you must also complete an Authorised Signatory form to be lodged in conjunction with your Identification Card and Access Application Form. This form may be collected from Security Services. You are not authorised to sign your own application unless you are a sole trader. **AUTHORISED SIGNATORY MUST BE REGISTERED WITH AND APPROVED BY APAM.**

**ALL SUB CONTRACTORS MUST SUPPLY A LETTER OF SUPPORT FROM AN 'ON AIRPORT' COMPANY TO VERIFY THAT THE APPLICANT HAS AN OPERATIONAL NEED FOR THIS CARD.**

### 3. ACCESS CONTROL (PLEASE ONLY FILL OUT IF REQUIRED)

DOOR READER NUMBER/S FOR ACCESS: (May be subject to an approval process i.e Reader 100-00-00) .....

JUSTIFICATION: (for access required. Detailed explanation to be supplied) .....

**PERMANENT**

**TEMPORARY** If yes, please fill in the Dates and Times below

DATE/S: FROM: ...../...../..... TO: ...../...../.....

TIME/S:  Ongoing - 24hrs  Restricted: FROM: ..... : ..... am/pm TO: ..... : ..... am/pm

## 4. IMPORTANT INFORMATION

### PAYMENT DETAILS

Fees are required upon lodgment of your application and are GST inclusive. Please contact Security Services for current fee payable.

### PREREQUISITES

- Complete the Melbourne Airport **Security, Safety and Service Program**: [www.melbourneairport.com.au/asic](http://www.melbourneairport.com.au/asic)
- Please ensure you complete and attach your Security, Safety and Service certificate upon completion.
- You must supply a Valid ASIC for an ASIC **Access Card**, or a Government (state/territory) issued original photo ID such as a drivers licence for a **General Access Card** on lodgment.

## 5. ACKNOWLEDGEMENT

I, (your name):....., acknowledge receipt of this Identification Card which remains the property of APAM and is on loan to me only while I am employed in my current capacity.

I have read, acknowledge, and agree to my obligations under the Melbourne Airport Access Cards Conditions of Use, Standard Terms and Conditions as stated on page 2 of this form.

I have read, acknowledge, and agree to my obligations under the Melbourne Airport T2 Sterile Area Conditions of entry, (applicable for ASIC Access Cards only), as stated on page 2 of this form.

I have viewed, understood and successfully completed the Melbourne Airport approved Security Safety & Service Program.

Signature

Day    Month    Year

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

## 6. MELBOURNE AIRPORT ACCESS CARDS CONDITIONS OF USE. STANDARD TERMS & CONDITIONS

- If there are any changes in circumstances to any part of this application, Melbourne Airport (APAM) Security Services must be advised immediately.
- Should your employment conditions change and you no longer require an access card it must be returned to APAM.
- Should there be any change to your name(s) during the time you hold an access card you agree to notify Security Services. Please note fee payable for a replacement card.
- An Access Card is not an ASIC or a replacement for an ASIC.
- The Access Card remains the property of APAM at all times.
- The Access Card must not be altered or defaced in any way.
- An Access Card is issued on a personal basis and cannot be transferred.
- The Access Card must be presented for inspection on demand by an Authorised Person.
- The applicant as well as their employer are bound by the conditions of use, and will be responsible for any breaches of the conditions of use by the holder of the card. The applicant agrees to act in accordance with the Security, Safety and Service program.
- The Access Card may only be used in the course of the holder's approved duties. It does not constitute an authority to enter or remain in restricted areas for any other purpose.
- APAM may alter the Terms and Conditions on which an Access Card is issued at any time.
- The Access Card is to be surrendered on expiry, transfer or termination of present duty, or on request of Australian Pacific Airport Corporation (Melbourne Airport or Launceston Airport).
- Loss of Access Card must be reported immediately to Melbourne Airport Security Services via email: [access@melair.com.au](mailto:access@melair.com.au) or phone: Business Hours (03) 9297 1872 or After Hours Duty Manager (03) 9297 1844. A statutory declaration may be required for the issue of any replacement card.
- The applicant as well as their employer is bound by the conditions of use, and will be responsible for any breaches of the conditions of use by the holder of the card.
- All applicants must watch the Melbourne Airport Security, Safety and Service program at: [www.melbournearport.com.au/asic](http://www.melbournearport.com.au/asic)

## 7. MELBOURNE AIRPORT T2 - STERILE AREA CONDITIONS OF ENTRY

Staff must not enter the Customs Controlled Areas (Sterile Area and Arrivals Concourse) of T2 Melbourne Airport, if they are not on duty. Staff may only enter this area in the conduct of normal work. Any misuse of a person's access in accessing these areas may result in the suspension of that person's access for up to 12 months and / or the suspension of their ASIC. Customs Legislation also contains certain provisions that may result in a prosecution of the individual for misuse of their ASIC, or an Exclusion Notice for 14 days.

### What is an exclusion notice?

An exclusion notice prevents you from entering a customs controlled area for two weeks.

To enter the T2 Sterile Area you must:

- Be on duty
- For work purposes only ? Not interfere with passengers
- Be authorised for that area
- Ensure that you are correctly displaying your valid ASIC
- Submitted yourself and your goods to screening (unless exempt)
- Ensure that you do not carry any prohibited items into the Sterile Area
- If you are escorting a visitor, ensure that they remain with you at all times & work related only
- Not purchasing goods from stores in T2 Sterile Area (minor exemptions)

### What does this mean for you?

It could mean that you are unable to access the areas required to perform your duties. Commonwealth Legislation allows staff with genuine reasons to access these areas. This does NOT apply to autograph and photo hunters, or airport staff greeting or farewelling friends or family, and certainly not window- shopping in the duty free shops. Staff are not permitted to purchase goods or food items from the Sterile Area. (some exemptions apply to food for staff who work full time within the Sterile Area). It is important that all arriving travellers are able to clear all formalities before mixing with anyone. In brief, the following points should be noted.

- Do not enter Customs Controlled Areas unless in the course of your employment.
- Do not interfere with passengers or their luggage at any time.

### ASIC – Non Permitted Use

- Do not use someone else's ASIC
- Do not damage or deface your ASIC
- Do not use your ASIC for any purpose other than work purposes
- You must NOT meet, greet or farewell friends or relatives AT ANY TIME while in a Restricted Area. Breaches may lead to prosecution.
- Staff are not permitted to enter the Departures area 'Sterile Area' unless they are on duty, and the access is for a work-related purpose. For example, farewelling friends and relatives is not a work related purpose.
- Likewise, staff are not permitted to enter the Arrivals area or the Baggage Claim area unless they are on duty, and the access is for a work-related purpose. For example, meeting friends and relatives **is not a work related purpose.**