

# Rockhampton Airport Night Works Application Form



**Privacy Notice:** Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing your application. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

This form is to be completed when a contractor wishes to conduct work at Rockhampton Airport outside of normal business hours.

P: 07 4932 9000 | E: [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au) | W: [www.rrc.qld.gov.au](http://www.rrc.qld.gov.au) | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

## Contractor Details

Organisation name:

Contact name: *(supervisor of the worksite)*

Preferred mobile number:

Number of persons to be working on site:

## Work Details

Date of works:

Start time:

am

pm

Finish time:

am

pm

Location of works:

Details of work to be completed:

Vehicles and other plant to be used during works:

## Person Requesting Work Details

Name:

Organisation:

Preferred contact number:

## Additional Information

- Intention to undertake works must be advised on a weekday with at least one day prior notice.
- Notice to cancel work must occur as soon as possible.
- The Duty Operations Supervisor must be contacted on 0448 619 596 for any late cancellations or unscheduled weekend work.
- Visitors to secure areas of security controlled airports will be subject to the requirements of the Aviation Transport Security Regulations 2005. Personnel that do not hold an Aviation Security Identification Card (ASIC) endorsed BRK, ROK or AUS will need to apply for a Visitor Identification Card (VIC) which must be worn at all times in the secure areas. To obtain a VIC please ensure you bring with you a current drivers licence, if you do not have one, a credit card plus Medicare card will be accepted as identification. Arrangements to obtain a VIC must be made during office hours by contacting reception on 4936 8018 or [AirportAdmin@rrc.qld.gov.au](mailto:AirportAdmin@rrc.qld.gov.au).

OFFICE USE ONLY

Responsible officer:

Date actioned:

Security level:  Airside  Landside

Date of notification sent:

WHS requirements:  Hot works permit  Induction/briefing  Fire alarm interruption  Water mains interruption