

# Rockhampton Airport Airside Escort Request Form 2023-2024

Privacy Notice: Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed when a customer requires airside assistance at Rockhampton Airport. Applications must be submitted to [ROKAirportOperations@rrc.qld.gov.au](mailto:ROKAirportOperations@rrc.qld.gov.au) no less than 24 hours before the airside assistance is required. A minimum of four hours' notice must be provided for cancellation of airside assistance.



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

Customer Details		
Organisation name:		
Contact name:		
Postal address:		
Preferred contact number:	Email:	
Escort Details		
Date required:	Start time: <input type="checkbox"/> am <input type="checkbox"/> pm	Finish time: <input type="checkbox"/> am <input type="checkbox"/> pm
Location of escort required:		
Description of escort required:		
Are Visitor Identification Cards (VIC) required? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, number of VICs required:	
Are vehicles required to be escorted? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, number of vehicles:	
Declaration		
I acknowledge and understand that a minimum charge is applicable for the provision of airside assistance as listed in the Fees and Charges section of this form.		
Name:	Signature:	Date:
Fees and Charges		
Between the hours of 7:30am and 7:00pm – Minimum of one hour charge	\$92.80 per hour	
Between the hours of 7:00pm and 7:30am – Minimum of four hour charge (\$1,420.00)	\$355.00 per hour	

<b>OFFICE USE ONLY</b>	Responsible officer:	Signature:
	Requestor advised: <input type="checkbox"/> Confirmed <input type="checkbox"/> Not available	Times confirmed: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Timesheet job no: J640300.119	Rev job no: J640000.119.1101