Rockhampton Aerodrome Airside Vehicle Permit Application Form

Privacy Notice: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under the *Aviation Transport Security Regulations 2005*, *Civil Aviation Safety Regulations 1998* - Manual of Standards Part 139, Rockhampton Airport Transport Security Program and Rockhampton Aerodrome Manual. Council deals with personal information in accordance with law, including the *Information Privacy Act 2008*.

This form is to be completed when a customer wishes to apply for an airside vehicle permit (AVP) for a motorised vehicle that is required to operate in airside areas of Rockhampton Aerodrome. Applications must be submitted no less than seven working days before the AVP is required. Please refer to the Rockhampton Aerodrome Airside Vehicle Permit (AVP) Fact Sheet for further information.

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Applicant Details

Organisation name:	
Contact name:	
Postal address:	
Preferred contact number:	Email:

Company Endorsement

I/We agree that the vehicle described in the application will be maintained, insured and operated in accordance with the applicant's obligations under the Rockhampton Aerodrome Manual and Rockhampton Aerodrome Airside Vehicle Indemnity and Release, which I/we have read, agreed to and understood. I/We agree to release and indemnify the Council in accordance with the terms and conditions in the Airside Vehicle Indemnity and Release. I also agree and acknowledge that the Council may cancel or suspend the AVP at any time without refund. I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability.

Authorised signatory name: Position:

Signature: Date:

Vehicle Details

Registration number:	Make:
Year:	Model:

Is communication equipment fitted to the vehicle? *(required for category 3 and 4)* ☐ Yes ☐ No

AVP Requirement

Why is the AVP required? Please specify the type of work and areas of operation below:

OFFICE USE ONLY	Inspecting officer:	Signature:	Date inspected:	
	Approved by:	Signature:	Date approved:	
	AVP number:		Issue date:	Expiry date:

Insurance Details

Name of insurer:	Policy number:
Policy limit:	Expiry date:
Exclusions:	

Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

☐ Evidence that the vehicle meets the requirements for an Airside Vehicle Permit as listed in AVP Fact Sheet:

☐ A completed RRC Vehicle Indemnity and Release Form.

☐ Evidence of appropriate insurance cover showing at least $20 million cover.

Additional Information

Please note:

Vehicle Warning Lights are required on all vehicles operating airside. They must be orange/amber/yellow flashing/rotating on the top of the vehicle to ensure 360 degree visibility.

Submit

ROCKHAMPTON REGIONAL COUNCIL

factsheet

Rockhampton Aerodrome Airside Vehicle Permit (AVP)

Issue of AVPs

An Airside Vehicle Permit (AVP) is an authority issued by Rockhampton Aerodrome that permits the operation of motorised vehicles on the airside areas of Rockhampton Aerodrome.

The issue of an AVP does not however entitle the Vehicle Operator to a parking space on the airside at Rockhampton Aerodrome or to access the airside where such access is not necessary for the particular Vehicle.

Aerodrome Management reserves the right to remove any vehicle / equipment from the aerodrome regardless of the current AVP issue status. All towing or other removal costs are the responsibility of the Vehicle Operator.

Applying for an AVP

Applications must be submitted no less than seven working days before any anticipated need for the AVP.

If granted, an AVP may be issued for a period up to the expiry date of the current Certificate of Insurance

AVP renewals will be completed on the standard application form.

Vehicle Requirements

Vehicles and equipment operated on airside areas are to be in a safe and roadworthy condition (registered vehicles must comply with relevant State Laws / Regulations). Vehicles must be maintained in a sound mechanical condition so as to prevent avoidable breakdowns, leaking of fluids or inability to comply with other requirements of the Aerodrome Manual.

An inspection of vehicle will be conducted by RRC before AVP is issued and vehicle is driven airside.

Council reserves the right to inspect vehicles operating within airside areas to ensure compliance with the requirements of this Part. Non-compliance will result in prohibition of airside operations of that vehicle.

Insurance Requirements

Vehicle operators must provide proof of insurance for each vehicle seeking registration airside.

The policy must clearly state that the Insurance Company is aware that the vehicle is to be used airside at Rockhampton Aerodrome.

The value of the Policy for third party indemnity must be no less than $20 million.

Assessment Criteria

The major criteria for the issue or renewal of an AVP is that the applicant must, if required, demonstrate an operational need to drive a vehicle on the airside on a frequent and unescorted basis. The applicant must further show that the operational task(s) cannot otherwise be undertaken landside.

Vehicle Markings and Signs

Vehicles will comply with the requirements of MOS Part 139, Chapter 14.03.

Vehicles operating on the movement area at night or in conditions of poor visibility must be capable of displaying headlights and taillights. Vehicle Warning Lights are required on all vehicles operating airside. They must be orange/amber/yellow flashing/rotating on the top of the vehicle to ensure 360 degree visibility