

AIRDAT Onboard

Permit renewal

21 September 2023



1. **Check application milestones**
2. **Access Insurance Milestone**
3. **Find your fleet item**
4. **Apply for permit**
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1 Check Application Milestones

Before permits can be renewed, your company application and insurance milestones must be up-to-date.

Notifications are sent 90 days before permits are due for renewal.

Permit renewal coincides with expiry of Airside Insurance.



Cannot permit fleet item

This fleet item cannot be permitted as a milestone has expired

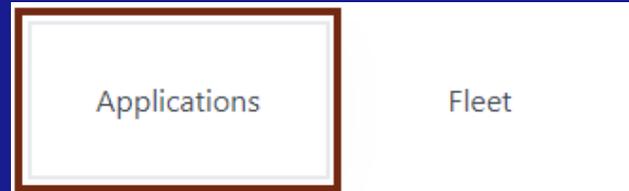
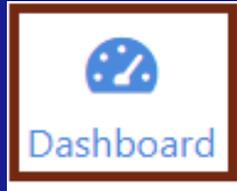


The screenshot shows an email notification from ONBOARD Auckland Airport. The header includes the ONBOARD logo and the Auckland Airport logo. The main content features a green decorative bar at the top, followed by a speech bubble icon containing an information symbol. Below this is the subject line "Vehicle application re-permit". The body of the email starts with "Hello User," and explains that the user has been sent this email because a fleet application on the AIRDAT Onboard site can be re-permitted. It lists the following details: Vehicle Reg / Fleet ID: DEMO123, Vehicle Make and Model: Ford Focus, Company: Demo Company, Application: Airside Operators Licence, and Airport: AKL - Auckland Airport. The email concludes with a request to click a link (represented by "here") to re-permit the fleet application, followed by "Kind regards" and "The AIRDAT Team".

When permits are within **90 days of expiry**, renewals can be started

2 Access Insurance Milestone

Ensure you are on your **Applications Dashboard** by clicking Dashboard (on the left menu) and Applications (at the top)



From your Dashboard – your insurance milestone will show as ‘expiring’ 90 days prior to expiry. Click view.

i Milestone warnings			
Application	Milestone	Status	Action
Company Set Up	Insurance	🕒 Expiring	View >

From your Warnings Panel, on your Dashboard – Expiring Milestones, then click view at the Insurance level

⚠️ Warnings

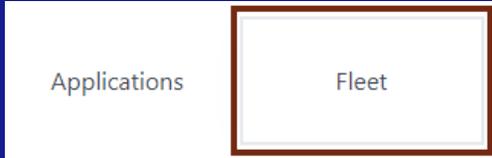
1 Expiring milestones

0 Rejected milestones

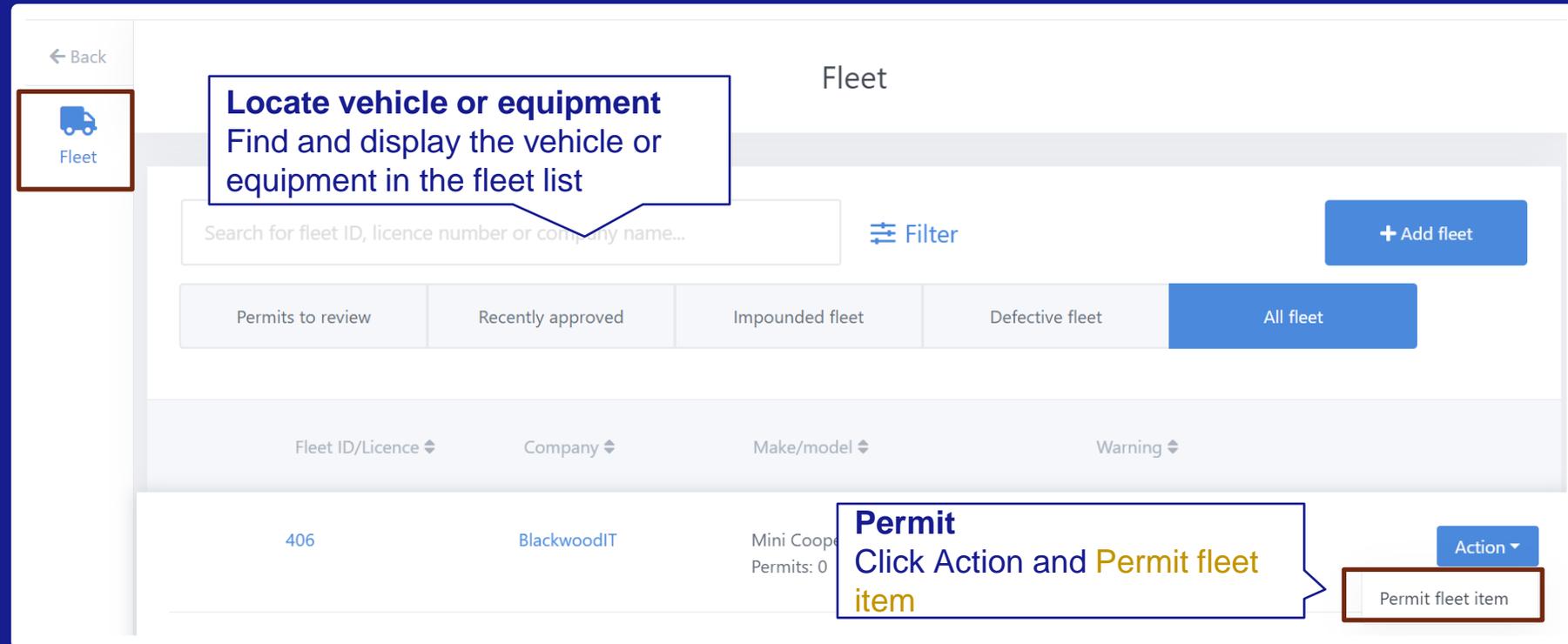
Insurance	⚠️ Needs attention	30 Nov 2023	View >
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3 Find your fleet item

Option 1: From your **Fleet Dashboard** by clicking **Dashboard** (on the left menu) and **Fleet** (at the top)



Option 2: By vehicle - Each vehicle or piece of equipment has its own permit. Each permit is individually renewed.



4 Apply for permit

Complete all permit questions and submit to the Airport administrator for review.

The first time a permit is requested, the information may take longer to complete.

Information from your last licensed permit has been inserted for you here. Ensure you double check and update the information before submitting

Associated Application

Company Set Up

Type

Permanent

Start Date

31 May 2023

Expiry Date

30 May 2024

Escorted

Notes

Please note: The expiry date for your Vehicle Permit Application (above) cannot exceed the date of your earliest insurance policy expiry. You can find this information from the applications tab, on the left-hand side of your screen.

Is this a new application or a renewal? *

Comments

Toggle filter

Quotas

Company Set Up
Perm: 2 of 5 used
Temp: 0 of 0 used

Modify

History

Toggle filter

There are no items to show.

Dates
Check dates match your insurance policy

Escorting
Please leave this unchecked. Use the Airside Vehicle Safety Escort Request Form



Click save icon, then click "Save and permit" (only this option both saves AND sends it on to Airside Permit Office for review)

Subsequent renewals retain key information

What is the fleet number for this vehicle? *

This is the fleet number displayed on the side of the vehicle. Please see supporting document for an example.

For assistance with this step, please view our supporting document below.

View document

Airport 12

Fleet number
If you operate more than one vehicle, enter the fleet number (this is the number on the side of the vehicle)

Save and permit

Save progress

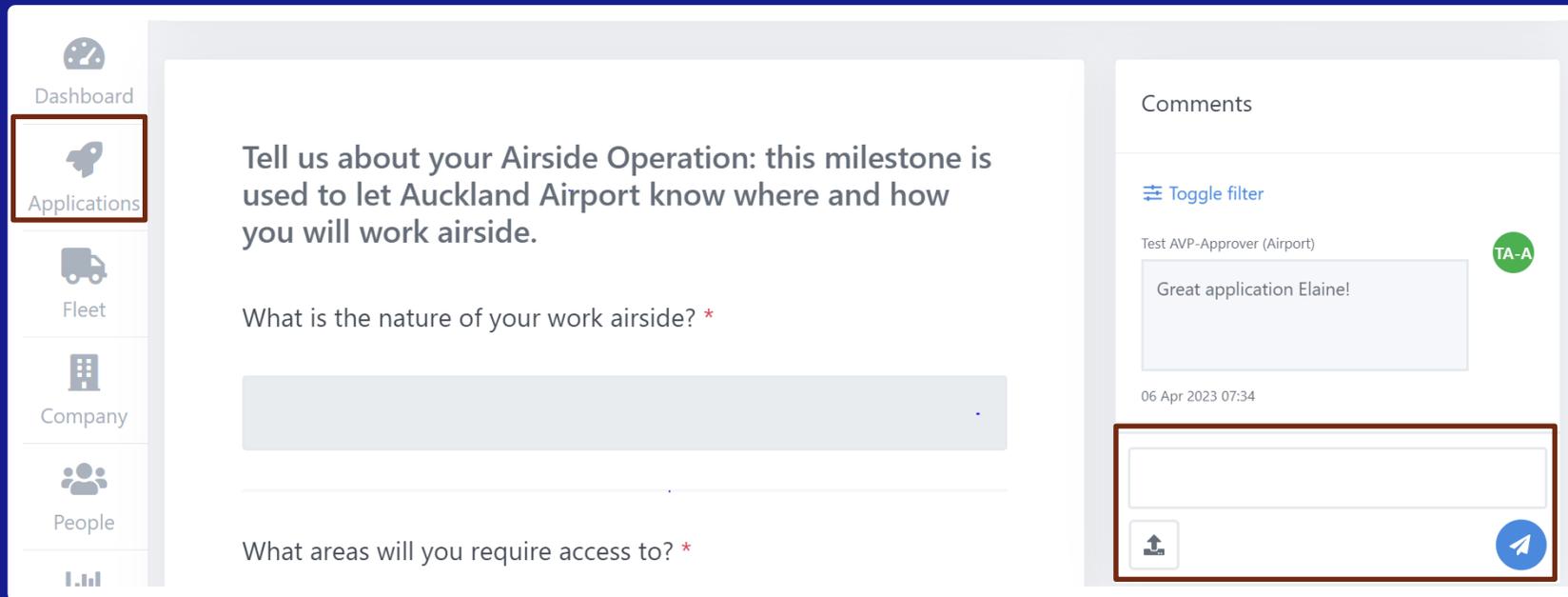
Save and close

Save icon

5 Application help

- For enquiries about your application (you are unsure of what information you need to provide) use comments to contact the Airside Driver Vehicle Permit Office.

[Applications](#) | [View Milestone](#) | [Comments](#)



The screenshot displays the AIRDAT application interface. On the left is a navigation sidebar with icons and labels for 'Dashboard', 'Applications' (highlighted with a red box), 'Fleet', 'Company', 'People', and a signal strength indicator. The main content area is split into two panels. The left panel, titled 'Tell us about your Airside Operation: this milestone is used to let Auckland Airport know where and how you will work airside.', contains two text input fields: 'What is the nature of your work airside? *' and 'What areas will you require access to? *'. The right panel, titled 'Comments', shows a comment from 'Test AVP-Approver (Airport)' with a green 'TA-A' status indicator. The comment text is 'Great application Elaine!' and the timestamp is '06 Apr 2023 07:34'. Below the comment is a text input field (highlighted with a red box) and a blue send button with a paper plane icon.

- For technical issues, for example the website is down, please contact AIRDAT using the support button located at the top right of the AIRDAT website.

