

AIRDAT Onboard

Register and submit company application

May 2023



1. Register
2. Login and Select your Company
3. Submit Company Application
4. Milestone - Operation
5. Milestone - Insurance
6. Milestone - Vehicle Information
7. Submit Milestones and Finish
8. Help with Application

Before you start, make sure you have your ABN/CAN, and your Public Liability and Airside Motor Vehicle Liability insurance policies

1 Register in AIRDAT

To register go to <https://onboard-akl.airdat.org>
More than one person can register for each company.
The first person to register becomes the primary administrator.

email from no-reply@airdat.org

Register on AIRDAT website

Enter your name,
email and password

Use same email and password in the next step

Read and complete
Ts and Cs

Activate your account using the
link sent to your email address

Check spam and 'other' inbox if email
can't be found

2 Login, Select your company and complete details



Login to Onboard

Email address

Enter your email/username here

Password

Enter your password here

Forgot password or username? [Click here to reset](#)

Log in

Thank you for choosing AIRDAT

Before you continue, we just need to take a few more details in order to complete your account setup.

Search for your company

Choose a company

Auckland

Click to add: Auckla

Auckland Internati

If your company is not in the list when you enter first 3 letters:

← Click to add

Search for your Company

Enter in the first 3 letters of **your** company name. Select from the list that appears.

Provide:

- Company name
- ABN/ACN Number
- Business Type (drop down)
- Company address
- Contact details
- Manager name and contact number

Complete company set-up

Login with your registration details

[Return to the AIRDAT website](#)

Search for your company

3 Submit Company application

After completing your company details, submit an application to Auckland Airport
There are three **Milestones**: Operations, Insurance and Vehicle information

ONBOARD | Auckland Airport | Support | Mark Smith

Dashboard | Applications | Fleet

Applications

Action items

Item	Time pending action	Action
+ Begin a new application		

Airport applications in progress

Application	Status	Action
Sorry, no applications currently exist. Please select the 'Begin application' button below to start.		

Warnings

0 Rejected milestones

Milestone warnings

Application	Milestone	Status	Action
No results found			

Your Company Set Up Application

Below are the stages or 'milestones' that form the complete application process set out by Auckland Airport. Work your way through the requirements, we will pre-check the application and it will then go on to the airport for approval. You can view the status of any milestone, anytime you like from this page.

Stage	Status	Expiry	Action
Operations	Needs attention	25 Apr 2035	View >
Insurance	Needs attention	25 Apr 2035	View >
Vehicle Information	Needs attention	25 Apr 2035	View >

Company Set Up

Once approved, Company Registration at Auckland allows applicant companies to request airside vehicle permits (AVP) via the ADP Office. Company Registration requires applicants to provide information such as proof of insurance, health and safety information and general information about the applicant company.

[Begin application](#)

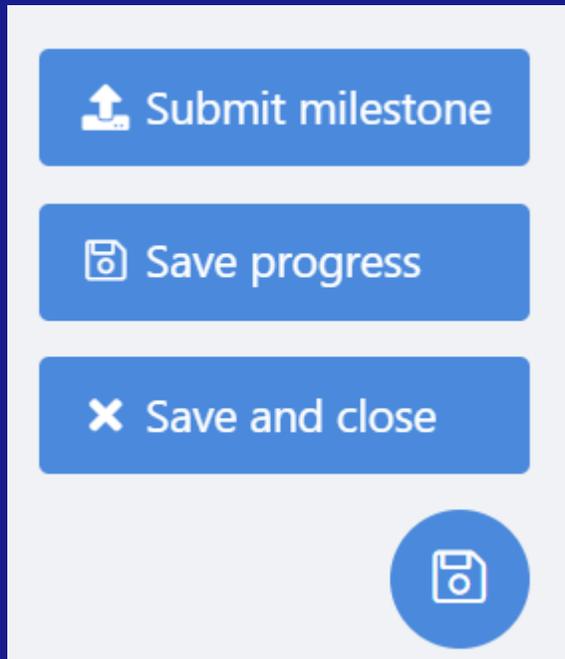
View and complete each Milestone. Insurance is updated once a year. Minimum liability \$20,000,000

! When insurance is within **90 days of expiry**, 'needs attention' displays on the dashboard. Depending on the renewal date, this may happen the first time your insurance details are entered.

3 Submit Company application

Enter the information for 3 milestones and submit each individually to complete your company application.

Your application will be sent to Auckland Airport for review.



Each **milestone** must be submitted when details are complete

Save and keep the page open

Save and close the page

Save button at the bottom of each page to view save and submit options

4 Milestone - Operations

Tell us about your Airside Operation: this milestone is used to let Auckland Airport know where and how you will work airside.

What is the nature of your work airside? *

What areas will you require access to? *

Category 1 (blue) Permit - for the vehicle to operate on the Apron, Red & White Road System and Perimeter Roads (refer to Category 1 (Blue) & 2 (Red) Permit Vehicle Operating Areas Drawing in the Appendices).

Category 2 (red) Permit - for the vehicle to operate on the Manoeuvring Area, Apron, Red & White Road System and Perimeter Roads (refer to Category 1 (Blue) & 2 (Red) Permit Vehicle Operating Areas Drawing in the Appendices).

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

[View document](#)

Do you have a Permit to Work? *

If yes, enter Permit to Work Number *

How will you maintain the Health, Safety and Wellbeing of your representatives working at Auckland Airport? *

How does your company keep a record of incidents and investigations?

Comments

[Toggle filter](#)

Test AVP-Approver (Airport)

TA-A

Great application!

06 Apr 2023 07:34



Send a **Comment** to the Airside Permit Office if you have a question about your application

06/04/2023 07:34:52

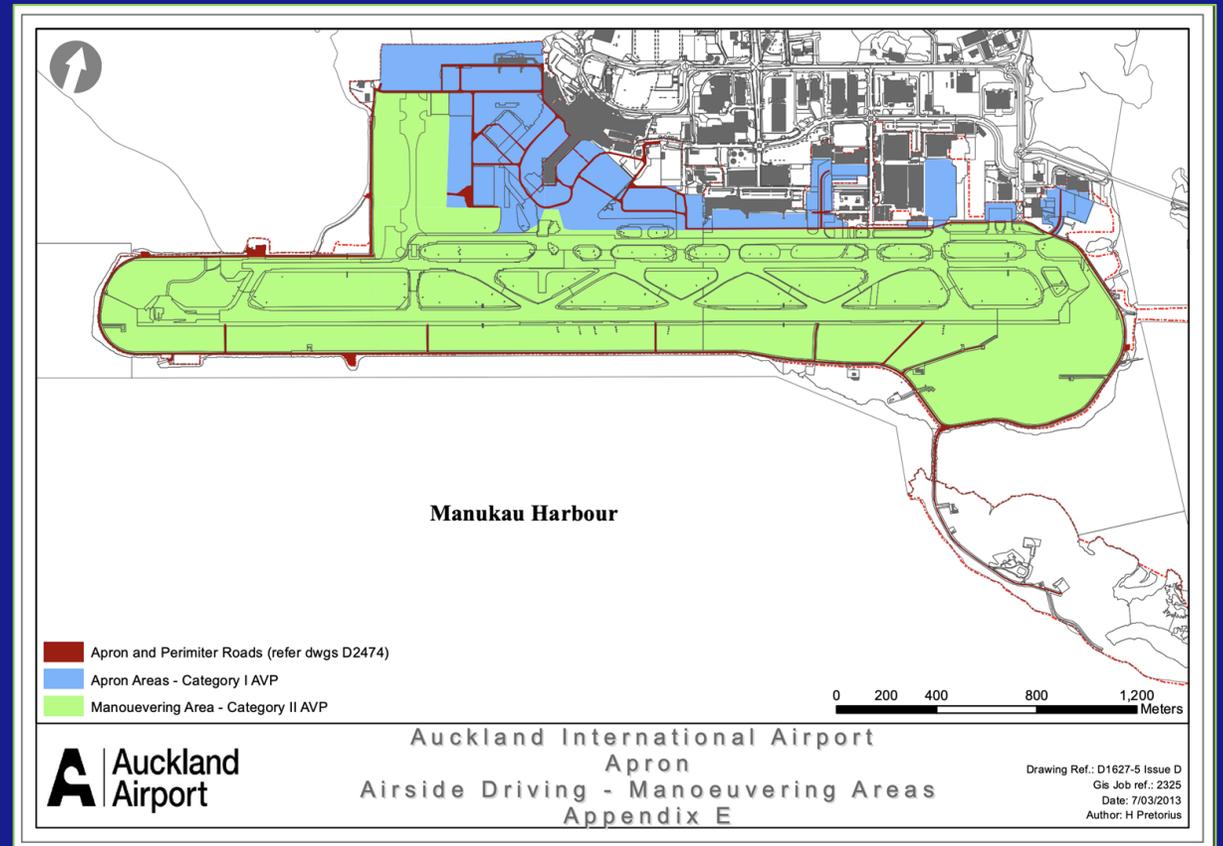
Status changed from 'Not begun' to 'Locked/In review' by Elaine2 Lorimer2

05/04/2023 15:04:45

Your latest valid permit to work number

Outline the airside operations your company carries out and confirm how Health and Safety measures are maintained.

View the map to see areas of airside operations



5 Milestone - Insurance

Complete and upload your Confirmation of Insurance Statement

Here is where you need to supply your proof of airside insurance, and confirm the expiry dates. Minimum Level of Liability is \$20,000,000 refer to the AOT 05 for more information.

Download the AOT5 form below by clicking the 'View Document' button.

Once completed and signed, click the 'browse' button and attach a copy, or drag your file into the box. If you use multiple brokers, you can upload more than one file. *

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

[View document](#)



Drop files here to upload or [browse](#)

Please enter the date of expiry of your Public Liability/Aviation Premises Liability Insurance *

This must match the date entered on your AOT5 statement

23 Jan 2025

Please enter the date of expiry of your Airside Motor Vehicle 3rd Party Liability Insurance *

This must match the date entered on your AOT5 statement

23 Apr 2025

Thank you for providing this information. You can either save your progress for this milestone a little later or you can submit it for review. If you have any questions please contact the Airside Permit Office on 09 255 9071 or email adp@aucklandairport.co.nz

Download AOT5 form.
Upload once completed by your insurance broker.

Enter the expiry date of your Public Liability/Aviation Premises Liability Insurance and your Airside Motor Vehicle 3rd Party Liability Insurance.

These must match the dates on the AOT5 form.

AOT 5 form

Provide proof of airside insurance and confirm expiry dates. For initial set-up, use your current AOT 5 form.



Form AOT 5: Confirmation of Insurance Statement

DO NOT send copies of Policies or Certificates of Currency.

Insurance Required for all Categories of Airside Vehicle Permits:

Public Liability or Aviation Premises Liability;	Minimum Limit of Liability NZ\$20,000,000 any one accident/occurrence;
Third Party Motor Vehicle Liability;	Minimum Limit of Liability NZ\$20,000,000 any one accident/occurrence.

The Insurer/Broker (as named and executed below) hereby confirms that:

1. The policies listed below are current for the dates stated;
2. The premiums have been paid or will be paid in accordance with Broker/Insurer credit terms;
3. The policies stated do not exclude airside or on-airport activities;
4. The insurance includes the ownership, possession or use of mobile plant and/or vehicles not registered for road use; and
5. This certificate is issued subject to the terms, conditions, exclusions and endorsements of the policies.

Attention: Airside Licensing Administrator,

Auckland Airport, P O Box 107084, Auckland Airport

e-mail: adp@aucklandairport.co.nz

1) Applicant details:

Permit applicant name:

Public Liability Insurance details:

Minimum Limit of Liability: \$NZ

to:

6 Milestone – Vehicle Information

Advise Auckland Airport how many vehicles you expect to operate

This milestone is used to let Auckland Airport know how many vehicles you expected to operate.

How many vehicles do you expect to operate airside? *

This can be an estimate. Include a little capacity for additional vehicles.

Where will your vehicles be parked? *

- 1. I understand all vehicle must display a valid permit at all times.
- 2. I understand it is my responsibility to maintain a current valid permit. *

By checking this box you agree to all the statements outlined above.

Thank you for providing this information. You can either save your progress and finalise this milestone a little later or you can submit it for review. If you have any questions, please contact the Airside Permit Office on 09 255 9071 or use the comment field to send us a message.

Comments

Toggle filter



Remember to use **Comments** to contact the Airside Permit Office

History

Toggle filter

Status changed from 'Accepted By AIRDAT' to 'Accepted By Airport' by Test AVP-Approver

06/04/2023 07:35:09

Status changed from 'Not begun' to 'Locked/In review' by Elaine2 Lorimer2

05/04/2023 15:07:15

7 Submit and Finish

Your application has now been submitted to Auckland Airport for review. Track progress of each milestone under **Applications** in your dashboard.

You are notified if more information is needed, when each Milestone is accepted, and when your application is approved or rejected. **View** milestones to see progress and comments that have added by the Airside Permit Office.

Your Company Application Application

Below are the stages or 'milestones' that form the complete application process set out by Auckland Airport. Work your way through the requirements, we will pre-check the application and it will then go on to the airport for approval. You can view the status of any milestone, anytime you like from this page.

In Progress Submitted to AIRDAT Submitted to Airport Approved

Stage	Status	Expiry	Action
Operations	✓ Complete	06 Apr 2035	View >
Insurance	⚠ Needs attention	05 Apr 2023	View >
Vehicle Information	✓ Complete	06 Apr 2035	View >

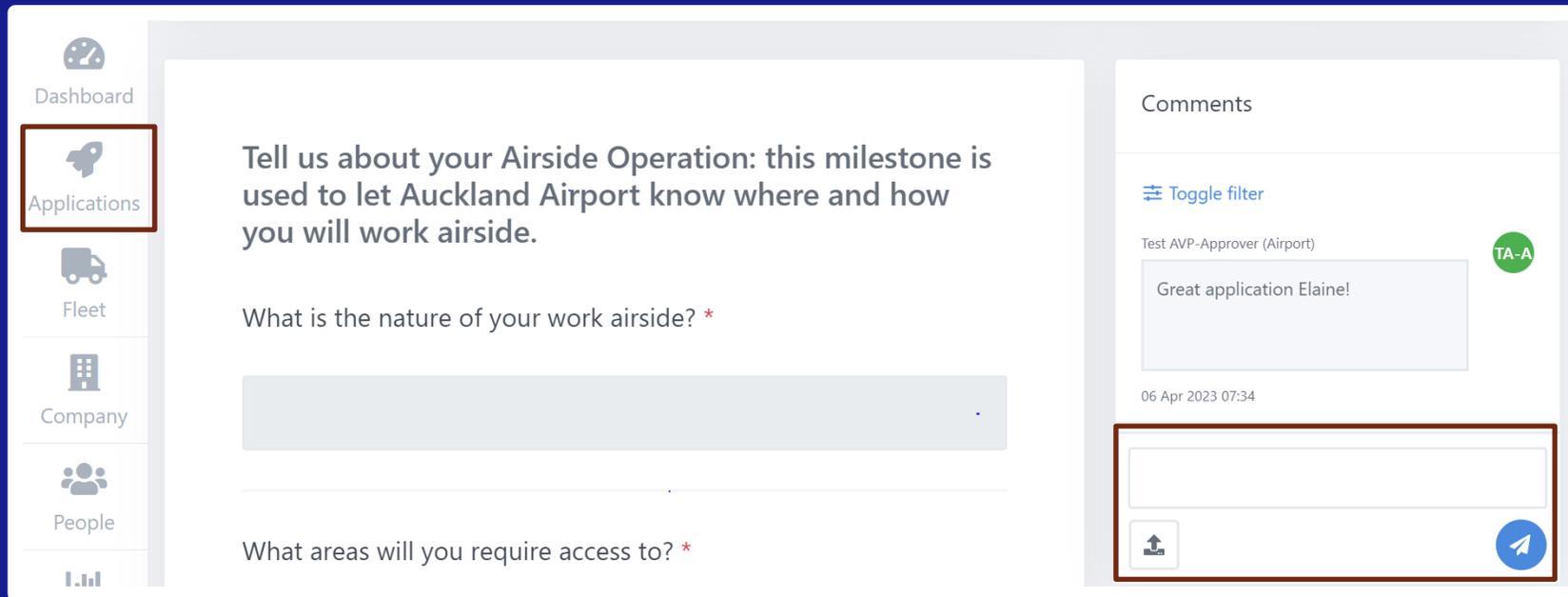
If **Insurance** is due to expire in 90 days, status is **Needs attention**. Status becomes **Expiring** as the due dates gets closer.

Operations and **Vehicle** milestones are entered **only once** during initial setup. Not each year.

8 Application Help

- For enquiries about your application (you are unsure of what information 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 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 icon. 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.