# Approval from Airfield Operations is required for any work outside in any airside area.

# Once all required fields in this form are completed, email to airfieldworks@aucklandairport.co.nzThis form must be received no later than 12 noon Thursday for work Monday to Sunday of the week following.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **1) Applicant details: Company name:** |  |  |
|  |  |  |  |
| **Contact person’s name:** |  | **Phone:** |  |  |
|  |  |  |  |
| **Email:** |  | **Contractor contact name:** |  |  |
|  |  |  |  |
| **Phone:** |  | **Email:** |  |  |
|  |  |  |  |
| **Cost recovery code:** |  |  |
|  |  |  |  |

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| --- | --- | --- | --- |
|  |  |  |  |
| **2) Works details: Project name:** |  |  |
|  |  |  |  |
| **Location of works:** |  |  |
|  |  |  |  |
| **Meeting point:** |  |  |
|  |  |  |  |
| **Start time:** |  | **Date:** |  | **Completion time:** |  |  |
|  |  |  |
| **Brief description of works:** |  |  |
|  |  |  |  |
| **Work methodology *(attach documentation if required)*:** |  |  |
|  |  |  |  |

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| --- | --- | --- | --- |
|  |  |  |  |
| **3) Airfield Operations to complete: Works approved?: *(enter Yes or No)*** |  | **Date received:** |  |  |
|  |  |  |  |
| **ASO required?: *(enter Yes or No)*** |  | **SSS required?: *(enter Yes or No)*** |  |  |
|  |  |  |  |
| **Additional information for ASO or SSS *(eg; height restrictions, stand outages, NOTAM requirements and any other relevant information, etc):*** |  |  |
|  |  |  |  |

**4)** **Acknowledgment of acceptance:** **Applicant signature: Date:**

 **Approver signature: Date:**

**ASO or SSS to sign to confirm brief has been carried out with
contractor including: ID check, security requirements, PPE Date:
requirements, biosecurity requirements and identified hazards:**