# 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.nz This form must be received no later than 12 noon Thursday for work Monday to Sunday of the week following.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| **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:**