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| **1) Applicant details:** |  |
|  |  |  |  |
| **Company name:** |  |  |
|  |  |  |  |
| **Contact person’s name:** |  |  |
|  |  |  |  |
| **Phone:** |  | **Email:** |  |  |
|  |  |  |  |
| **Invoice/PO details:** |  |  |
|  |  |  |  |
| **Primary Contractor/Stakeholder:**  |  |  |
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| **2) Access details:** |  |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Intended Schedule:** | **Daily** [ ]  | **Weekly** [ ]  | **Monthly** [ ]  | **Ad-hoc** [ ]  | **Reason for airside access:** |  |  |
|  |  |  |  |

 |  |
| **Airside Destination:** |  | **Location to commence escort:** | **Checkpt Charlie** | [ ]  | **Or other:** |  |  |
|  |  |  |  |
| **Name of driver and all other occupants of vehicle:** |  | **Contact number:** |  | **Vehicle registration:** |  |  |
|  |  |  |
| **Vehicle Type** (*ie, car, ute, truck, etc*)**:**  |  | **Number of vehicle(s):** |  |  |
|  |  |
| **Contents carried by vehicle(s):** |  |  |
|  |  |  |  |

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| **Please note - A permanent or temporary ID issued by AVSEC is to be obtained prior to the escort commencing. This is the responsibility of the Primary Contractor or Stakeholder (a permanent ID holder) to action.** |  |
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| **3) Request details:** |  |
|  |  |  |  |
|  **Date:** |  | **Time:** |  | **Duration:** |  | **Estimate completion time:** |  |  |
|  |  |  |  |
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| **Please send this form to:** **AIAL.VSE@aucklandairport.co.nz** **- Upon approval you will be notified via email***Please note by submitting this form you have accepted the Terms and Conditions of the service provided. See reverse for details*. |  |
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| **Acknowledgement of acceptance of T&C** *(see reverse)* |  **Upon completion** *(confirm times below and initial)* |  |
|  |
| **Signed for and on behalf of the Applicant by:****Print full name and position held below signature**  |  |  |  |  |  |
|  |  |  |  |
| **AIAL Rep. Signature** |  |  |  |  |  |
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|  **OFFICE USE ONLY:**  |  **Booking reference:** |  |  |
|  |  |  |  |
| **Actual start time:** |   |  **Additional Information:** |  |  |
|  |  |
| **Actual completion time:** |  |
|  |  |  |  |  |

**Terms and Conditions**

1. All bookings must be made no later than 48 hours in advance of the requested pickup time.
2. AIAL will endeavour to provide the service at the requested time but shall not be bound to if, in AIAL’s opinion it is not possible or appropriate to do so.
3. All booking made less than 48 hours in advance may be subject to delay or reschedule and may incur a late booking fee of $120.
4. All no-shows or cancellations less than 24 hours prior to booked pick-up time may incur a cancellation fee of $50.
5. Charge rate is $85.00 (excluding GST) per hour.
6. The escorting AIAL driver will wait no more than 15 minutes for any late arrival.
7. All service will commence from the agreed location.
8. A contact number MUST be provided for use on the day if different from the request form.
9. Minimum booking time is 1 hour.
10. After the first hour, charges are made on 30 minute increments at $42.50 (excluding GST).
11. The Escort Request Form must be completed and signed prior to airside safety escort taking place and the details of time/length of escort must be completed and initialled on the day at conclusion of the service delivery.
12. A temporary Airside access pass must have been issued by AVSEC to driver and occupants of escorted vehicle prior to time requested for escort to commence.
13. All drivers / persons under escort must have displayed on their person a temporary ID card, issued by AVSEC.
14. The requirement to obtain the necessary temporary passes remains the responsibility of the Primary Contractor/ Stakeholder (who must be a permanent CAAID holder).
15. If the escorted vehicle is to be taken and handed over to a Primary Contractor/Stakeholder Airside, the Primary Contractor/Stakeholder must hold, and display to the AIAL driver on request, a permanent Airside CAAID card. In the event that there is no evidence of a permanent CAAID holder on site, the person under escort will be denied a handover and escorted landside.
16. The escorted vehicle must be clean and free of rubbish or debris. The AIAL driver may inspect the vehicle to ensure it is in an acceptable, safe condition and suitable to be driven Airside.
17. The Applicant shall be liable for, and unconditionally and irrevocably indemnifies AIAL from and against, all costs, losses and other liabilities that AIAL may suffer or incur, either directly or indirectly, as a result of any failure by the Applicant or those persons under the control of the Applicant (such as the driver and/or occupants of the escorted vehicle) to meet these terms and conditions or any negligent or wilfully reckless act or omission by the Applicant or those persons under the control of the Applicant.
18. Once Airside, all person must comply with the rules and procedures that govern activities Airside including, but not limited to, the standards set in the **Rules for Airside Workers**.

These include,

* + requirement to wear appropriate Personal Protective Equipment at all times (Hi-viz clothing)
	+ Not to be under the influence of any alcoholic substance or drug
	+ Not to smoke anywhere in the Airside Area
	+ The obligation to comply with all instructions, directives or orders from an Auckland Airport official.