



BROOME INTERNATIONAL AIRPORT

APPLYING FOR AN AUTHORITY TO DRIVE AIRSIDE

1. Please complete the application form on the back of this page and return to the Administration Office with a photocopy of your current Driver's Licence and payment of \$60.00
2. The information booklet is required to be read prior to the course and brought in on the day of the course. Please ensure you bring your Driver's Licence on the day
3. Courses are held on the second Thursday and fourth Tuesday of the month, please indicate your preference, bookings are essential.
4. Once you have lodged your application form you will be contacted by the instructor to confirm your course date and time.
5. Upon successful completion of the training course, a two (2) year validity ADA Card will be issued within ten working days
6. Renewals require lodgement one (1) month prior to expiring

IMPORTANT INFORMATION

- ~ Payment methods: Eftpos and Business Cheque only. NO cash or purchase orders
- ~ Course location:
BIA Training Room located upstairs in the Departure/Check-In Terminal
- ~ Cancellations: 24 hour notice is required (less than 24 hours notice will result in forfeiture of the fee)
- ~ BIA reserves the right to cancel courses at short notice due to operational issues
- ~ Non Attendance: This will result in forfeiture of the fee
- ~ BIA is not required to send out reminder notices for licences due to expire it is the responsibility of the individual and their company.

For any further queries, please contact the Administration Office on 9194 0600



AUTHORITY TO DRIVE AIRSIDE (ADA) APPLICATION FORM

Surname (present):	Given Name(s)	
Phone Number:	Email Address	
Driver's Licence Number	State/Territory	Expiry Date
<input type="checkbox"/> Sighted & Copied (office use)		
Employer		
ADA Number:	ASIC Number:	
Initial / Renewal		

Requirement for Driving Airside

ACKNOWLEDGEMENT BY THE APPLICANT:

In making this Application, I acknowledge and agree that:

- The ADA is not transferable between individuals or between airports
- It is a condition of my ADA that I comply with the Airside Drivers Handbook for Broome International Airport,
- Failure to comply with the Handbook or the Regulations may result in me having my ADA suspended or withdrawn

Signature: _____ Date: _____

Preferred Course:
<input type="checkbox"/> Tuesdays 0800 hours <input type="checkbox"/> Thursdays 0800 hours

OFFICE USE ONLY			
Authority – Manager Terminal Services & Security:			
Category to be issued:			
<input type="checkbox"/> A+ <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C			
Payment Method	Payment Details	Date of Payment	Initial
Course Date	Trainer/Assessor	Competency YES <input type="checkbox"/> NO <input type="checkbox"/>	Initial
ADA Licence Number	Expiry Date	Category	Initial
Comments			
<input type="checkbox"/> Card Made	<input type="checkbox"/> Card Issued	<input type="checkbox"/> Entered into Database	Date Initial
<input type="checkbox"/> Expired	<input type="checkbox"/> Cancelled	Date	Initial
<input type="checkbox"/> Returned	<input type="checkbox"/> Destroyed	Date	Initial