



ACCESS CONTROL CARD APPLICATION

Please scan and email:

access@bne.com.au

APPLICANT DETAILS as per ASIC (if these details do not match when attending our office a new card will be printed at an additional cost)

Initial Application

Surname (as per ASIC) _____

Renewal

Given Names (as per ASIC) _____

Replacement (Lost/Stolen)

Company _____

Other (please specify below)

Position _____

ASIC No. (including ALL numbers and letters) _____

ASIC Expiry _____ ASIC Designation BNE / AUS

ADA Number: _____

ADA Expiry: _____

Address _____

Suburb _____ State _____ Postcode _____

Telephone (Home) _____ (Work) _____ (Mobile) _____

Date of Birth _____ Sex Male Female

APPLICATION CERTIFICATION

I _____

(please print full name)

- (a) have read and understood the "Conditions of Issue and Use" as outlined in this form including my obligation to return the Access Control Card to BAC when it expires or I no longer need access to security sensitive areas at Brisbane Airport to perform my duties;
- (b) have read and understood the Privacy Statement & Consent included with this application;
- (c) certify that the details contained in this application are true and correct.

Signature _____ Date _____



EMPLOYER CERTIFICATION – MUST BE AUTHORISED WITH BAC

I, _____ being _____
(please print name) (position within company)

- (a) certify that the person named in this application is currently employed with _____
(company name)
and requires access to security sensitive areas at Brisbane Airport to perform his/her duties for his/her employment;
- (b) undertake to notify BAC immediately if the person ceases to require access to those areas (including when the person ceases their employment with the organisation named above);
- (c) certify that I am a registered authorised signatory on the approved company register held by BAC.

Signature _____ Date _____

Email _____ Mobile _____

IF ENDORSEMENT NOT APPLICABLE – Applicant’s ACCESS REQUIREMENT: (to be completed by employer ONLY)

ENDORSEMENT

- The section below must be completed by the Authorised Signatory held on file by BAC of the Airport Organisation for which your company will be performing work.
- **For all BAC contractors, a BAC Project Manager’s signature is required below**

Print Name _____

Company _____

Email _____

Telephone _____

Signature _____ **Date** _____

ACCESS REQUIREMENT: _____

Office Use Only

Date Lodged _____ Payment \$ _____ Receipt No. _____



CONDITIONS OF ISSUE AND USE

1. The loss of an access control card must be reported immediately to Brisbane Airport Corporation Ltd, ASIC Issue Centre (3406 3057) or, out of hours, to the BAC Duty Co-ordination Manager (3406 3171).
2. All cards are to be surrendered as soon as possible to the BAC ASIC Issue Centre on of the expiry of the card, transfer/termination of the holder's present employment or on the request from BAC's Security Services Section.
3. Access control provisions are granted to persons under the following restrictions:
 - It is the responsibility of the person who opens an access controlled door to ensure that the door is closed and securely locked before leaving the area.
 - Any failure to ensure that access controlled doors have been securely locked, including aerobridges, will be viewed as a breach of access control provisions.
 - The person opening an access controlled door is responsible for ensuring that no unauthorised person tailgates them through the door. This provision applies to persons entering and exiting all security controlled areas.
 - Persons accessing a security controlled area must be on duty and have a legitimate reason to be in the area.
 - Access on cards is registered for the use of the person to whom it has been issued only, any reported misuse will be viewed seriously and acted upon immediately.
 - Any failure to comply with the above requirements, or other misuse, may result in the access privileges being withdrawn for any period of time as deemed applicable by BAC.
4. The provisions outlined above are additional to all other requirements that relate to the issuing and use of ASIC cards.
5. BAC reserves the right to change, add or amend these provisions at any time. Holders of ASICs with access to BAC controlled areas should be aware also that the above requirements reflect only the major restrictions on these cards and do not cover all issues that may be relevant. Please contact the ASIC Issuing Office if there are any other queries relating to these cards.

ACKNOWLEDGEMENT OF RECEIPT OF ACCESS CONTROL CARD BY APPLICANT

(please do not sign this section until Access Card is collected)

I _____ acknowledge receipt of my Access Control Card which remains the property of BAC and is on loan to me until it is cancelled, expires, is altered or defaced, or I no longer need to enter a security sensitive area for my employment, or on leaving my current employment. At this time I must return the card to BAC's ASIC Issue Centre.

Signature _____ Date _____



BAC PRIVACY STATEMENT AND CONSENT

Revised privacy statement for:

- Access Control Application (ASIC encoding)
- Access Control Card Application

CURRENCY: 18 MARCH 2014

Brisbane Airport Corporation Pty Ltd (**BAC**) collects the personal information in this application to determine eligibility for access to secure areas on Brisbane Airport and to maintain security and operations at Brisbane Airport.

If you do not provide this information, BAC will not process your application for access.

Your personal information (including the log of your movements through access control points on Brisbane Airport) may be disclosed to your employer, the Australian Government's Office of Transport Security, the Australian Federal Police and the Queensland Police.

BAC's privacy policy is accessible on its website at <http://www.bne.com.au/privacy-policy> (**Privacy Policy**). The Privacy Policy contains information about how you may access or seek correction of your personal information and BAC's privacy complaint handling process. If you have a privacy query you may contact BAC's Privacy Officer at privacy@bne.com.au or by calling (07) 3406 3000.

ACCEPTANCE OF BAC'S PRIVACY STATEMENT

I consent to BAC collecting, using and disclosing my personal information in accordance with the terms and conditions of this application and BAC's Privacy Policy.

Applicant's signature: _____

Date: _____