



**BROOME INTERNATIONAL AIRPORT  
AUTHORITY TO DRIVE AIRSIDE APPLICATION FORM**

<b>Surname (present):</b>	<b>Given Name (s)</b>	
<b>Phone Number:</b>	<b>Email Address:</b>	
<b>Driver's License Number:</b>	<b>State/Territory:</b>	<b>Expiry Date:</b>
<b>Employer:</b>	<b>Employer Address:</b>	
<b>Occupation:</b>		
<b>Current ADA Number:</b>	<b>ASIC Number:</b>	
<b>Initial or Renewal (circle)</b>		

**Requirements for Driving Airside at BIA**

<b>Do you require access to ATC restricted Runways?</b>			Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Do you require access to ATC restricted Taxiways?</b>			Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If yes, do you have a radio operator's licence?</b>			Yes <input type="checkbox"/>	No <input type="checkbox"/>
<small>(Copy to be attached)</small>				

Acknowledgement by the Applicant:

In making this ADA Application, I acknowledge and agree that:

- The BIA ADA is not transferable between individuals and is only valid at BIA.
- It is an ongoing condition of my BIA ADA that I comply with the BIA Authority to Drive Airside Drivers Handbook, as amended from time to time.
- Failure to comply with the BIA Authority to Drive Airside Drivers Handbook may result in my BIA ADA being suspended or withdrawn.
- Failure to advise of any change in status of my State or Territory Driver's license may result in my BIA ADA being suspended or withdrawn.
- Confirmation of familiarisation training and confirmation of familiarisation of this Handbook

<b>Signed:</b>	<b>Dated:</b>
----------------	---------------

<b>Office Use Only</b>				
<b>Approved Operations Manager or Delegate:</b>				
<b>Category to be Issued:</b>	<b>Category 1</b>	<b>Category 2</b>	<b>Category 3</b>	
Payment Method:	Payment Details:	Date of Payment:	Initial:	
Course Date:	Trainer/Assessor:	Competency: Yes <input type="checkbox"/> No <input type="checkbox"/>	Initial:	
ADA License Number:	Expiry Date:	Category:	Initial:	
Comments: Category 1 on BIA Approval Only				
<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:

### 1.1 Information for Applying for a BIA ADA

- Please complete the application form of this BIA ADA and return to BIA Reception with a photocopy of your current Driver's License, ASIC, Radio Operators Licence and **payment of \$88.00**
- **The BIA Authority to Drive Airside Drivers Handbook is to be read prior to attending the ADA course and brought in on the day.**
- Please ensure you bring your Driver's License on the day.
- Please ensure you have your ASIC and or VIC on the day.
- Contact BIA Reception to make bookings for the BIA ADA.
- Once you have lodged and paid for your ADA course, you will be contacted by BIA Reception to confirm the date and time of your course.
- Upon successful completion of the ADA course, a 2 year ADA Card will be issued within 7 working days for Category 1, 2 and 3.
- It is your responsibility to lodge your renewal request prior to it expiring.

### 1.2 Important Information

#### Payment Methods

- EFTPOS
- Business Cheque
- NO Cash or Purchase Orders

#### Cancellations

- 24 hours' notice is required (less than 24 hours' notice may result in forfeiture of the ADA fee)
- BIA reserves the right to cancel ADA courses at short notice due to operational issues beyond its control.
- Non-attendance may result in forfeiture of the ADA fee.
- BIA is not required to send out reminder notices for license expiry. It is the responsibility of the individual or company.

Location of the course will be the BIA Boardroom located at the BIA Administration Office, unless otherwise advised. For all other enquires please contact BIA Reception during office hours on 08 9194 0600

**The Vehicle Operator (The Company) will be required to certify the proposed driver has:**

- **An operational need to drive unescorted on the Airside frequently; and**
- **Has had or will have had, prior to BIA assessment, sufficient training to be fully conversant with the contents of this Handbook and familiarisation.**

**Vehicle Operator** \_\_\_\_\_

**Name of Person Representing Vehicle Operator** \_\_\_\_\_

**Signature of Person Representing Vehicle Operator** \_\_\_\_\_

**Date** \_\_\_\_\_