

This form is to be used when registering a new business to be included on Alice Springs Airport’s (ASA) Approved Contractor Register. All businesses engaged to carry out works for ASA must be registered before a Permit to Commence Work will be issued.

Completed forms are to be sent to asacontractoradmin@ntairports.com.au

To be completed in **BLOCK LETTERS** please

SECTION A – BUSINESS DETAILS

Business Name		ABN	
Trading Name (If different)			
Business Address		State & Postcode	
Postal Address		State & Postcode	
Website		Phone Number	
Main Business Function			

SECTION B – CONTACT PERSON DETAILS

Please provide details of the person within your organisation who will be responsible for the contractor administration (which may include updating individual contractor details and public liability insurance and coordinating inductions)

Contact Name			
Position			
Phone Number	Mob		Business
Email Address			

ALICE SPRINGS AIRPORT

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SECTION C – WORKS DETAILS

Contracted For	<input type="checkbox"/> Specific Project/ Works <input type="checkbox"/> Ongoing maintenance/ Works
If ongoing works, is there a Service Level Agreement in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Works	
Who is your Northern Territory Airports Authorised Person?	
Required Area/s of Work (Please tick all that apply)	<input type="checkbox"/> Airside <input type="checkbox"/> Landside <input type="checkbox"/> Terminal <input type="checkbox"/> Other (Please specify exact location of works) <hr/>
Will you or your employees require Airside access?	<input type="checkbox"/> No <input type="checkbox"/> Yes, if yes; You will have further requirements relating to obtaining an Aviation Security Identification Card (ASIC) and Drug and Alcohol Management Plan (DAMP) compliance. For further information - please refer to Section F

SECTION D – INDIVIDUAL CONTRACTOR DETAILS

Member Name		Mobile Phone Number	
Trade Licence Type		Trade Licence Number	
Trade Licence Expiry		Airside Access Required	<input type="checkbox"/> Yes < 2 days per 90 days <input type="checkbox"/> Yes > 2 days per 90 days <input type="checkbox"/> No
Member Name		Mobile Phone Number	
Trade Licence Type		Trade Licence Number	
Trade Licence Expiry		Airside Access Required	<input type="checkbox"/> Yes < 2 days per 90 days <input type="checkbox"/> Yes > 2 days per 90 days <input type="checkbox"/> No
Member Name		Mobile Phone Number	
Trade Licence Type		Trade Licence Number	
Trade Licence Expiry		Airside Access Required	<input type="checkbox"/> Yes < 2 days per 90 days <input type="checkbox"/> Yes > 2 days per 90 days <input type="checkbox"/> No
Member Name		Mobile Phone Number	
Trade Licence Type		Trade Licence Number	
Trade Licence Expiry		Airside Access Required	<input type="checkbox"/> Yes < 2 days per 90 days <input type="checkbox"/> Yes > 2 days per 90 days <input type="checkbox"/> No
Member Name		Mobile Phone Number	
Trade Licence Type		Trade Licence Number	
Trade Licence Expiry		Airside Access Required	<input type="checkbox"/> Yes < 2 days per 90 days <input type="checkbox"/> Yes > 2 days per 90 days <input type="checkbox"/> No

SECTION E – DOCUMENTATION

To register your business with us you are required to attach the following documentation to this application:

- A copy of your Business Registration Certificate
- A copy of your Public Liability Insurance
- Trade certificate or licence to carry out works (if applicable)

SECTION F – REQUIRED READING & ADDITIONAL CRITERIA

Airports operate within a highly regulated environment and special conditions apply to contractors which may not apply at other sites. Contractors must ensure that they read and understand these **Site Rules for Contractors** before engaging in work at the airport.

Northern Territory Airports (NTA) operates its airports to the highest possible standards and expects its contractors to understand and operate within the applicable requirements that apply. If a contractor is in doubt as to what special conditions apply to the works they intend to undertake they should contact their relevant NTA Project Manager to obtain further information.

Access

If airside access is required for a period more than 28 days contractors will need to apply for an Aviation Security Identification Card (ASIC).

Should there be a requirement to take a vehicle airside then an Authority to Use Airside permit will need to be applied for each vehicle and drivers will need to obtain an Authority to Drive Airside (ADA) licence.

For further information regarding Access phone 08 8951 1202.

Drug and Alcohol Management Plan

All contractors are required to comply with NT Airports Drug and Alcohol Management Plan (DAMP), under Civil Aviation Safety Regulations Part 99 you will be required to undergo the NT Airports DAMP Induction every 2 years.

Pre-employment Alcohol and Other Drugs (AOD) testing can be done at Western Diagnostic Pathology, please contact (08) 8951 1202 for authority **before** being tested.

SECTION G – SITE RULES AGREEMENT

To be completed by business contact person as detailed in Section B.

I, _____ hereby,

- i. Agree that I, and all personnel contracted by the business detailed in Section A of this form, shall read and comply with the [ASA Site Rules for Contractors](#) located on the Alice Springs Airport Website for the duration of any work performed at the ASA site
- ii. Understand that non-compliance with the ASA Site Rules may lead to the business detailed in Section A of this form being denied access to site and / or removed from the ASA Approved Contractor Register
- iii. Understand that the completion of this form does not give authority to commence work and that a [Permit to Commence Work \(PERCOW\)](#) and any other relevant high-risk work permits need to be sought and issued prior to any works commencing on the airport site.

Signed _____ Date _____