



Busseton Margret River Airport Authority to Enter the Airside Application Form

Airside Access Requirements – BMRA

Under the Aviation Transport Security Act and associated Regulations, all individuals that are requesting to enter the airside area for charter aircraft operations either as a pedestrian (not a passenger on an aircraft) or by vehicle must have a legitimate requirement to enter the airside areas of Busseton Margaret River Airport (BMRA). Requirements may include (but are not limited to):

- Aircraft charters operations - Passenger pick-up or drop-off
- Aircraft charters operations – Flight crew pick up or drop off
- Other approved Aircraft charter operational duties

Anyone requiring access to these areas must comply with the following conditions:

Airside Access Approval

- All airside access requests must be submitted at least 48 hours in advance.
- Applications to be submitted to flight.operations@busseton.wa.gov.au for approval
- Requests must be reviewed and approved by BMRA staff before airside access is granted.
- If approval is not provided, airside access is not permitted.

Identification & Supervision Requirements

- All personnel entering the airside area must hold a valid Aviation Security Identification Card (ASIC) (AUS/BQB).
- Individuals who do not hold an ASIC must be issued a Visitor Identification Card (VIC).
- VIC holders must be continuously supervised by an ASIC holder while in the airside area.

Applicant	Surname (present): Given Name (s):
Contact	Phone: Email:
Driver's License	Number: State/territory: Expiry Date:
Business name and address	Name: Address:
Reason for airside access request	
Do you have an Aviation Security Identification Card (ASIC)? (if yes provide ASIC number)	Yes No ASIC number:
Date airside access required	
Do you require a Visitor Pass (VIC)?	Yes No
Is a vehicle required airside? (if yes provide registration)	Yes No Vehicle registration:

Airside Escorts

If a vehicle is required to enter the airside area, it must be escorted by Airport staff. Escort services are charged in accordance with the City of Busselton's adopted Fees and Charges - [Fees and Charges](#)

Airside Escort Fees (Pedestrian or Vehicle)

- During Council business hours (Monday–Friday, 8:30am–4:30pm) \$60.00 per hour (including GST)
- Outside Council business hours:
Subject to Airport staff availability and a call-out fee of \$345.00 (including GST)

Acknowledgement by the Applicant

By submitting this Access to Airside Area Application, I acknowledge and agree that:

- All personnel requesting airside access must hold a valid ASIC (AUS or BQB).
- Anyone without an ASIC must be issued a VIC pass and be escorted by an ASIC holder at all times.
- If personnel are found airside without prior approval, not displaying an ASIC or VIC, or found airside in a vehicle without authorisation, their airside access will be permanently revoked.
- ASIC and VIC passes must be worn and clearly displayed at all times while in the airside area.

Signed:	Dated:
---------	--------

The employer will be required to certify the proposed applicant understands the airside regulations and rules at BMRA:

Name of Company: _____

Name of Employer Representing Operator: _____

Signature of Employer Representing Operator: _____

Date: _____

Airport Contacts:

Airport Reporting Officer – 0417 928 916

Rob Saunders, Airport Compliance Officer – 0423 636 665 – rob.saunders@busselton.wa.gov.au

Office Use Only	
Approved Airport Manager or Delegate:	
Name:	Date of approval: