



## Sunshine Coast Airport Access Key Application Form

Key Number: \_\_\_\_\_

Date			
Given Names			
Surname			
Company			
Address			
Email			
Reason for access			
Category	Full Time Employee	<input type="checkbox"/>	
	Casual/Part Time Employee	<input type="checkbox"/>	
	Contractor	<input type="checkbox"/>	
	Other _____		
Business Ph.			
Mobile Ph.			
Home Ph.			
ASIC No.		ASIC expiry	

**Terms and Conditions of Issue**

1. The key may only be issued in the course of the holder's approved duties at Sunshine Coast Airport only and it does not constitute an authority to enter or remain in any area for any other purpose.
2. The key holder must not attempt to reproduce or replicate the registered key in any way. Heavy penalties may apply for misuse of keys.
3. LOSS OF KEY
  - Loss of the key is to be reported immediately to the Sunshine Coast Airport Management Office (07) 4580 4354.
  - A lost key form and/or statutory declaration must be completed and handed to the Sunshine Coast Airport Management Office as soon as possible.
4. The key is not transferable to another person.
5. All keys must be surrendered on expiry or termination of prescribed duties to the Sunshine Coast Airport Management Office.
6. The key is to be surrendered on request/or as required by Sunshine Coast Airport Pty Ltd Authorised Personnel.
7. The key remains the property of the Sunshine Coast Airport Pty Ltd at all times.

**RECEIPT**

I, \_\_\_\_\_ acknowledge receipt of Key  
No \_\_\_\_\_, which is issued in accordance with the above Terms and Conditions of Issue, remains the property of the Sunshine Coast Airport Pty Ltd and is on loan to me only whilst I am employed in my current capacity. I acknowledge and accept the Terms and Conditions of Issue and Use.

**Signature:** \_\_\_\_\_

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

**Issuing Officer:** \_\_\_\_\_

Date of Key Return: \_\_\_\_\_

Returning Officer Name and Title: \_\_\_\_\_

Signature of Returning Officer: \_\_\_\_\_