

How to apply for Authority to Use Airside Permits (AUA)

Pre -
Requisite Company Application Completed

01. Add Fleet Entity
02. Apply for Permit
03. Make Payment



How to apply for Authority to Use Airside Permits (AUA)

Pre-rerequisite

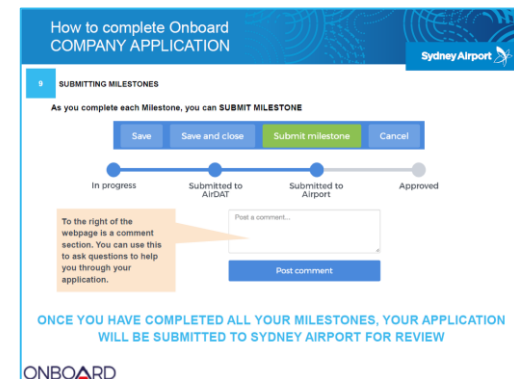
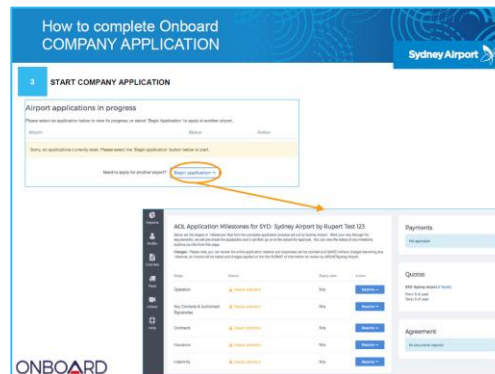
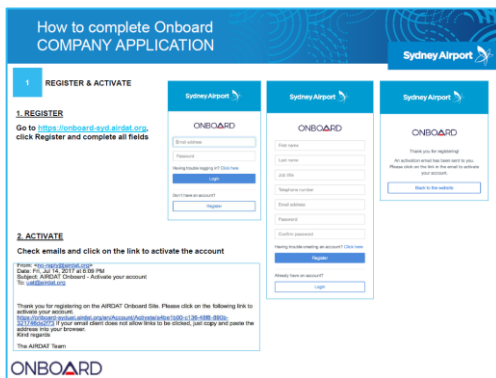
COMPANY APPLICATION COMPLETED

ONBOARD 



Companies can only apply for AUA permits after their Company Application has been completed and approved by Sydney Airport

[Click here](#) to access the step by step guide “How to Complete Onboard Company Application” if you need assistance



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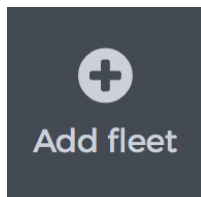
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ADD FLEET ENTITY

All vehicle and equipment entities must be added to your fleet list before you can apply for AUA permits

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1. Click 'Add Fleet' and enter the registration number to locate the vehicle/entity
2. If vehicle/entity is not located, click 'Search by make/model'
3. Complete the mandatory fields (those marked with *)



Fleet item details

Fleet item type
Vehicle

Registration number or fleet ID
test Search

You may also add the fleet item manually using the 'Search by make/model' button below.

Search by make/model

Make*
Choose a make

Model*
Choose a model

Version
Choose a version

Age*
Age

Mileage

EngineSize (CC)*
Choose an engine size

FuelType*
Please select...

VIN

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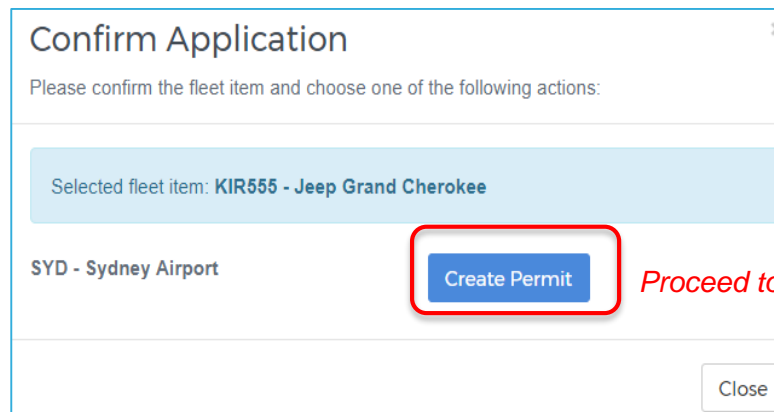
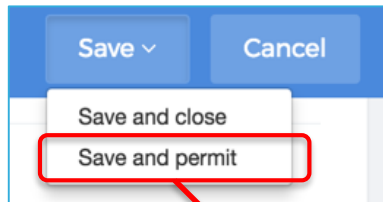
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ADD FLEET ENTITY (continued)

All vehicle and equipment entities must be added to your fleet list before you can apply for AUA permits

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4. 'Save and close' – you have added the vehicle/entity but will permit this vehicle in the future
5. 'Save and permit' – apply for an AUA for this vehicle now (Step 3)



Please note

If you can only see 'Save and close' this means your Onboard Company Application has not been completed and approved; you are not authorized to apply for AUAs.

'Save and Permit' is only visible to companies who have completed their Onboard Company Application and authorized to apply for AUAs.

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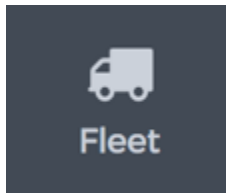
2

APPLYING FOR PERMITS

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Once you have added the vehicle/entity, you can apply for an AUA for that vehicle:

1. Click on Fleet
2. Locate the vehicle/entity in your '*Fleet Overview*' and click on '*Permit*'
3. Complete Permit Application questions
4. Click '*Save and permit*'



Fleet overview (8)		Active permits (7)		Inactive permits (1)	
Fleet ID	Type	Make/Model	Permits	Actions	
HHH777 Edit	Vehicle	Mazda 323	0	Permit	
KIR111 Edit	Vehicle	HOLDEN COMMODORE	1	Permit	
KIR123 Edit	Vehicle	Ford Falcon	1	Permit	
KIR222 Edit	Vehicle	Jeep Grand Cherokee	1	Permit	
KIR333 Edit	Vehicle	Jeep Grand Cherokee	1	Permit	
KIR444 Edit	Vehicle	Jeep Grand Cherokee	1	Permit	

Permit Type:

Start Date:

Expiry Date:

Escorted:

Save Cancel

Save and close

[Save and permit](#)

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3

MAKE PAYMENT



Payment is now required before you submit your AUA Permit Application

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1. After you have clicked 'Save and permit'
2. Nominate to pay by Credit Card or Account/invoice ++
3. Click 'Confirm' and you're done!

