

# Landside Terminal Identification Card

## Landside Terminal Identification Conditions of Issue and Use

### 1. These conditions

These are the conditions on which your Landside Terminal Identification Card ("LTC") is issued to you by Sydney Airport.

### 2. Acknowledgment

You acknowledge that the issue and use of your LTC is subject to:

- (a) these Conditions of Issue and Use for a Landside Terminal Identification Card ('Conditions'); and
- (b) the conditions stated in the Sydney Airport Security Awareness Guide ('Guide').

### 3. Use of Camera Surveillance

Sydney Airport may carry out camera (video) surveillance at Sydney Airport from time to time for aviation safety, security and other operational purposes. Any surveillance may be continuous or intermittent and may be for a specified period or ongoing.

### 4. Application for LTC

4.1 When you apply for a LTC you must give Sydney Airport a completed application form containing:

- (a) all of the information required to be completed in the application form; and
- (b) your signature, certifying that all the information you have provided is correct.

4.2 If you:

- (a) do not complete the application form; or
- (b) include false or misleading information in your application form, then Sydney Airport may refuse your application for a LTC.

### 5. Purpose of a LTC

The purpose of the LTC is to identify you and your company of employment while you are on duty in landside public areas of T1 during operational and curfew hours.

### 6. Use of LTC

You acknowledge that you:

- (a) must not give your LTC to anyone else to use. It is for your use only while on duty; and
- (b) must keep your LTC secure at all times (even when you are not using it).
- (c) may only use the LTC issued to you for use at Sydney Airport and you must not use any other person's access card at Sydney Airport.

### 7. Display of LTC

You are not required to display your LTC at all times. However it must be presented to inspect when requested by Sydney Airport staff or Security at Sydney Airport. While visiting loading Dock the Landside Terminal Card must be displayed in the following manner:

- (a) above waist height; and
- (b) at the front or side of your body; and
- (c) with the front of the card clearly visible.

### 8. Supervision of visitor

If you have been appointed by Sydney Airport to supervise a person after hours who has been issued with a visitor identification card, you must supervise that person in accordance with the requirements set out in the Sydney Airport Security Awareness Guide.

### 9. Notification to Sydney Airport

You must immediately notify Sydney Airport if you:

- (a) become an 'unlawful non-citizen' or no longer have an entitlement to work in Australia; or (b) change your employer; or
- (c) subsequently discover that the information you have given in your application was false, misleading or has changed (e.g. address)

### 10. Cancellation of LTC

Sydney Airport may cancel your LTC if you fail to comply with one of these conditions or the Sydney Airport Security Awareness Guide.

For example, if you:

- (a) fail to supervise the holder of a visitor identification card in accordance with the requirements of the Sydney Airport Security Awareness Guide; or
- (b) give your LTC to someone else; or
- (c) are found in a secure area at the airport; or
- (d) have failed to notify Sydney Airport of the things set out in clause 9 (above); or
- (e) otherwise misuse your LTC

These are some, but not all, of the circumstances in which Sydney Airport may cancel your LTC.

### 11. Suspension of a LTC

Alternatively, Sydney Airport may suspend your LTC if you fail to comply with one of these conditions. Sydney Airport will determine the period of the suspension, having regard to:

- (a) the nature of the contravention; and
- (b) whether you have previously contravened these conditions

### 12. Return of a LTC

You must immediately return your LTC to the Sydney Airport Services Centre (Level 3, Terminal 1) if: (a) your LTC has expired; or

- (b) Sydney Airport or your employer notifies you that your LTC has been cancelled or suspended; or
- (c) your LTC has been altered, defaced or is not working; or
- (d) you have left your current employment.

### 13. Loss of LTC

You must immediately notify Sydney Airport Services Centre - ID and Access Services (ph. 02 9667 9301) or after hours (ph. 02 9667 9673) if your LTC has been lost, stolen or destroyed.

### 14. Property of Sydney Airport

The LTC issued to you remains the property of Sydney Airport Corporation Limited.

### 15. Access Control Conditions of Issue & Use

Access privileges (if any) will be programmed onto your LTC in accordance with your employment needs.

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# Landside Terminal Identification Card

Landside Terminal Identification Application Form



THE IDENTIFICATION IS FOR LANDSIDE PUBLIC AREAS OF SYDNEY AIRPORT. VALID FOR A MAXIMUM PERIOD OF 12 MONTHS.

OFFICE USE ONLY

Lodgement Date	Test Completed	NEW / RENEW / LOST	ISSUED BY
	EXP.	Company Name:	

## APPLICANT DETAILS

SURNAME

FIRST GIVEN NAME

OTHER GIVEN NAMES (Separate multiple names with spaces)

MALE

FEMALE

DATE OF BIRTH

COUNTRY OF CITIZENSHIP

<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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EMAIL ADDRESS

MOBILE

PHONE WORK

PHONE HOME

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CURRENT ADDRESS

POSTCODE

STATE

<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
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## PRIVACY NOTE

In order for Sydney Airport Corporation Limited ABN 62 082 578 809 to process this application for a Landside Terminal Identification Card (LTC), Sydney Airport needs to collect certain personal information about you. Your activities at the airport may also result in Sydney Airport collecting personal information about you (e.g. electronic records of your access to various parts of the airport or use of certain facilities and CCTV footage of you).

Sydney Airport may use personal information which it collects about you for the purpose of its operation of Sydney Airport, including to assess, investigate or respond to any actual or potential operational, safety or security matter at the airport. Sydney Airport may disclose this information to law enforcement agencies, government departments and agencies, its advisers and your employer.

By making this application, you consent to Sydney Airport collecting, using and disclosing your personal information as set out above. If you refuse to provide us with the required personal information, then we cannot process your LTC application or provide you with access to particular areas of the airport.

Except where precluded by the Privacy Act 1988, you can access the personal information Sydney Airport holds about you by contacting Sydney Airport on (02) 9667 9301. Further information about the way that Sydney Airport handles personal information is set out in Sydney Airport's Privacy Statement, which can be viewed on our website ([www.sydneyairport.com.au](http://www.sydneyairport.com.au)) or by requesting a copy from Sydney Airport.

## ID REQUIREMENT FOR APPLICATION LODGEMENT

AUSTRALIAN CITIZENS - Driver Licence / Passport
  NON CITIZENS - Passport with Work Visa

For more information on ID Requirements, please contact ID Services at 02 9667 9301

## APPLICANT CERTIFICATION

I

APPLICANT NAME

- a. have read and understood the Sydney Airport Security Awareness Guide and the Conditions of Issue and Use for a Landside Terminal Identification Card (LTC), including my obligation to return the LTC to Sydney Airport Corporation Ltd when:
  - (i) the LTC has expired; or
  - (ii) Sydney Airport or my employer notifies me that the LTC has been cancelled or suspended; or
  - (iii) my LTC has been altered, defaced or not working;
- b. have read and understood the Privacy Note in this application form and consent to Sydney Airport using and disclosing my personal information in accordance with the Privacy Note and this application form;
- c. certify that the details contained in this application are true and correct; and
- d. understand that any LTC issued to me remains the property of Sydney Airport and that it is my responsibility to return the card immediately to Sydney Airport when no longer required (if I no longer work at T1).

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

APPLICANT SIGNATURE

Date:

## EMPLOYER CERTIFICATION (to be signed by listed signatory with Sydney Airport)

I

EMPLOYER NAME

CERTIFY THAT THE PERSON NAMED IN THIS APPLICATION IS CURRENTLY EMPLOYED WITH:

COMPANY NAME

- a. I undertake to notify Sydney Airport immediately if the person ceases their employment with the organisation named above.
- b. I confirm that the applicant has been provided with security induction training based on the Sydney Airport Security Awareness Guide and the Conditions of Issue and Use of a LTC.
- c. I certify that I am a registered authorised signatory on the approved company registration held by Sydney Airport and that I will abide by all the Terms & Conditions applicable to a registered company.
- d. I confirm that the applicant is authorised by law to work in Australia.

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

EMPLOYER SIGNATURE

Date:

## OFFICE USE ONLY – RECEIPT OF ISSUE OF LTC

I

APPLICANT NAME

Acknowledge receipt of landside terminal card TER  which remains the property of Sydney Airport and is provided for use in accordance with the Conditions of Issue and Use until it is cancelled, expires is altered or defaced, or I no longer need it for my employment. At this time I must return the card to Sydney Airport - ID and Access Services and obtain a receipt for proof of its return.

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

Date:

## OFFICE USE ONLY – ORIGINAL IDENTIFICATION SIGHTED AND PAYMENT

ID Type: \_\_\_\_\_ Sighted By: \_\_\_\_\_

Date:

Cheque  EFTPOS  Account  Credit Card

Amount: \_\_\_\_\_ Receipt No: \_\_\_\_\_

Date: