



ARCHERFIELD AIRPORT CORPORATION TENANT INFORMATION FORM

Tenancy Information

Tenant Name		
Address		
Contact Information	Telephone:	Fax:
	Mobile:	Email:
Contact Person	Name:	Contact No.

Site No.	
Site Address	
Lease Term	
Commencement Date	
Permitted Use	
Main Activities to be carried out at tenancy	<i>NOTE: Provide specific information e.g. abrasive blasting, parts washing, spray painting, paint stripping, grinding, storage of drums of fuel/oils</i>

Business Operating Information

Business Hours		
Number of employees operating from the premises		Number of employees anticipated to operate from the premises in 5 years' time



Daily number of customers/ visitors to the premises		Daily number of people anticipated to visit the premises in 5 years' time	
Daily number of staff/ customer parks required		Daily number of staff/customer car parks anticipated to be required in 5 years' time	
Weekly number of delivery vehicles accessing the site		Maximum size/weight of vehicles accessing the site (GVM)	
Anticipated monthly water consumption (litres)		Estimated maximum demand for power	
Are communications facilities suitable for your needs?		If no, will you require additional communications infrastructure (e.g. landlines, faxes etc.)?	
Are an adequate number of toilets available for staff/visitors etc.?		Do you anticipate the number of toilets currently available will be sufficient in 5 years' time?	

Operational

If you answer yes to any of the questions below, please provide details

	Yes	No	Details
Will you require authority to drive airside?			
Will you require pedestrian access airside?			
Will you require aircraft parks airside of your tenancy?			
Will you require vehicle deliveries airside? If so, how many per month and expected maximum GVM?			
Do you intend to install antennae or any other structure on top of your building?			
Do you intend operating equipment, such as boom lifts, which will exceed the height of the surrounding			



Will you be requesting permission to install air-conditioning			
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Environmental

All operators on the airport, including AAC, have an obligation to comply with The Airports Act 1996, the associated Airports (Environment Protection) Regulations 1997 and the Airport Environment Strategy (AES). The roles and responsibilities of AAC and its tenants are set out in Chapter 3.4.1 and 3.4.2 of the AES which is available on AAC's website.

1.1. Waste and Hazardous Waste

Will your operation generate waste that will be discharged to any of the following? (If yes, please describe the type and approximate quantity of waste).

	Yes	No	Details
A detention tank or holding basin (apart from normal rainfall)			
Sewer			
Stormwater			
Groundwater			
The atmosphere			
Soil			
Off-site landfill			
An industrial waste removal service			

Will your operation generate **hazardous/regulated waste**? (If yes, provide the following details). Please note that hazardous waste includes: **used motor oil, solvents, parts washer solutions, paints, antifreeze, used batteries, automotive fluids, oily rags**.

	Yes	No	Details
Type of Waste			
Storage method			
Disposal method			



1.2. Chemical Storage

Will your activity require the storage/use of chemicals, fuel or oils at your site on airport?

No _____ Yes _____ If yes, provide the following details:

Type of Material	Maximum Quantity at any one time	Storage Container (Type & capacity)	Bund capacity (litres)

1.3. Spill Response

If yes in section 4.2, provide the following details:

What spill containment and clean up equipment will be kept on-site?	
What quantity of spill clean-up material will be stored on-site?	
How will waste clean-up material be disposed of?	

1.4. Noise

Will your activity generate excessive noise?

Yes _____ (*if yes, provide details*) No _____

Details: _____

1.5. Air

Will your activities generate any emissions (e.g. paint fumes, dust)?

Yes _____ (*if yes, provide details*) No _____



Details: _____

1.6. Flora and Fauna

Will your activities have the potential to impact flora and fauna on airport (e.g., disturb soil containing fire ants)?

Yes _____ (*if yes, provide details*) No _____

Details: _____

1.7. Heritage

Will your activities be carried out on a site with heritage value?

Yes _____ (*if yes, provide details*) No _____

Details: _____

1.8. Property

Will your activities need the use of heavy machinery?

Yes _____ (*if yes, provide details*) No _____

Details: _____

1.9. Parts washing

Do your activities include parts washing, aircraft washing or painting?



Yes _____ (*if yes, provide details*) No _____

Details: _____

2. Emergency Preparedness

Please note that each tenant is responsible to develop and implement appropriate procedures for emergency preparedness and response in accordance with AAC requirements.

3. Reporting

Each tenant is required to report to AAC any accident or incident causing, or likely to cause, adverse environmental effects. Major accidents/incidents are to be reported (verbally) immediately and in writing within 24hours. Contact No. (07) 3275 8029.

4. Building Works

An occupier of Archerfield Airport is obligated under the Airports Act 1996 and Airport (Building Control) Regulations 1997 to apply for approval for building and construction work prior to the commencement of the work. Application must be made to both the Government Airport Building Controller (ABC) **and** Archerfield Airport Corporation (AAC). This process ensures all works are consistent with the Airport Master Plan, the future planning objectives of AAC, the current infrastructure and operations of the airport and the Building Code of Australia.

Do you intend to do building works or other works on airport?

Yes _____ (*if yes, provide details and attach a sketch plan*) No _____

Details: _____

Date		
Name		Signature



FOR AAC OFFICE USE ONLY	Yes/No
<i>Is the proposal consistent with the Master Plan and AES?</i>	
<i>Is the proposal consistent with the Permitted Use?</i>	
<i>Does the proposal require any special infrastructure?</i>	
<i>Are there particular environmental risks associated with this proposal? e.g. Asbestos/Heritage</i> <i>If yes, are there sufficient measures to mitigate the risks?</i>	
<i>Should the tenant provide an EMP?</i>	
<i>Does the tenant propose doing building works?</i>	