

Ground Transport Operator Access Licence Application

Ground Transport Access Licence

All shuttle bus, hire car, limousine operators and any other commercial transport providers conducting services to or from Newcastle Airport must hold a valid Ground Transport Access Licence.

To be eligible for a Ground Transport Access Licence, applicants must be a registered service provider under the Point to Point Transport (Taxis and Hire Vehicles) Act 2016 (NSW).

The Access Licence provides the holder with the following benefits:

1. Non-exclusive access to a holding area reserved for licensed operators.
2. Up to two (2) hours of complimentary parking per day in the Long Stay Saver Car Park.
3. Non-exclusive access to designated pick-up and/or drop-off areas for the purpose of conducting approved commercial transport activities.

Application Requirements

Applicants must provide the following information and supporting documentation with their application:

- Australian Business Number (ABN) (sole trader or company).
- Registered business name and trading details.
- Certificate of Currency for Public Liability Insurance with a minimum indemnity of \$20 million.
- Certificate of Authorisation issued by the NSW Point to Point Transport Commissioner, including the registration number for verification purposes.
- Certificate of Motor Vehicle Insurance.
- Written confirmation that the business and all drivers hold valid NSW Driver Authorities.
- Any other information reasonably requested by Newcastle Airport to assess the application.

Instructions

1. Complete the Ground Transport Access Licence Application Form in full.
2. Submit the completed application form together with all required supporting documentation to: **propertyadmin@newcastleairport.com.au**
3. Applications will not be assessed until all required documentation has been provided.
4. If you require assistance in completing the application, please contact **propertyadmin@newcastleairport.com.au**.

Ground Transport Operator Application Information:

Company Name	
Contact Name	
ABN	
Address	
Phone	
Email	
Accounts Email	
Website	
Point to Point Transport Authorisation Number	
Public Liability Insurance	
Motor Vehicle Insurance	
Vehicle Registration Numbers, Make and Models	1 2 3 4 5 6

I acknowledge and agree to pay the annual Newcastle Airport Ground Transport Access Licence Fee of \$400.00 (plus GST, if applicable) per vehicle.

Name
Signature
Date