



# Adelaide and Parafield Airports Building Activity Application Package

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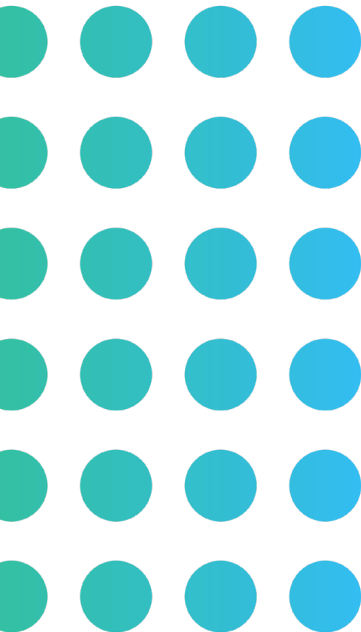
# AAL Building Activity Application Package

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# AAL Building Activity Application Package

## 1 Introduction

Land use planning and building control at Adelaide Airport is regulated by the *Airports Act 1996* (Act) and the *Airports (Building Control) Regulations 1996* (Regulations).

Approval is required from Adelaide Airport Limited (AAL) and the Airport Building Controller (ABC) prior to the commencement of building activities. For all applications received, ABC Approval will only be provided after the AAL Building Activity Consent has been issued.

### 1.1 Definitions

Building activities performed on airport land will require assessment and approval from both AAL and the ABC.

These activities can generally be defined as:

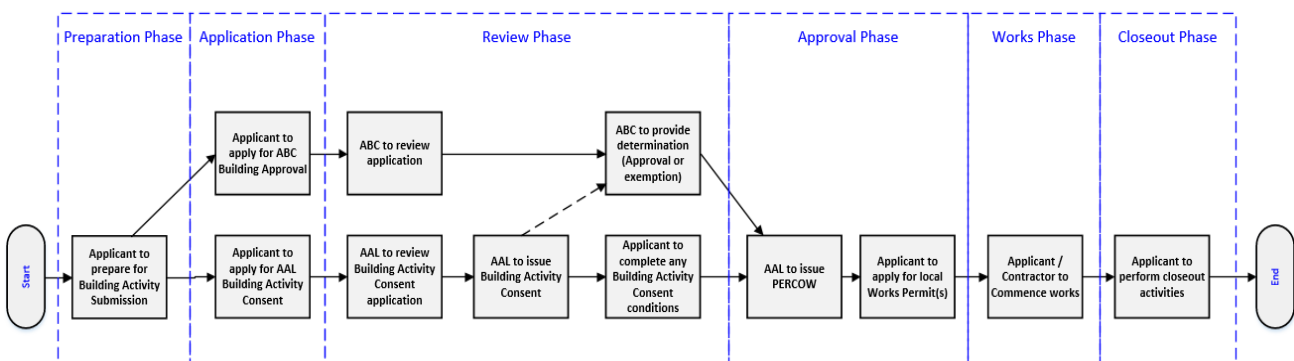
- Construction
  - Construction of buildings or other structures, constructing or altering earthworks (whether or not in relation to buildings etc.) or constructing or altering engineering, electrical or hydraulic works
- Alteration
  - Alterations to the structure of buildings or other structures
- Demolition
  - Demolishing, destroying, dismantling or removing buildings, structures, earthworks, engineering works, electrical works and hydraulic works

Please note: Buildings or other structures may include bridges, fences, towers, pylons, bollards or monitoring wells. Earth works or engineering works may include but not limited to, runways, taxiways, aprons, roads, car parks, retaining walls, road surfaces, car park surfaces and tunnels.

For further details and examples of the various activities requiring Building Activity approval, please refer to Annexure A.

### 1.2 The Building Activity Process

The high level Building Activity process and its relevant phases has been illustrated in the diagram below. Further information describing the key steps within each phase have been documented in section 2 and must be followed to ensure the application is approved in a timely manner.



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## 1.3 Roles & Responsibilities

### 1.3.1 Applicant

Lessees/applicants are expected to take all reasonable steps to ensure a safe and compliant workplace during building activity works. This should be reflected in the application and the quality and detail of documentation submitted.

It is the responsibility of the applicant to ensure all required information and payment of fees are provided to AAL in a satisfactory and timely manner. Delays in full document submission or payment will result in delays in the assessment of the application.

### 1.3.2 AAL Project Officer

An AAL Project Officer is allocated in the Review phase and is responsible for liaising with the applicant and ensuring compliance with the conditions of an approved Building Activity Consent. Specifically, the AAL Project Officer is responsible for issuing the Permit to Commence Works (PERCOW) following issue of all required approvals and once all documents have been received and follow up activities completed. The Project Officer will also provide guidance to the applicant and/or contractor during works (as required) to ensure works are completed in a safe manner, all permits required are in place, compliance with airport operational and safety requirements are being adhered to and ensuring the works are carried out as per the approved PERCOW, Building Activity Consent and the ABC Building Approval.

### 1.3.3 Airport Building Controller

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts has appointed an Airport Building Controller (ABC) at each leased Federal airport. The ABC is responsible for ensuring that activities at leased airports meet the appropriate building and engineering standards. The fundamental objective of the ABC is to administer and advise airport operators on building control issues as contained in the *Airports (Building Control) Regulations 1996* and to implement the building approval system that regulates ongoing building activity at the airport.

## 1.4 Compliance

### 1.4.1 WHS Compliance

All works undertaken on the airport are to be compliant with the South Australian *Work Health and Safety Act and Regulations 2012* and must be supported by the appropriate documentation as part of the Building Activity Consent application. This documentation may include but is not limited to:

- WHS Management Plan for construction projects
- Appropriate Safe Work Method Statement (SWMS) for any high risk construction work
- Appropriate Job Safety Environment Analysis (JSEA)
- Risk register or analysis for high risk activities
- Operator licences for EWP or high risk equipment

Copies of this documentation are to be provided to AAL prior to the commencement of works and at any time thereafter when reasonably requested.

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## 1.4.2 General Compliance

All applications should be compliant with all appropriate State and Commonwealth legislation and/or standards as appropriate, including but not limited to:

- Environmental Protection Authority (EPA)
- Work Health and Safety (WHS)
- Manual of Standards (MOS) – Part 139 Aerodromes; including lighting in the vicinity of aerodromes

## 1.5 Fees and Payments

Application fees may apply for both AAL and the ABC assessment. Non-refundable payment to AAL must be received on submission of the Building Activity Consent Application (Annexure B) and / or prior to commencement of application processing. AAL will issue an invoice for the BA fee upon receipt of the application and once satisfied that all required information has been received.

### 1.5.1 Fees Payable to AAL

The fee is based on the estimated value of the building activity as follows:

Estimated Construction Cost	Fee Payable (Including GST)
Under \$10,000	\$350
\$10,000 to \$50,000	\$500
\$50,000 - \$100,000	\$700
Over \$100,000	\$1,000 + 0.15% of the balance in excess of \$100,000

### 1.5.2 Fees Payable to the Airport Building Controller

A separate fee applies for applications to the Airport Building Controller. The Airport Building Controller fee structure is based on Schedule 1, Part 1 of the Regulations. Refer to the [ABC Online](#) for further details.

## 2 Process Phases

### 2.1 Preparation Phase

#### 2.1.1 Applicant preparation for Building Activity Submission

Preparing your application prior to submission will ensure that your application has all the necessary information required and will assist with being reviewed in a timely manner. Separate applications to both AAL and the ABC are required in order to obtain the necessary approvals as per the table below:

Approval Type	Approval From	Approval via
Building Activity Consent	Adelaide Airport Limited (AAL)	Building Activity Consent Application Form
Airport Building Controller Building Approval	Airport Building Controller (ABC)	ABC Online

# AAL Building Activity Application Package

Note: The ABC Building Approval is issued by the ABC. You are applying for approval or exemption (depending on your scope of works), and the outcome will be a:

- Building Permit, or
- Works Permit, or
- Demolition Authorisation.

Or you may receive exemption through:

- Exemption determination (Referred to as Exemption Application and Notification in the ABC online system)

## 2.1.2 Applicant determination of CEMP requirement

A Construction Environmental Management Plan (CEMP) is a plan that identifies and describes the management of environmental risks associated with a company's operations. CEMPs will predominantly be required where the development includes excavations or multiple penetrations of site soils.

As a guide, CEMPs may be required if the project involves one or more of the following activities:

- Development on or near an Environmentally Significant Area
- Works in known or potentially contaminated areas
- Discharges to air (odour, dust, combustion emissions)
- Discharges to land, surface water (including storm water) or groundwater
- Development, construction or demolition
- Development of a greenfield site
- Importation of fill material onto the Airport
- Clearing of land
- Use or storage of hazardous materials
- Activities within 200m of a waterway

You should consult with the Environment department at AAL to confirm whether a CEMP will be required. The contact details are below:

Adelaide Airport Limited  
Environment Department  
Email: [environment@aal.com.au](mailto:environment@aal.com.au)  
Telephone: (08) 8308 9211

## 2.2 Application Phase

### 2.2.1 Applicant application for ABC Building Approval

Apply for ABC Building Approval from the Airport Building Controller online with supporting information via [this link](#). The Airport Building Controller contact details are below:

Airport Building Controller – Tecon Australia  
Email: Mr. Kirk Pascoe – [Kpascoe@teconaust.com.au](mailto:Kpascoe@teconaust.com.au)  
Email: Mr. Troy Olds – [Tolds@teconaust.com.au](mailto:Tolds@teconaust.com.au)  
Telephone: (08) 8228 1600

**Note: It is imperative that the ABC Building Approval application includes the same plans/drawings which will be submitted to AAL when applying for Building Activity Consent.**

# AAL Building Activity Application Package

## 2.2.2 Application for AAL Building Activity Consent

### 2.2.2.1 Completion of the Application for Building Activity Consent

Fill out the AAL Building Activity Consent application form (Annexure B) ensuring all information has been completed and filled in correctly. This includes, but is not limited to:

- Applicant / Lessee details
- A clear description, including location and purpose of the works
- The estimated value of the building activity works.
- Estimated start and finish dates
- Drawings / Plans

**Please Note: Delays in full document submission or payment of fee will result in delays in the assessment of your application.**

### 2.2.2.2 Provision of relevant supporting documentation

Supporting documentation must comply with the *Airport (Building Control) Regulations 1996*. A single electronic copy of all supporting documents is required to be submitted with each Building Activity Consent application. Documentation shall be commensurate with the activity to be undertaken and should include, but not be limited to:

- Scope of Works
- Specifications
- Electronic copies of drawings / plans
- Schedule of Works
- Work, Health and Safety compliance documentation (where applicable):
  - Appropriate Safe Work Method Statement (SWMS) or Job Safety Environment Analysis (JSEA)
  - Risk register or analysis for high risk activities
  - Operator licences for EWP or high risk equipment
- Confirmation that the works comply with the following (If applicable):
  - AAL Master Plan (and incorporated Environment Strategy)
  - Major Development Plan (MDP) (as applicable)

The Building Activity Consent Application form (Annexure B) contains a checklist which must be completed in full. The checklist includes all relevant details and supporting information that is to be provided or attached in support of the proposed Building Activity.

### 2.2.2.3 Submission of Building Activity Consent Application

The completed Building Activity Consent application form (Annexure B) and all supporting documentation should be submitted to Adelaide Airport Limited at:

Adelaide Airport Limited, Building Approvals Officer  
Email: [buildingapprovals@aal.com.au](mailto:buildingapprovals@aal.com.au)  
Telephone: (08) 8308 9211



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## 2.3 Review Phase

### 2.3.1 AAL review of Building Activity Consent Application

AAL will provide an email acknowledging receipt of the application and advise a BA fee invoice will be forwarded under a separate cover. Assessment may take up to 28 days from receipt of the completed application and fee. AAL will review the application in the first instance for completeness and accuracy. If, for whatever reason, the application has not been completed as per the minimum requirements, AAL will request further information and the review process will not commence until AAL is satisfied with all documentation received.

The review of the Building Activity Consent Application will be based on the content of the application including planned scope of work and all relevant supporting information provided. AAL will review the application against its' own planning objectives along with ensuring alignment against the following criteria:

- AAL Master Plan (and incorporated Environment Strategy)
- Major Development Plan (if applicable)

The outcomes of the review will be either of the following:

- Granted consent (may be subject to conditions)
- Refused consent

If Building Activity Consent is refused, a letter will be sent to the applicant explaining the reason. Examples of refusal may include inconsistency with the AAL Master Plan, Major Development Plan, AAL Environment Strategy or AAL's own planning objectives.

Please refer to the Adelaide Airport Limited [Master Plan Page](#) which includes links to the Environment Strategy and general planning and development details on the Adelaide Airport website.

### 2.3.2 ABC review of application

Once the ABC has received all required documentation and application fee, a review and assessment of the application for compliance with the relevant codes and standards will occur. The ABC will not issue approval (or exemption) until AAL has approved the Building Activity and provided the Building Activity Consent.

### 2.3.3 AAL Issuing of Building Activity Consent

Once the Building Activity Consent has been approved, AAL will notify the following parties via email:

- Applicant
- Airport Building Controller
- AAL Project Officer

Notification will contain formal approval along with the following documents:

- Building Activity Consent
- Site Rules and Conditions for Contractors (Annexure D)
- Airside Operating Conditions (if required) (Annexure E)
- Closeout Form

The Building Activity Consent will contain conditions which must be read and actioned (as applicable).

# AAL Building Activity Application Package

**Note: The Building Activity Consent is not approval to commence work. A Permit to Commence Work (PERCOW) is required prior to commencing any work on site.**

## 2.3.4 ABC Determination

After the ABC has reviewed the online application and AAL has provided Building Activity Consent, they will then do one of the following:

- Request further information
- Grant an Exemption
- Approve the proposed building activity and issue the appropriate permit/authorisation
- Conditionally approve the proposed building activity and issue the appropriate permit/authorisation with conditions (this may also include conditions imposed by AAL)
- Refuse to issue a permit/authorisation

**Note: ABC Approval will not be granted until the required ABC fee has been paid.**

## 2.3.5 Applicant completion of Building Activity Consent conditions

Approval conditions will vary depending on the nature of the building activity, the location, specific requirements and impact on AAL Operations. It is the responsibility of the applicant to ensure all conditions are actioned and any documentation must meet general compliance obligations and conditions as detailed within the AAL Building Activity Consent.

Electronic copies of required documentation (where applicable) should be provided to the AAL Project Officer prior to the commencement of works. Documentation which may be applicable prior to the commencement of works includes (but is not limited to):

- Construction Environment Management Plan (CEMP)
- Insurance certificates for contractors working on site
- WHS Documentation:
  - Safe Work Method Statements (SWMS)
  - Job Safety Environment Analysis (JSEA)
  - Copies of operator licence's (High Risk equipment)
  - Risk registers
- Works Plans for Airside
- Work zone Traffic Management Plans (WZTMP)
- Permits (see below)

## 2.4 Permits Phase

### 2.4.1 AAL Issuing of PERCOW

AAL must be satisfied that all requirements have been met and any Building Activity Consent approval conditions completed (where required) before formally providing a Permit to Commence Works (PERCOW). Once satisfied, and following the Airport Building Controller's issue of the appropriate Building Approval (or exemption), the allocated AAL Project Officer will issue a Permit / Conditional Permit to Commence Works (PERCOW) allowing works to commence.

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**Note: You MUST obtain a PERCOW before commencing work. Failure to comply will result in AAL stopping all works, and potential site shutdown until all permits have been obtained.**

The PERCOW may detail specific conditions, site restrictions, requirements and procedures applicable before you can formally commence building works. Subject to all requirements and conditions being addressed, AAL will issue a PERCOW and the contractor must comply with all conditions. The PERCOW only authorises the commencement of work. During the construction stage there are a range of specific permits that the contractor or builder may be required to obtain depending on the nature of the works. See section below for further details.

## 2.4.2 Applicant application for local Work Permit(s)

Depending on the nature of the building activity, the location, specific requirements and impact on AAL Operations, a local Works Permit may be required for the following:

- Excavation
- Isolation, connection, disconnection
- Hot Works
- Confined Space
- Asbestos Work
- Cranes

Local Works Permits will need to be requested and approved prior to commencement of works with 7 days' notice required for major service / high risk activities and 2 days' notice for minor service / low risk activities. It is the responsibility of the applicant to liaise with the assigned AAL Project Officer who will provide guidance on the process to follow for submitting a local works permit request (and the expected timeframe for assessment based on the activity requirement) to ensure the appropriate permit is requested and approved prior to works commencing.

## 2.5 Works Phase

### 2.5.1 Applicant / Contractor commencement of Works

After the PERCOW has been issued and any required Works Permits issued, works can formally commence. The applicant must ensure that all works are conducted in a safe and secure manner as well as ensuring compliance with all approval conditions. Only those works approved by AAL and the Airport Building Controller are authorised to be carried out.

#### 2.5.1.1 Guidance during Works

The nominated AAL Project Officer will be available to liaise with the applicant and contractor(s) identified on the approval and provide guidance in relation to the works. Guidance may consist of activities including (but not limited) to the following:

- Coordination of:
  - Site Inductions
  - Airside Access
  - Security Passes
  - Escorts
  - Additional Permits
  - Drug & Alcohol Management Plan (DAMP)
- Liaising with the applicant to ensure completion of approved works only

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- Ensuring General compliance with the conditions of approval, in particular:
  - Construction Environment Management Plan
  - Works plans for airside
  - Traffic Management plans
- Ensuring compliance with airport operational and safety requirements
- Work site being managed in a clean, tidy and safe manner

## 2.5.1.2 Inspections

In accordance with the *Airports (Building Control) Regulations 1996*, the ABC may require inspections at specified stages of construction. In addition, AAL may carry out inspections of building sites to ensure that works are proceeding in accordance with the conditions specified on the Building Activity Consent and the PERCOW. If non-compliance to specified conditions is evident, AAL may close down the site until these breaches are corrected to the satisfaction of AAL, at the contractor's cost.

**Note: A complete set of endorsed, approved drawings, specifications, a copy of all permits and Building Approvals must be available on site for inspection and verification.**

## 2.6 Closeout Phase

### 2.6.1 Performing Closeout Activities

#### 2.6.1.1 Notifying AAL of Completion of Works

At the completion of the activity, the applicant is required to notify the AAL Project Officer as soon as possible of the completed works. The AAL Project Officer will then inspect the work site or tenancy as required to ensure the work has been carried out as per the approved PERCOW and Building Activity Consent.

The applicant is required to leave the site in a safe and clean state as per the Site Rules and Conditions for Contractors (Annexure D).

#### 2.6.1.2 Obtaining appropriate compliance ABC Certificate

One of the final steps of the ABC Building Approval Process is the application for an appropriate Certificate of Compliance from the Airport Building Controller (as required):

- Certificate of Compliance for Occupancy: allows the premises to be occupied
- Certificate of Compliance for Use: allows engineering or electrical works to be used

**Note: Until a relevant Certificate of Compliance has been issued by the ABC, the building or works must not be occupied or used. Please refer to the ABC for further details.**

#### 2.6.1.3 Submission of As Constructed Records

All documentation required to be completed by the applicant shall be submitted to AAL through the Project Officer within 14 days of the completion of works. Documentation will include where required:

- As constructed drawings
- Survey Detail
- Essential Safety Provision certificates
- Certificates of Occupancy



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- Other certificates
  - Engineering
  - Certificate of Conformance
  - Test sheets
  - Commissioning records
  - Trade Waste certificate etc.
- Details of any installed meters
  - Electricity, water or gas
- Details of the company that completed the works

AAL will then assess the documentation and respond to the applicant if incomplete, with details of outstanding items to be rectified by the applicant/client.

## 2.6.1.4 Closing out Building Activity

At the completion of the works, the applicant is required to complete a Close out form (Annexure C) and submit to the AAL Project Officer.

# AAL Building Activity Application Package

## 3 Annexures

### Annexure A Activities Requiring Building Activity Approval<sup>1</sup>

BA Type	Description	Examples
Construction	Building or assembling of infrastructure	<ul style="list-style-type: none"> <li>• New Terminal</li> <li>• New Car Park</li> <li>• New Building / Warehouse / Storeroom</li> <li>• New Roof / Modifications to roofing</li> <li>• New Wall / New Cladding</li> </ul>
Demolition / Removal	Tearing down, destroying, dismantling or removing of buildings or other man-made structures.	<ul style="list-style-type: none"> <li>• Buildings</li> <li>• Structures</li> <li>• Land Clearing / Earthworks / Excavation</li> <li>• Carpark island removal</li> <li>• Sign removal</li> <li>• Wall removal</li> <li>• Asbestos removal</li> </ul>
New Installations	The installation, improvement and maintenance of structures, machines, plant, equipment, tools, systems and components which may or may not have had design and building involved.	<ul style="list-style-type: none"> <li>• Roller Doors / Warehouse doors</li> <li>• Sliding Doors</li> <li>• Chillers</li> <li>• Roof Vents</li> <li>• Gates / Boom Gates</li> <li>• Turnstiles</li> </ul>
Environmental	Surrounding site conditions: investigation of soil, tree/vegetation, excavation of materials that are on the ground	<ul style="list-style-type: none"> <li>• Landscaping</li> <li>• Soil disruption</li> <li>• Land clearing</li> <li>• Drilling of soil bores</li> <li>• Tree removal</li> <li>• De-watering (Groundwater)</li> </ul>
Fitout	Making interior spaces suitable for occupation.	<ul style="list-style-type: none"> <li>• New fitout</li> <li>• De-fit</li> </ul>
Information & Communication Technology	Works on communication technology, wireless signals and computer networks. Includes new installations of cables or IT infrastructure as installations within existing infrastructure.	<ul style="list-style-type: none"> <li>• Network/data cable works</li> <li>• Telecommunications cable / service works / Optical fibre works</li> <li>• WIFI</li> <li>• IT Infrastructure</li> <li>• Telecommunications equipment</li> <li>• Works within the Comms Room</li> <li>• CCTV and any new cabling required</li> <li>• Towers, Antennas, masts, aerials</li> </ul>

<sup>1</sup> See Division 5, Part 5 of the *Airports Act 1996*.

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BA Type	Description	Examples
Infrastructure	Basic physical structures and facilities built at the Airport	<ul style="list-style-type: none"> <li>• Roads</li> <li>• Paving / Pavements / Footpaths / Slabs / Padding / Footings</li> <li>• Aprons</li> <li>• Runways / Taxiways</li> <li>• Fencing</li> <li>• Retaining Walls</li> <li>• Bollards</li> <li>• Monitoring Wells</li> </ul>
Signage	Signs collectively, especially commercial or public display signs; Includes new signage or upgrades to existing signage	<ul style="list-style-type: none"> <li>• Wayfinding signs / notices</li> <li>• Advertising signs / devices</li> <li>• Powered advertising signs</li> </ul>
Utilities	Works primarily related to the provision of Gas, Electrical, Water, Sewerage, Stormwater, Mechanical or Thermal systems.	<ul style="list-style-type: none"> <li>• Stormwater drainage</li> <li>• Metering for water, electricity, gas</li> <li>• Services (New or Modifications to) / Conduits for supply</li> <li>• Stormwater pipeline</li> <li>• Switchboards</li> <li>• Solar Power Installations</li> </ul>

If unsure if a Building Activity Approval is required, please contact the Building Approvals Officer.

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## **Annexure B    Building Activity Application Package and Application Form**

**Link:** [Building Applications - Adelaide Airport Property \(airportbusinessdistrict.com.au\)](http://airportbusinessdistrict.com.au)



# AAL Building Activity Application Package

## Annexure C Building Approval Close out Form – Example

### BUILDING APPROVAL CLOSE OUT PHASE



*This form shall be submitted to AAL by the applicant at the completion of the approved works to notify AAL of the works completion.*

#### DETAILS OF THE BUILDING APPROVAL ACTIVITY

Applicant

Activity

BA No

Location

Contact Name

Phone No

The above mentioned works have been completed or will be completed on the following date / /

The following documents have been attached

☐ As Building Drawings

☐ Inspection Certificate

☐ Other (please specify)

#### SIGNATURE OF APPLICANT / CONTRACTOR

Signature

Date

#### AAL OFFICE USE ONLY

Task	Actioned YES / NO	Date	AAL Manager (Insert Name)
Site Inspection Conducted			
Site Inspection Approved			
As Builts Received			
As Builts Approved			

The contents of this form are confidential. If you are not the intended recipient, you must not disclose or use the information contained in this form. Please advise us by telephone 8308 9211 immediately and shred the document.

Adelaide Airport Limited ABN 78 075 176 653 1 James Schofield Drive, Adelaide Airport SA 5950, Ph 08 8308 9211

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# AAL Building Activity Application Package

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## Annexure D Site Rules and Conditions for Contractors

Link: [Working at Adelaide Airport - Adelaide Airport](#)

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## Annexure E Airside Operating Conditions

Link: [Working at Adelaide Airport - Adelaide Airport](#)