

## **Hire Car and Limousine (Commercial Vehicle)** **Information Sheet and Policy**

***This document is relevant to all Melbourne Airport Vehicle and  
Authorised Driver Authorities - Landside Drivers Authority (LDA)***

### **General Information**

- From 1 July 2010, new procedures will be in place to support Hire Car and Limousine operators and Melbourne Airport's safety and security operations.
- Melbourne Airport is owned and operated by a private company, Australia Pacific Airports (Melbourne) Pty Ltd (APAM).
- All commercial vehicles (VHA/SV/RH) and their drivers wishing to operate at Melbourne Airport must be authorised by Melbourne Airport by way of a Driver and Vehicle Authority (sticker) issued by Melbourne Airport and are bound by Melbourne Airports Terms and Conditions of use.
- Current Drivers Certificate or Commercial Passenger Vehicle Licence issued by the Victorian Taxi Directorate do not automatically permit vehicle owners and/or drivers to pick up passengers from Melbourne Airport.
- Melbourne Airport issues Landside Driver Authorities (LDA), also known as Melbourne Airport Driver Authorities, that permits an authorised driver in an authorised vehicle to meet his/her customer/s inside the Melbourne Airport Terminal at the Chauffeur meeting points. All commercial vehicles collecting passengers must also have a Vehicle Authority that is issued in a similar manner to an LDA.
- The LDA is current for a 12 month period from the date of issue (unless cancelled or suspended earlier) and costs \$125.00 for each renewal and \$150.00 for a new issue. Any commercial driver wanting to enter the Terminal to collect their passenger(s) must hold an LDA.
- Only owners of an Authorised Vehicle will be permitted to apply for a Drivers Authority.

## **Applications - New/Renewals**

- a) For an LDA, all Applications must be submitted in the name of the Authorised Vehicle Owner (which is usually a company) and will be issued in both the company name and the Applicant Drivers name and photo.
- b) New and renewing applicants for an LDA can obtain the appropriate forms from the Melbourne Airport Security Services Building located at -; ***Building 114 Gowrie Park Drive, Melbourne Airport.***
- c) The Application form contains Melbourne Airport's Terms and Conditions (**Terms**) that govern all commercial drivers and vehicles picking up passengers at Melbourne Airport.
- d) All Applicants are required to provide the following original or certified documents as part of their application:
  - (i) Current Driver Licence;
  - (ii) Current Drivers Certificate issued by the Victorian Taxi Directorate;
  - (iii) Commercial Passenger Vehicle Licence (VHA/SV/RH) (For Vehicle Authorities Only);
  - (iv) Certificate of Currency of Insurance to indicate that the vehicle has current third party property insurance; and
- e) These documents are essential and an application will not be processed should any of these not be made available.
- f) The fee must be paid at the time the Driver Authority and/or Vehicle Authority is issued.
- g) All Driver/Vehicle Authorities will take up to **30 working days** to process and the Applicant will be notified by phone or email of the outcome once the application process has been completed.
- h) Driver Authorities and Vehicle Authority stickers are issued at the Melbourne Airport Security Services Building and must be displayed as per our Terms.
- i) All expiring permits must be returned as property of Melbourne Airport before a new permit will be issued

## **Melbourne Airports Terms and Conditions**

Once issued the authorised Driver and authorised Vehicle owner must strictly comply with the Terms. A breach of these Terms may result in a suspension or permanent cancelation of the Driver and/or Vehicle Authority.

We also remind all Authorised Drivers that they are required to wear the LDA in clear view, above their waste at all times anywhere within the Melbourne Airport Terminals, car park or

forecourt. Driver's found not to be wearing the LDA in this manner are in breach of the Terms and Conditions and could have their LDA's suspended or cancelled.

## **Driver and Vehicle Authority Issuing Policy**

In July 2009, as a result of safety, security and operational reasons, Melbourne Airport introduced a Driver and Vehicle Authority Issuing Policy. The policy applies to all hire cars – VHA, Special Vehicle (SV) and Restricted Hire (RH) vehicles picking up passengers at Melbourne Airport and can be summarised as follows:

1. All Applicants with an expiring Vehicle or Driver's Authority may renew their Authorities within 6 weeks of expiry of the Authority. This is a strict deadline and no late applications will be accepted.
2. All new and renewing Applications will need to be submitted by the Authorised Vehicle Owner. To ensure that Authorised Drivers are driving an Authorised Vehicle, an individual driver will no longer be able to apply.
3. An application for a new Driver and/or Vehicle Authority or renewal of an expiring Driver and/or Vehicle Authority will **not** be processed or re-issued if:
  - the Application is incomplete.
  - any of the documents supplied are invalid or not current.
  - the Applicant or nominated driver ("**Applicant**") has been issued more than **three (3)** Melbourne Airport Penalty Infringement Notices in the 12 month period preceding the renewal/initial application.
  - the Applicant has breached any of the Melbourne Airport's Terms and Conditions in the 24 month period preceding the renewal/initial application.
  - the Applicant has any unpaid Melbourne Airport Penalty Infringement Notices (PINs) or Orders for payment issued by the Magistrates' Court. For any PIN which is the subject of current or pending legal proceedings, the Applicant must satisfy Melbourne Airport that they are expediting the legal proceeding and Melbourne Airport may in its sole discretion grant the Applicant a temporary extension until the proceedings have been concluded.

- based on the past conduct of the Applicant such as breaches of the Terms and offensive or aggressive behaviour towards Melbourne Airport staff, agents, contractors or others.
- the Applicant is not of good character. For example, if Melbourne Airport has a reasonable belief they have been touting passengers at Melbourne Airport or based on other information supplied by the AFP or VTD.

Melbourne Airport will provide its reasons for its refusal to approve an Application

4. The Authorised Vehicle owner is responsible to ensure all Authorised Drivers they have sponsored abide by Melbourne Airports' Terms. Any breach of the Terms by the Authorised Driver will result in suspension or cancelled of the Drivers Authority and Vehicle Authority.
5. Prior to a renewed Driver and/or Vehicle Authority being issued a driver will be required to return each expired Authority. If a Driver and/or Vehicle Authority is lost or stolen the driver/vehicle owner must immediately notify Melbourne Airport. A re-issue fee will be charged.
6. Authorised Vehicles with a VHA accreditation are currently permitted to park in the Premium Parking car park.
7. If a driver has their Drivers Authority cancelled or suspended by Melbourne Airport, the vehicle owner must return the Drivers Authority within 7 working days to: **Building 114 Gowrie Park Drive, Melbourne Airport**. If the Drivers Authority is not returned to Melbourne Airport within this time limit, the vehicle owner will be notified in writing and will be permanently banned from having any further Drivers and Vehicle Authorities issued.
8. Within 7 days of an Authorised Driver no longer driving the vehicle for which the Authorised Vehicle owner submitted the Driver Authority Application, the Authorised Vehicle owner must return the drivers LDA and notify Melbourne Airport via [LDA@melair.com.au](mailto:LDA@melair.com.au) in writing. Should this not occur, Melbourne Airport reserves the right to suspend the Vehicle Authority and the Authorised Vehicle owner will remain responsible for any breach of the Terms and Conditions by the Driver until the LDA is returned.
9. Prior to an Authorised Vehicle owner being able to apply for a new/renewed Authority, they must register their details on line at [lda@Melair.com.au](http://lda@Melair.com.au). Some of the details that must be provided include the Applicant's company name; ABN; contact



details; and a list of each other Authorised Vehicle it operates at Melbourne Airport (including all VHA/VHB/VHC, SV and RH licensed vehicles).

## **Questions**

Please address any questions regarding the Driver and /or Vehicle Authority to [LDA@melair.com.au](mailto:LDA@melair.com.au)