

Airport Airside Authorisation Application

Please provide all the requested information. Incomplete forms will be returned.

Section A: Airport Airside Authorisation Holder

Airport Airside Authorisation Holder Personal Data

Last Name		Maiden Name	
First Name		Date of Birth (DD.MM.YYYY)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Nationality	Place of Birth / Country	E-mail	
Current Address (street, number, post code and community, country)			
Company / Organization		Mobile number	Office number
		resident since:	(month/year)

Conditions

The authorisation is valid for a maximum of 5 years. The authorisation holder is responsible for renewal of the authorisation before it expires. Airport Altenrhein AG must immediately be notified of any changes to personal details, contact details and group or company affiliation. Expired authorisations automatically lose their validity, keys are immediately blocked. Blocking and unlocking is subject to charges according to the "Tarif Regulations People's Business Airport" (www.peoples.ch). The owner of an airport authorization must inform the management of Airport Altenrhein AG about any ongoing criminal proceedings. The management reserves the right to issue the authorisation holder concerned a provisional aerodrome ban, whereupon the airport authorization and the key are reclaimed.

The holder of an airport authorization hereby confirms that all information is true. Incorrect information may lead to a refusal or withdrawal of an airport authorization. The airside authorisation holder agrees to the above conditions.

The Airside authorized person has read the enclosed leaflet "Safety Regulations for Airside Owners / Key Holders" and agrees to the conditions therein.

In order to issue the airport airside authorization, we require a current passport photo in .jpg format. Please send the photo to ausweis@peoples.ch. To confirm your identity, it is also necessary to enclose or send a copy of your passport or national ID (identity card).

Place and Date	Signature (Additional signature of a parent or legal guardian is required for a minor)
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Section B: Applicant (Employer, Flight school, Flight group, Hangar tenants)

Company / Organization

Name of Company / Organization – Hangar tenants please enter the aircraft matriculation

Current Address (street, number, post box, post code and community, country)

Application type and validity

Application type

New Application

(new Application no company change)

Renewal

(due to expiration)

Change

(Additional Zones / Permissions)

Validity of the Airport Authorization (Limited to the duration of the contract or max. 5 years)

From

To

Information about the authorisation holder

Authorisation holder (employee) function

Job description and grounds for an authorisation (short answers)

Comments

Needed access / Zones

Zone A from the western airport fencing (Dorfstrasse) up to Hangar C6

Zone B from the eastern boundary Hangar C6 to the eastern airport fencing (east of the Segelflughangar)

Applicant Confirmation (signature authorized person according to the signature card)

The applicant confirms that the above information is correct and provides along with the authorisation holder, the necessary proof of a permanent official need to enter the non-public airport area on a regular basis. The signature also confirms the existence of an employer-employee relationship between the applicant and the authorisation holder.

Last Name	E-mail
First Name	Phone Number or Mobile Number
Place and Date	Signature

Section C: Application for Temporary Workers at Airport Altenrhein (construction work, external mechanics, maintenance)

Client Company / Organization

If the applicant company is not domiciled at Airport Altenrhein, the existence of a contractual relationship and / or ordinary business activity at Airport Altenrhein must be confirmed by the contracting company, domiciled at the airport and authorized by Airport Altenrhein. The client confirms the permanent trading or business relationship with the applicant company. In addition, the client must provide the contractor with the necessary proof that he is carrying out his/her duties and must obtain an airport authorization. Contracting authorities are construction, project managers, architects or other persons who have been commissioned by their company.

Name of Company / Organization

Current Address (street, number, post box, post code and community, country)

Client Confirmation

The client confirms the accuracy of the information and provides or confirms to the contractor (applicant, issuer) the necessary proof of a permanent official need to enter the non-public airport area on a regular basis.

Last Name	Function of the assignment giving person
First Name	Phone Number / E-mail
Place and Date	Signature

Other Information for the Application

- The application must be submitted to the Airport Security with all necessary documents, original document or digital (pdf), at least 14 work days before the intended date of validity of the authorisation
- Incomplete or missing documents will be rejected
- The operating regulations specified by Airport Altenrhein AG apply and are mandatory
- The issuance of an Airport Authorisation can be denied without stating reasons (according to applicable company regulations)
- Knowingly submitting incorrect information leads to the immediate withdrawal of the airport authorization or the immediate blocking of all access rights
- Airport authorisations are issued only upon presentation of an official ID card (identity card, passport)

Documents send to:

Airport Altenrhein AG
 Airport Security
 Flughafenstrasse 11
 CH-9423 Altenrhein
 E-mail: ausweis@peoples.ch

Further information:

Airport Security
 Phone: +41 (0)71 858 51 33
 E-mail: ausweis@peoples.ch

Note from Department (internal processing)

Airport Security

authorized

Airport ID number: _____

rejected

Airport Key number: _____

Date

Signature

Note:

Information Sheet for Airport ID and Airport Key Owner

1. The Airport Airside Authorisation is personal and may not be given to third parties. The airside authorization must be carried at all times and presented upon request. The owner must adhere strictly to the assigned zones shown on their airside authorization.
2. The Airport key is personal and may not be given or lent to any third parties.
3. In the case of loss of any authorisation or key, an immediate report must be filed in the C-office
Phone: +41 71 858 51 65

The following information must be provided:

- When was the loss first noted?
 - When was the authorisation or airport key last used?
 - Where was the authorisation or airport key last seen?
 - Is there suspicion that either has been stolen?
4. In case of loss of an authorisation, the holder will be required to send all necessary documents and a new photo for a replacement authorisation
 5. If a lost authorisation is found, immediately report it to the airport security and the replacement badge will be refunded. The same applies to keys reported as lost. Spare keys must be immediately returned.
 6. The authorisation / key holder is obligated to return the key and the card immediately upon termination of the hangar space or withdrawal from the companies or flight groups.
 7. Deposit fees will only be refunded upon return of the **airport authorisation AND key**.
 8. In the case of gross negligence in violation of safety regulations, the management reserves the right to withdraw the airport airside authorization or to take legal action.