

PRIOR NOTICE OF AIRCRAFT MOVEMENT BOOKING FORM FOR AIRCRAFT OVER 15,000KG

Purpose of this Booking Form

This Booking Form should be completed where:

- you operate an aircraft over 15,000 kilograms (whether international or domestic); and
- you want to give us prior notice of your arrival at Canberra Airport, so that you are entitled to “Prior Notice” charges for landing and parking.

Application of reduced charges

The “Prior Notice” charges will only apply where:

- you have given us at least 24 hours’ notice of your arrival at Canberra Airport and provided all the information required by this Booking Form; and
- you have received from us written confirmation of receipt of this Booking Form, which will be by return email to you.
- If you receive written confirmation from us of a booking but the origin, destination or date/time has changed, you must submit to us an updated booking form and you

must receive our further **written confirmation**.

Note: A change of arrival time within the calendar day noted in the confirmed form will not necessitate a new booking form.

- subsequently significant details change including but not limited to date or arrival, aircraft details, if you do not meet these requirements, you will be charged at the rates which apply for “Unscheduled” aircraft movements.

Applicable conditions – If your aircraft lands at Canberra Airport, you are deemed to have accepted the Conditions of Use for Canberra Airport. Airport Conditions of Use are published on our website at canberraairport.com.au

This document includes the applicable landing and parking charges in Schedule 1. There are specific charges which apply for both “Prior Notice” and “Unscheduled” aircraft movements.

Note also that under the Conditions of Use, unless we agree otherwise, you must pay our charges before your aircraft leaves Canberra Airport.

Information required by Canberra Airport - please complete each item listed below.

1.	Applicant Contact Details:	
	Name	
	Address:	
	Telephone: Email:	
2	Applicant Billing Details (if different from contact details):	
	Name:	
	Address:	
	Telephone: Email:	
3	Aircraft Details:	
	Registration:	
	Make and Model:	
	MTOW: <i>Note: Verification of Aircraft MTOW may be obtained from regulatory authorities and may be used to calculate actual charges</i>	kilograms/tonne (please cross which is not applicable)
5	Arrival Date & Time	
6	Arrival Movement Type (Domestic or International)	

7	Origin (arriving from)	
8	Departure Movement Type (Domestic or International)	
9	Destination (departing to)	
10	PAX status (an estimate is sufficient if not known)	Arrival: Departure:
11	Total Calendar Days <i>Note: If your departure date changes following arrival you must advise Canberra Airport – see How to Submit this Booking Form for details.</i>	
12	Total Landings	
13	Ground Handler's Name	
14	Reason for Visit	
15	Date and Time submitted:	

How to submit this Booking Form

Please submit the completed details below to the following Canberra Airport email addresses:

airportoperations@canberraairport.com.au

Confirmation of Booking

Privacy Policy

The information provided in a completed Prior Notice Booking Form constitutes personal information. Canberra Airport collects and store this information in accordance with Canberra Airport Privacy Policy, which is accessible at canberraairport.com.au. If you have a privacy query, you may contact Canberra Airport's Privacy Officer on (02) 6275 2222.

For your Prior Notice to be valid:

- All items on the form must be completed; and
- you must receive **written confirmation** of booking from Canberra Airport