



CONTRACTOR PARKING POLICY

Contractors are those companies and employees, working on airport at either the Domestic or International Terminal Buildings and currently engaged by an Airport Terminal Tennant or BAC. This notice outlines the business rules for Contractor Parking in accordance with the BAC policy.

1. Contractors must be engaged by Airport Terminal Tenants or BAC and working on current projects, maintenance or facilities management during the time of parking.
2. Contractors must park **ONLY** in those parking areas designated by BAC for use by Contractors. These areas may change from time to time and notice will be given should a change occur. Notice will be via our website and your email provided at the time of application and ticket order. Please ensure your details are kept up to date in order to receive prompt change notification.
3. Contractors must access the parking areas using a Contractor Parking Ticket or Card which can only be purchased once the application has been endorsed by Airport Terminal Tenants or a BAC Department representative.
4. Airport Terminal Tenants must authorise the purchase of Contractor Parking Tickets or Cards directly from the Transport Services office. **Contractors cannot purchase parking tickets / cards directly without prior authorisation and will be refused.**
5. Once the Contractor form has been received and approved, there is a minimum 3 business day turnaround before passes can be paid for and collected directly from the Transport Service Office. In case of emergency while awaiting your order to be processed, single tickets may be purchased from the Transport Services Office (subject to approval).
6. Contractor Parking Tickets can be purchased from the Parking and Transport Office and paid for using cash, EFTPOS or credit card. For current pricing, please contact the Parking Office on (07) 3406 5732.
7. Contractor Parking Tickets are valid for 12 hours from the time of car park entry. Contractors must exit within 12 hours or Contractor Parking Tickets become invalid and bearers must pay full public parking rates calculated from time of entry.
8. Contractor Parking Tickets have an expiry date of two (2) months from the date of issue. Please consider this when ordering and check this date before using as they are **non-refundable and not transferable.**

Topic:	Contractor Parking Policy
Approval:	Martin Ryan – Head of Parking and Transport
Date of Approval:	December 2017



Designated Contractor Parking Areas at Brisbane Airport

Domestic Terminal

Domestic Terminal Staff Priority Parking

Upon entry to the car park, enter the Contractor Parking Ticket into the entry gate – the gate will then return your ticket. When leaving the car park, enter the same ticket you used to enter the car park. The fee due will be negated, the gates will open and your transaction will be recorded.

International Terminal

International Terminal Staff Priority Parking

Upon entry to the car park, take a ticket and proceed to the outdoor area. When leaving the car park proceed to the exit gates and enter your car park entry ticket into the card slot followed by your Contractor Parking Ticket. The fee due will be negated, the gates will open and your transaction will be recorded.

Should you have any questions about this process, please do not hesitate to contact the Transport Services Office.

Contact Details

Address: 9 The Circuit, Brisbane Airport QLD 4007
Postal Address: PO Box 61 Hamilton Central QLD 4007
Phone: 07 3406 3197
Fax: 07 3866 3046
Email: staff.carparking@bne.com.au

Office Hours

Monday – Wednesday, Friday 7:30am – 3:45pm
Thursday 7:30am – 1:45pm

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