



Step1: Open the Permit to Work Application link (link will be shared).
Step 2: Navigate to Permit to Work page.
Step 3: Fill in form.
Step 4: Submit form.

Permit To Work Application

This Permit, associated drawings, certificates and documents Must be displayed at the worksite throughout the length of the permit.
For any enquires or assistance contact Auckland Airport Permit Officers at permit.office@aucklandairport.co.nz

Key People and Contact Details

Company Name * <input type="text"/>	24/7 Company Contact Ph. * <input type="text" value="Provide a telephone number"/>	Person in Charge of Worksite (PICWS) * <input type="text"/>	PICWS Mobile Ph. * <input type="text" value="Provide a telephone number"/>
24/7 Company Contact Email * <input type="text"/>	PICWS Email * <small>Please ensure this email address is correct otherwise your application will not be processed</small> <input type="text"/> <input type="text" value="Type again to confirm email"/>		
Area Authority (AA) * <input type="text"/>	AA Email * <small>Please ensure this email address is correct otherwise your application will not be processed</small> <input type="text"/> <input type="text" value="Type again to confirm email"/>	AA Mobile Ph. * <input type="text" value="Provide a telephone number"/>	AA Designation * <input type="text"/>

Work Details

Project Name * <input type="text"/>	Site/Area/Location * <small>Attach Mapi Location if ITB or DTB</small> <input type="text"/>	Start Date * <input type="text" value="DD/MM/YYYY"/> <input type="button" value="Calendar"/>	Finish Date * <input type="text" value="DD/MM/YYYY"/> <input type="button" value="Calendar"/>
Tools/Equipment * <small>If Airside, name all tools. If Sterile Area, Tools Checklist must be used.</small> <input type="text"/>	Start Time * <input type="text" value="HH:MM"/>	Finish Time * <input type="text" value="HH:MM"/>	
Risks * <small>Note SMS 06.01.07 Hazard Identification & Risk Control Checklist must be completed and attached for all High Risk Work</small> <input type="text"/>			
Brief description of works * <small>Note: ONLY the work described is to be done</small> <input type="text"/>			

Work Tasks (Select all that apply)

SMS 06.02.05 Rescue & Recovery Plan (or equivalent) to be completed in case of works highlighted with an ^

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Terminal Works Endorsement | <input type="checkbox"/> Airfield Works Approval (Bluey) | <input type="checkbox"/> Work in Sterile Area | <input type="checkbox"/> Airfield/Runway Incursion (intrusion) |
| <input type="checkbox"/> Confined Space entry/work ^ | <input type="checkbox"/> Fire-rate wall/floor/ceiling penetration | <input type="checkbox"/> Gas or fuel shutdown | <input type="checkbox"/> Working at height (including rooftop access) ^ |
| <input type="checkbox"/> Ground penetration/excavation ^ | <input type="checkbox"/> Watermain shutdown | <input type="checkbox"/> Hot work | <input type="checkbox"/> Fire System Impairment or isolation |
| <input type="checkbox"/> Planned outage of major plant | <input type="checkbox"/> Firearms | <input type="checkbox"/> Crane Lifting Devices ^
<small>(refer Worksafe Definition)</small> | <input type="checkbox"/> Work or Isolation on high voltage network equipment ^ |
| <input type="checkbox"/> Work or Isolation on low voltage network or equipment | <input type="checkbox"/> Working with hazardous substances (other than asbestos) | <input type="checkbox"/> Demolition | <input type="checkbox"/> Asbestos removal |
| <input type="checkbox"/> Potential impact to bird hazard risk management | <input type="checkbox"/> Traffic System Impairment | <input type="checkbox"/> Other
<input type="text"/> | |

Consents & Notifications Needed

(for any 'yes', give reference number & attach certificate/endorsement/consent, etc to this application)

Notification of 'Particular Hazardous Work' to Worksafe <input checked="" type="radio"/> N/A <input type="radio"/> Yes	Ref No. <input type="text"/>	CAA OLS Breach Approval? <input checked="" type="radio"/> N/A <input type="radio"/> Yes	Ref No. Date & Time <input type="text"/>
Apron Tower Notified of any airfield work <small>If Yes, Please attach Email Confirmation</small> <input checked="" type="radio"/> N/A <input type="radio"/> Yes	Date & Time <input type="text" value="DD/MM/YYYY h:mm A"/> <input type="button" value="Calendar"/>	NOTAM Approved? <input checked="" type="radio"/> N/A <input type="radio"/> Yes	Ref No. Date & Time <input type="text"/>
Terminal Works Endorsement? <small>If Yes, Please attach Email Confirmation</small> <input checked="" type="radio"/> N/A <input type="radio"/> Yes	Date & Time <input type="text" value="DD/MM/YYYY h:mm A"/> <input type="button" value="Calendar"/>	Building Consent/Resource Consent Number? <input checked="" type="radio"/> N/A <input type="radio"/> Yes	Ref No. <input type="text"/>
Vector/Gas Close Approach Consent? <input checked="" type="radio"/> N/A <input type="radio"/> Yes		"Before U Dig" Plans? <small>If Yes, Please attach plans to this application</small> <input checked="" type="radio"/> N/A <input type="radio"/> Yes	

Emergency Contact Details

Permit Office Duty Phone <input type="text"/>	Fire Evacuation Zone <input type="text"/>
	Key Final Fire Egress <input type="text"/>
	Emergency Assembly Points <small>(in case of evacuation)</small> <input type="text"/>
	Nearest fire extinguisher(s) located at: <small>(List Number, Size & Type, eg. 2 x 9kg Dry Powder)</small> <input type="text"/>


List of required documents for submitting your application General (necessary, regardless of Work task)


- Job Safety Analysis or SOP
- MAPI Location (if ITB or DTB)
- PTW Hazard Identification & Risk Control Checklist
- Building or Resource Consent
- WorkSafe NZ, CAA or NZ Police Consent if required
- CAA OLS Breach Approval
- NOTAM Approval

Work Task Specific

Attach a file
 No file chosen

For: PICWS (Person in Charge of Worksite) - External Client
Purpose: Submit Close out Form when the work completed



Permit To Work | Area Authority Approval | Close Out Form |  | Sign in

Permit To Work Closure

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PTW No. *

AA Email *

PICWS Name *

PICWS Email *

PICWS Mobile Ph *

The following isolation certificates or requirement notices have been returned certified as having been complete and reactivated and returned to normal operation:

Fire-rated wall/floor/ceiling penetration <input checked="" type="radio"/> No <input type="radio"/> Yes	Hot work <input checked="" type="radio"/> No <input type="radio"/> Yes	Fire System Impairment or Isolation <input checked="" type="radio"/> No <input type="radio"/> Yes	Work or isolation on high voltage network or equipment <input checked="" type="radio"/> No <input type="radio"/> Yes
Work or isolation on low voltage network or equipment <input checked="" type="radio"/> No <input type="radio"/> Yes	Asbestos removal <input checked="" type="radio"/> No <input type="radio"/> Yes	Water Mains <input checked="" type="radio"/> No <input type="radio"/> Yes	Fuel or Gas <input checked="" type="radio"/> No <input type="radio"/> Yes
Major Plant <input checked="" type="radio"/> No <input type="radio"/> Yes	CCC/CPU/Compliance Schedule Manual (if required) <input checked="" type="radio"/> No <input type="radio"/> Yes		

This permit can be closed out as per below

Close Out Outcome *

Work has been completed. All tools and equipment removed and site returned to normal operations and Permit can be closed.

Work has not been completed and will now continue on new PTW No (issued by PIO).


Work has been suspended and site has been returned to normal operations.

The PTW has expired. A report has been issued to the Area Authority and PICWS requesting closure.

Work has been completed and PTW Closed pending receipt of documentation from Council.

Sign Off

PICWS Sign Off *

PICWS Sign off Date * 

Provide all relevant documentation

Attach a file
 No file chosen

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Step 4 Submit form.