MELBOURNE AIRPORT

Airport's (Protection of Airspace) Regulations 2026

Application to undertake a controlled activity into prescribed airspace

This form should be used to apply to undertake a controlled activity into Melbourne Airport's prescribed airspace, made pursuant to **section 12** of the Regulations.

To ensure a prompt review, please ensure that your submission is accurate and complete. Incomplete submissions may result in a delay to the application process.

Submissions and enquiries should be sent to airspaceprotection@melair.com.au.

Paragraph 12(3)(a) of the Regulations states that an application must be accompanied by a copy of an assessment by Airservices, in relation to the activity, obtained by the airport. An application is generally not complete until an Airservices assessment has been provided. This process can take up to approximately 6 weeks depending on the level of complexity and agency workload.

Compliance

Carrying out a controlled activity other than in accordance with an approval that has been granted under the Regulations is an offence under Part 12 of the Airports Act 1996 (Cth). A copy of the department's Airspace Protection Compliance Framework is available via Airspace Protection at Leased Federal Airports.

Providing false or misleading statements in applications or false or misleading information or documents may constitute an offence against Part 7.4 of the Criminal Code Act 1995 (Cth).

1. DETAILS OF THE APPLICANT	
1.1. If the applicant is an organisation	
Name of the organisation:	
ABN/ACN:	

Primary contact	
Full name:	
Position:	
Mobile number:	
Email address:	

Secondary contact *(a secondary person who can be contacted for matters that require escalation)*	
Full name:	
Position:	
Mobile number:	
Email address:	

1.2. If the applicant is an individual	
Full name:	
Mobile number:	
Email address:	

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2. PROPOSED ACTIVITY – BUILDING, STRUCTURE OR THING

Type of activity:	Equipment only ☐ refer to **section 3**.	
	Building, structure or thing ☐	
	► Are any temporary structures or equipment intended to be used in the erection of the proposed building, structure or thing?	No ☐ Yes ☐ ► **Section 3** should also be completed. ** Note, this information is mandatory under subparagraphs 12(2)(e)(ii) and 12(2)(f)(ii) of the Regulations. If the exact heights of temporary equipment are unknown, please include maximum construction envelope height.*
Has approval for temporary equipment been sought?	Yes ☐ ► Please attach copy of the decision to this application.	No ☐ ► ☐ Approval for temporary equipment will be sought at a later date ► ☐ Approval for temporary equipment is being sought concurrently *(refer **section 3**)*
What is the activity?		
Purpose of the activity:		
Is the activity a sensitive controlled activity?	No ☐	
	Yes ☐ ► Has permission been given under section 13 of the 2026 Regulations to bring forward an application?	No ☐ ► A person must not apply under section 12 for approval to carry out a sensitive controlled activity unless the person has first been given permission under section 13. Further information is available via Melbourne Airport Airspace Protection. Yes ☐ ► A copy of the notice given under section 13 permitting the applicant to apply to carry out the activity is attached.
Type of activity:	Permanent ☐	
	Temporary ☐ ►	☐ The activity is not expected to continue longer than 3 months. ☐ The activity is not intended to remain in place permanently and can be readily dismantled or removed. ► please specify how the activity can be readily dismantled or removed:

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Duration of activity:	Start date:	
	End date:	
Location of the activity: *(provide coordinates in either latitude / longitude or easting / northing):*	Physical site address:	
	Latitude:	Longitude:
	Easting:	*GDA 2020 MGA Zone 55*
	Northing:	
Maximum height of the activity: *(including antennas, chimney etc.):*	In metres above Australian Height Datum (**AHD**): **Note, this information is mandatory under subparagraph 12(2)(e)(i) of the Regulations.*	
	In metres Above Ground Level (**AGL**): **Note, this information is mandatory under subparagraph 12(2)(f)(i) of the Regulations.*	
If equipment approval is not being sought at this time, please consider the maximum construction height required as building approval does not guarantee equipment approval.		

3. PROPOSED ACTIVITY - EQUIPMENT

Type of activity:	Temporary ☐ ►	☐ The activity is not expected to continue longer than 3 months.
		☐ The activity is not intended to remain in place permanently and can be readily dismantled or removed. ► please specify how the activity can be readily dismantled or removed:
What is the activity?		
Purpose of the activity:		
Duration of activity:	Start date:	
	End date:	
Hours of operation: *i.e. 0700 – 1500*		

Days of Operation	Mo ☐	Tu ☐	We ☐	Th ☐	Fr ☐	Sa ☐	Su ☐

Location of the activity: *(provide coordinates in either latitude / longitude or easting / northing):*	Physical site address:	
	Latitude:	Longitude:
	Easting:	*GDA 2020 MGA Zone 55*
	Northing:	

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Location of additional equipment *(if applicable)*:	
Maximum height of the activity OR maximum construction height envelope *(if activity height is unknown)*	In metres above Australian Height Datum (**AHD**): **Note, this information is mandatory under subparagraph 12(2)(e)(i) of the Regulations.* In metres Above Ground Level (**AGL**): **Note, this information is mandatory under subparagraph 12(2)(f)(i) of the Regulations.*
What type(s) of construction equipment will be used? *(Select all that apply)*	Tower crane (luffing) ☐ | Tower crane (hammerhead) ☐ | Tower crane (Flat top) ☐ | EWP ☐ Mobile crane ☐ | Excavator ☐ | Drill Rig ☐ Other ☐
Describe the marking and lighting available on the equipment	
What is the crane boom radius?	
Can the crane boom / mobile crane be lowered? If yes, low long does it take?	
Does the crane have a backup power and reporting capability if power fails?	

4. ASSOCIATED DRAWINGS AND FILES (i.e. EXCEL, PDF, CAD, KMZ/KML)

Please list any associated drawings / files that accompany this submission.

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5. ADDITIONAL INFORMATION

6. SUBMISSION

Please ensure to attach any associated files as listed above to your submission.

Signature of applicant:	
Date:	

Press the "submit form" button below to complete and submit your application.

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