PARKING CHARGE APPLICATION

PORT HEDLAND INTERNATIONAL AIRPORT

Details

Company:

ABN:

Address:

Postal Address:

Primary Contact: Phone:

Mobile: Email:

Vehicle Details

Vehicle Number	Vehicle Registration	Vehicle Make/Model	Card Rec/Date	PC Card Number (Office Use Only)

I hereby agree to abide by the conditions of use document, as attached.

Name: Position:

Signature: Application date:

Email form to – enquiries@phia.com.au or return to the Airport Operations Office at Port Hedland International Airport Terminal, Monday – Friday 7.00am-4.00pm

PARKING CHARGE APPLICATION

PORT HEDLAND INTERNATIONAL AIRPORT

Office use only:

Approved by:	Account no:	
PC Card activation:	Issued date:	Receipt no:
Customer no:	Debtor no:	Amount Paid:

PARKING CHARGE ACCOUNT CONDITIONS OF USE

PORT HEDLAND INTERNATIONAL AIRPORT

1. CONDITIONS OF USE

The following document outlines the operation of the car park, and the conditions of use at Port Hedland International Airport;

- The Parking Charge Card (Pass) enables users to utilise assigned parking areas at Port Hedland International Airport (PHIA). Upon completion and authorisation of the form below you will be issued with a Pass that will gain you access to the Long-Term and Short-Term car park only.
- A fee of $50.00 (incl. GST) applies for issuance and administration of each pass card.
- An additional administration fee of $35.00 (incl. GST) will apply each time an investigation or requested account or card related query is conducted on behalf of the card holder or for misuse of the card.
- For lost or stolen pass cards, an additional $50.00 (incl. GST) administration fee will be payable and you must contact PHIA on 08 9160 0500 to have the lost or stolen card suspended. Failure to do so will see you continue to incur any charges.
- If pass cards are no longer needed, please return to PHIA where you will be issued your final invoice.
- Each pass card remains the property of the PHIA.
- Account holders are responsible for the management of their own use of the pass card.
- PHIA's payments terms are 30 days. Non-payment after this period will result in the account being blocked and all access to the car park revoked.
- Should a company vehicle make use of the Airport parking areas without the use of an issued Season Parker Pass, back invoicing will not be available, and the user will be required to pay the parking fees applicable to exit the parking area.
- Each pass card will have an anti-pass back function activated to prevent misuse. This means you cannot hand the pass back to another car to swipe in; you can only swipe in and then you must swipe out.

Short Term Parking

0 – 1/2 hour	Free
1/2 hour – 2 hours	$ 6.00
2 hours – 4 hours	$ 16.00
4 hours – 24 hours	$ 26.00
Each day thereafter	$ 26.00

Long Term Parking

Fees are ***per day*** or ***part thereof***

1st Hour	Free
1 day – 10 days	$ 19.00
11 days – 30 days	$ 16.00
>31 days	$ 12.00
Lost Ticket Fee Upon assessment	$250.00

Note: Daily price applies to 24-hour period or part thereof

- The Conditions of Use posted at the entry of each controlled airport parking area and on our website apply to all users of the car parks.
- Any breaches of the Airport Parking Area Conditions of Use will incur an infringement and possible revocation of the Pass. Tailgating is monitored and if proven the pass will be revoked.
- Pass applications are processed on Monday – Friday between 7.00am -3.30pm, at the Airport Administration Office located next to the Airport Terminal. Payment for the Pass can be by made by EFTPOS, Credit card or Company Purchase Order. If an account is required, please contact the Airport Operations Office on 08 9160 0500 or enquiries@phia.com.au as an application to become a supplier is

required.

- It is an offence to bring or consume alcohol at Port Hedland International Airport except in the areas within the terminal building licensed under the *Liquor Control Act 1988.* Any person found consuming alcohol, supplying alcohol for consumption by them or others, or supply on behalf of another person within the airport boundary will face immediate removal from the airport and be reported to Police and Department of Transport.

- Port Hedland International Airport will be entitled to recover the cost of repairing or replacing any damage to the Carpark or Carpark control equipment caused in any way by your vehicle. It is therefore a requirement that all vehicles using Port Hedland International Airport have current and adequate insurance.

- The fees stated in this document are correct as at 1st July 2026 however, they are subject to change. Port Hedland International Airport reserves the rights to review and change fees and charges without notice. Visit www.porthedlandairport.com.au for up-to-date fees and charges.

2. PREVENTING DAMAGE TO YOUR ACCESS CARD

a. Do not leave your access card in your vehicle as excessive heat will warp the card.
b. Do not cut or bend your pass card.

3. USING YOUR ACCESS CARD

To enter



To exit



On entry and exit tap the access card on the  **symbol located under the ticket slot as shown above. The gate will read the card and automatically open.**
DO NOT PRESS THE BUTTON FOR A TICKET.

NOTE: Access cards work on an entry/exit system. A card will not work to exit the parking area when swiped ***if*** the same card was not swiped to enter the same parking area.

As stated in the Conditions of Use: **Each pass card will have an anti-pass back function activated to prevent misuse. This means you cannot hand the pass back to another car to swipe in; you can only swipe in and then you must swipe out to exit.**