Mackay Airport
Aircraft Parking Approval Request Form

To be completed by Agent/Owner for any itinerant requesting to operate through the Mackay Airport.
Return by email or by fax as per details below:
Email: aso@mackayairport.com Phone: 0418 570 233

Please provide the following details to enable Mackay Airport to consider your request for approval to park on RPT Bays 1 to 6A and Western GA Bays 21 to 22A and any other **GA aircraft greater than 5700kg.**

AIRCRAFT DETAILS

Aircraft Registration		**Flight Number:**	
Aircraft Origin:		**Aircraft Type/Model:**	
Call Sign:		**Tyre Pressure:**	
Maximum All Up Weight:		**Fuel Type:**	
Estimated Landing Weight & ACN / PCR:		**Estimated Take Off Weight & ACN / PCR:**	
Screened/Unscreened		**Fuel Required:**	
Number of Pax. On Arrival		**Number of Pax. On Departure**	
Number of Crew on Arrival		**Number of Crew on Departure**	
Company Name		**Captains Name**	
Contact Details		**Captains Ph. Number**	
Purpose of Flight			
Arriving From:		**Departing To:**	
ETA Date		**Estimated time on apron**	**ETD Date**	
ETA Time			**ETD Time**	

I understand that if approval is given to park on Bays 6 or 6A (the Cargo Apron), passengers and crew must exit the apron via Gate 20A, remaining clear of the Security Restricted Area. To be granted approval for parking on Bays 1 - 5A you must first engage a ground handler. Contacts can be found here: www.mackayairport.com.au/business/aviation/aircraft-parking-approval/

Request made by:				
Email:				
Date:		**Phone:**		**Fax**:

APPROVAL

Mackay Airport grants you short term parking approval in the following area:

Conditions:

1) You are responsible for arranging any required ground handling and refuelling.
2) If parked on the cargo apron you must not enter the Security Restricted Area (apron and walkways south of your parking area. Remain north of the solid white line marking the Security Restricted Area).
3) If parked on the cargo apron your landside/airside exit/entry point is **Gate 20A** (exit – push button; entry via Safety Officer **0418 570 233**; **A/H CFT 0419 757 117** callout fees apply).
4) If parking on RPT Apron, normal security screening is required.
5) If allocated to Western GA Apron, landside/airside entry/exit is via **Gate P21A** (exit – push button; entry via Safety Officer **0418 570 233**; **A/H CFT 0419 757 117** callout fees apply).

Approved By: (for Mackay Airport)

Name:		**Position:**	
Signature:		**Date:**	
Conditions of Approval:			

For quality control purposes, this document is only valid on the day it is printed. Official versions are stored on the intranet.

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MKY Aircraft Parking Approval Request Effective Date: 29/08/2025 Review Date: 29/08/2027