



Tenant Handbook Bankstown Airport 2011



TABLE OF CONTENTS

Bankstown Airports' Tenant Handbook Introduction	3
I. INTRODUCTION.....	4
Airport Operations	4
Property & Facilities Contact Details	5
After Hours – Contacts	5
Bankstown Airport Terminal.....	6
Our Tenancy Obligations	7
Rent Payment Information	7
II. PROPERTY	8
Property Development.....	8
Your Building	9
Your Appointment of Contractors.....	9
Environmental Compliance	10
GENERAL AIRPORT OBSERVATIONS	10
Car Parking.....	10
Pest Control	11
Rubbish Removal.....	11
Security	11
SAFETY ON AIRPORT	11
General Rules for Contractors	11
Smoking	11
Signage.....	12
EMERGENCY PROCEDURES	12
Emergency Procedures Overview.....	12
Property Response Team	12
Property Warden Responsibilities	12
Fire.....	12
Medical Emergencies.....	12
Bomb Threats	13
Evacuation	13
Civil Disturbances	13
Power Failure	13
Contractor Details.....	14
III. RULES AT THE AIRPORT	14
Rules at the Airport.....	14
Airport Roads & Access	14
IV. ATTACHMENTS/FORMS.....	16

Bankstown Airports' Tenant Handbook Introduction

Sydney Metro Airports provides high quality aviation and property facilities across Sydney's metropolitan Airports, Bankstown Airport and Camden Airport.

With over 200 tenants and 500,000 m² of leased area the two airports are a major centre for employment and business development in Western Sydney.

Industry best practice for safety and compliance are core values to Sydney Metro Airports, with these values and our great locations we endeavour to deliver quality customer service and effective airport operations to assist the long term viability for all our tenants and airport users.

An important part of service delivery is the establishment of clear and simple procedures for our tenants. This handbook is designed to provide you with a comprehensive catalogue of the services and amenities provided at Sydney Metro Airports Bankstown along with a set of simple rules and guidelines that you will need to follow as part of your tenancy.

This handbook is designed to be read in conjunction with your commercial tenancy agreement. The handbook will provide you and your staff with simple answers to many of the routine questions you will have in day to day operations and most importantly will tell you who to contact when you have a query.

I encourage you to read this handbook and make it available for your staff, contractors and tenants. Our Airports are valuable resources and we need to work together to ensure all of our businesses prosper and grow. This handbook is just one part of that cooperative process.

Colin Grove
CHIEF EXECUTIVE OFFICER

DISCLAIMER: The information provided in this handbook is of a general nature and may or may not apply or be appropriate to your particular circumstances. It is not legal advice nor is it a substitute for obtaining legal or other professional advice from a qualified person. It is the responsibility of every tenant and occupier of land on the Airport to comply with the Airports Act, all airport related Regulations, and all other laws relating to occupying land at the Airport and the conduct of a business on that land. To understand your obligations you should make your own inquiries and consult a professional or other qualified advisor regarding your particular circumstances and situation.

I. INTRODUCTION

Welcome to Sydney Metro Airports encompassing Bankstown and Camden Airports.

This Tenant Handbook covers the key aspects of property and facilities management at Bankstown Airport. In addition, it provides a comprehensive guidance to the Airports' policies and practices, this document complements the Airside Safety Guide and the Environmental Guide.

In broad terms the handbook addresses the following key areas:

- Airport Policies and Practices, in respect of your tenancy.
- Airport maintenance, safety and estate operations rules part of the business.
- Standard Forms to use. These can be found to the rear of the document which will assist when making certain applications to the Airport.

Airport Operations

Please refer to our online Newsletter and Operational bulletins for the most up to date information and rules for operating on the Airport. The newsletter and bulletins are made available electronically so please provide us with your email address. Alternatively hard copies of the latest newsletter and current bulletin are available from our Management Center.

Property & Facilities Contact Details

Our Property and Facilities Management team provides you with a first point of call for all property related needs and is located:

**3 Avro Street
Bankstown Airport NSW 2200**

Switchboard: (02) 9796 2300

Our Management Office opening hours are:

Monday – Friday: 9.00 am to 5.00 pm

Closed on gazetted public holidays

Emergency/Out of hours contact: 0419 294 432

Bankstown Airport Limited (BAL) operates a Property Service Help Desk for service requests and to monitor/manage service activities. Where it is BAL's responsibility please direct property and facilities maintenance matters, cleaning, safety and security issues to our Facilities Coordinator.

Facilities Coordinator Tel: (02) 8709 9433 Fax: (02) 9791 0230 Mobile: 0407 482 971

Email: FacilitiesHelp@bankstownairport.com.au

After Hours – Contacts

Out of hours and emergency contact for any Aviation, airside related matters or property/landside related matters:

Aviation (Between 9.30 pm – 5:30 am)

General Manager Aviation: 0418 295 305

Property (Between 5:00 pm and 9:00 am)

Facilities Coordinator: 0407 482 971

Management Centre & Airport Lighting Room (Between 5:00pm and 9:00 am)

The Alarm Factory: 1300 303 017

A list of contractors regularly used by BAL is provided in Attachment 3 Contractor Contact List should you need emergency or out of hours repairs. If the costs of these works are to be borne by BAL then prior approval is essential.

Please note that Bankstown Airport Limited does not warrant the performance or provide any recommendation that you should use any of the contractors noted.

After Hours Business Contact

To assist the property team and our own emergency management process and security in maintaining up-to-date records, please ensure your after hours contacts are maintained immediately following any changes on site. We would appreciate your time in completing and returning the form in Attachment 2.

We require:

- Two (2) after hours contact names and numbers – for emergency purposes; and
- Two (2) general office hour contacts names and numbers – for day to day matters and tenancy related correspondence.

The after hours numbers are kept in the strictest confidence and are only used by the Property, Facilities and Security staff. On a twelve monthly basis we will update our records by requesting you complete the form in Attachment 2.

Bankstown Airport Terminal

The terminal is located at the end of Airport Avenue at Sydney Metro Airport Bankstown and is a hospitality venue. The terminal is a great venue for work functions or meetings with uninterrupted views of the main runway and aprons. It has been used as a location for film shoots.

If you would like to hire the terminal please contact the Filming and Events Manager on Telephone (02) 9796 2300 or by Fax: (02) 9791 0230. Airport Terminal Hire terms are available in Attachment 6 of this handbook.

Sydney Metro Airport Bankstown and the Terminal have been used by production companies for film and print media including advertising, television and movies. The TV show "Top Gear Australia" was filmed here utilising one of our hangars as the main studio.

Sydney Metro Airports Bankstown and Camden are established sites for the film, TV and event management industries. Visit the website www.sydneymetroairportsstudios.com.

Your Tenancy Agreement

The agreement (contract) under which you occupy your premises is a legally binding agreement between both parties. This agreement contains rights and obligations of both you (the tenant) and Bankstown Airport Limited (the Landlord).

Bankstown Airport Limited (BAL) manages the airport estate and supports you and your business operations. Please feel welcome to contact us in relation to any property matters.

The following points provide general guidance in relation to your tenancy Agreement, and must be considered alongside your own legal advice:

- Read your agreement, all the information you require will be located within your agreement.
- If you are unsure about a specific item in your agreement seek legal advice.

Your Tenancy Obligations

Under your lease agreement you are obliged to:-

- Adhere to the obligations to repair, maintain and comply with statutory controls as expressed in your sublease.
- Comply with the Airport rules, practices and procedures.
- Seek prior approval for any sub-sublease by following the application procedure.
- Submit a Development Application for any proposed internal or external works to your tenancy.
- Pay rent and other rechargeable expenses on time whether they are demanded or not.

Please be aware of the rent review patterns as the market rent reviews tend to be procedurally different to the other types of review.

Please be aware of the expiry dates within your agreement as there may be an obligation to make good the site should you vacate following expiry:

- It is recommended that you review your agreement and if necessary seek legal advice prior to the expiry of your agreement.

In particular it is important to ensure that you adhere to the obligations to repair, maintain and clean the Premises and review the agreement in connection with removing any improvements from the Airport. This may involve an additional expense and should be budgeted for.

If you are considering changes to your business that may affect your premises then our Property team should be included as part of the initial evaluation process. BAL has established policies and procedures for dealing with changes to your Agreement.

Our team is always available to discuss:

- Discontinuing your lease agreement;
- Selling your business;
- Subleasing your premises to another business;
- Assigning your agreement to another business, and;
- Leasing of additional available land/buildings.

Our Tenancy Obligations

Under your lease agreement we are obliged to:

- Allow you to have quiet enjoyment of the premises;
- Maintain access to your premises;
- Provide you with a copy of your agreement and any other binding documentation upon request;
- Generally to carry out certain repairs as defined in the agreement;
- Notify you of changes on Airport which will affect you, and;
- Review and advise of changes to your rent in accordance with your Lease agreement.

Rent Payment Information

An essential obligation under your lease is the payment of rent and other property charges.

BAL accepts payment by Direct Debit, EFT, BPay, cheque and cash. ***Please note Credit Card payment is not accepted for rental and property charges.***

The methods of payment along with the payment instructions appear on your invoice.

It is important that the remittance slip from your invoice or an email advice with the relevant details accompanies each payment as this will ensure the correct allocation of the payment to your account.

Please notify the Property team in writing of any billing address changes or changes to your email contact details for account matters.

If you have any questions at all relating to rent payment, please do not hesitate to call our Property team on (02) 9796 2300, fax us on (02) 9791 0230 or email: Property@bankstownairport.com.au or visit our website www.bankstownairport.com.au for the latest payment information.

II. PROPERTY

Property & Facilities Management

The Property team oversees the day to day operation of the Airport properties. Operations rules and guidelines have been established to ensure that the Airport infrastructure and Sydney Metro Airports owned properties are maintained, safe and comply with statutory controls.

Our team is available to help you resolve problems in relation to:

- Tenant repairs and maintenance obligations;
- Occupational Health and Safety;
- Environmental Compliance;
- Annual Compliance Certification;
- Emergency Maintenance and repairs, and;
- Contractor Management.

Property Development

All development work on the Airport including the initial or ongoing development of a tenancy site is subject to both Development and Building Approvals.

Development Applications (DA)

DA's are processed by BAL as per the Development Approval process diagram shown in Attachment 9 of this handbook.

Application forms for Development, along with details of the information to accompany an application and the applicable Schedule of Fees are available on our web site at www.bankstownairport.com.au/property/development

All Development Applications should be lodged with: -

**BAL Development
3 Avro Street
Bankstown Airport NSW 2200**

Building Applications (BA)

Building Applications and Work Permit approvals are processed by the Government appointed Airport Building Controller (ABC) in accordance with the Airports Act. The ABC can be contacted on (02) 8344 3112.

Fees and charges apply for the processing of both Development and Building Applications.

Development and Building Applications are typically required for:

- External signage (including advertising), unless temporary and associated with a construction project (i.e. OH&S signage).
- Construction of roads, airfield facilities, infrastructure, aprons, and car parks.
- Erection of a new building, or a modification/addition to an existing building including internal modifications.

All building activities on Airport sites require approval. Approvals are given under the Regulations of the Airports Act 1996. Please contact the Airport Building Controller (ABC) on (02) 8344 3112. (Development and Building Applications may be lodged concurrently).

All Building Applications should be lodged with: -

**Airport Building Controller
Level 7, 1 Rosebery Avenue
Rosebery NSW 2018**

Your Building

Occupational Health & Safety (OH&S)

BAL is strongly committed to a safe and environmentally sound Airport environment.

Occupational Health and Safety Legislation continues to become stronger to support businesses and reduce harm to employees. We strongly encourage our tenants to commit to leading OH&S programs which support their businesses. Many of the most successful businesses also have outstanding safety processes.

Conversely, businesses without strong safety may be exposed to potential fines and risk should they not be adhering to the Legislation. You must comply with the OH&S Legislations at all times and ensure that the premises used as a place of work are safe and without risk to health and safety of all employees and visitors to the workplace.

Please note that Copies of the Act and Regulations can be downloaded from the NSW WorkCover Authority website www.workcover.nsw.gov.au .

You should ensure that you are familiar with all the requirements of the Act and Regulations, in particular please note your company is the controller of your premises and site under the Act and specific responsibilities exist.

Repairs and Maintenance

The **designated contact** in your business should be the person to place all maintenance requests.

For non-urgent general maintenance requests where BAL is obliged to undertake repairs, please complete a **Property Service Request Form** (found in the Forms Section of this Handbook) and fax it to our Facilities Coordinator on (02) 9791 0230. This will be responded to within 2 working days.

Please have your **designated contact** notify our Facilities Coordinator for any URGENT maintenance or repair requests, or requests requiring immediate attention.

Helpful Hint

When requesting Maintenance, please provide the following information:

- Your name, company name and Site number
- Contact phone number
- the exact nature and location of the problem

Your Appointment of Contractors

When arranging for services provided by an outside vendor for work in individual properties, you and your contractors should be aware that contractors and their employees or agents are required in the execution and performance of all services and Works to comply with all applicable statutes, including but not limited to the Airports Act 1996 and Regulations – website: www.comlaw.gov.au; Occupational Health & Safety Act 2000 and Regulations. The relevant OH&S information can be found at the NSW WorkCover Authority website: www.workcover.nsw.gov.au.

Environmental Compliance

The Airports Act 1996 and the Airports (Environment Protection) Regulations 1997 establish environmental obligations and standards at airports. The Airport Environment Strategy, developed as a requirement under the Act, establishes objectives and actions for managing environmental matters at the Airport.

The Act, Regulations and the Environmental Strategy are all legally binding on all operators at Sydney Metro Airports Bankstown. This includes BAL itself, as the Airport Operator, and anyone undertaking an activity at the Airport (all tenants, subtenants, contractors, subcontractors, pilots, students etc). It is therefore the responsibility of every tenant and occupier of land on the Airport to comply with the Airports Act, all airport-related Regulations, and all other laws relating to occupying land at the Airport and the conduct of a business on that land.

BAL has prepared the following information to assist you with your environmental obligations and duties. All information is available on our Airport's website at www.sydneymetroairports.com.au.

- The 'Environment Management – A Tenant Information Handbook' provides an overview of tenant environmental responsibilities and duties at Sydney Metro Airports Bankstown;
- Environment Information Sheets provide more detailed information on a variety of environmental topics such as environmental audits, chemical handling and storage, spray painting, aircraft washing etc;
- Aircraft Engine Ground Running Guidelines and Map provide information on the hours and the locations that engine ground running may occur.

The information provided is of a general nature and may or may not apply or be appropriate to your particular circumstances. It isn't legal advice, nor is it a substitute for obtaining legal or other professional advice from a qualified person. To understand your obligations you should make your own inquiries and consult a professional or other qualified advisor regarding *your particular circumstances* and situation.

In addition to meeting your environmental obligations we also encourage you to adopt environmental sustainability principles in the management of your operations at Sydney Metro Airports Bankstown with respect to such issues as Recycling and Waste Management, Water Conservation and Energy Efficiency.

GENERAL AIRPORT OBSERVATIONS

Car Parking

Parking Guidelines & Reminders

1. Contact our Property team if you observe any hazards in the parking areas.
2. Remember to always lock your vehicle and remove any valuables. **BAL is not responsible for any damages to or theft from your vehicle.**
3. Observe all directional, speed limit and stop signs throughout the Airport parking areas.
4. Do not park illegally or block access gates and driveways. Cars parked in these areas are subject to towing at the owners expense.
5. Do not park or store equipment within 3 metres of the Airside/Landside fence.
6. Trailers and towed vehicles are not permitted in the parking areas.
7. Observe the speed restrictions.
8. Be aware of the overseas students attending Sydney Metro Airports Bankstown as they may not be familiar with our traffic conditions.

Pest Control

In order to help BAL maintain pest control please report any pest sightings to our Facilities Coordinator on Fax (02) 9791 0230.

Rubbish Removal

Due to the nature of Airport operations we require that a rubbish free environment is maintained to avoid debris entering the airfield. Your agreement will document your obligations to remove rubbish and maintain a clean environment.

Security

Tenants are required to provide for their own security requirements for landside buildings.

The duty airport operations officer is available to open gates and escort vehicles onto secure airside as required and may be able to assist in a security situation.

If you see anything suspicious, please contact the NSW Police - **Call 000** - and lodge a report on any security incidents with BAL.

SAFETY ON AIRPORT

General Rules for Contractors

General Rules outline standards of behaviour at the workplace by directing certain behaviours/ work practices. Within any premises managed and controlled by BAL you are encouraged to observe the following general requirements:

- Safe Work Method Statements and Job Safety Checks must be provided to our Facilities Coordinator by contractors prior to commencement at the premises;
- Contractors and visitors are responsible for their health and safety in relation to the activity or work under their control to the extent to which as controller they have control over matters;
- No smoking;
- All work areas are to be barricaded off and signs placed, where appropriate, to protect passers-by;
- Obey all safety signs and procedures;
- Clean up work area as work proceeds;
- Aluminium/Metal ladders must not be used under any circumstances for any electrical work;
- All power tools must have appropriate hazard reduction devices and tags;
- No hot works or arc welding to be conducted, without a Hot Works Permit;
- Battery powered tools to be used wherever possible;
- Electrical power tools must be inspected and regularly tested for safe operations;
- All contractors, their employees and sub contractors must be issued with and trained in the use of Personal Protective Equipment (PPE);
- Complete an Induction Checklist prior to the commencement of work; and;
- Read the Hazard Register and know the WorkCover NSW requirements for Confined Spaces and Working at Heights before commencing work at the premises.

Please refer to the WorkCover website for further information on safety.

Smoking

Smoking is banned on the airfield, in the Airport terminal and the Airport Management Centre.

Signage

Should you require to erect signage on the Airport please contact the Property team. Please note you will be required to submit a draft design of the proposed signage and to clearly identify its location within your leased area.

EMERGENCY PROCEDURES

Emergency Procedures Overview

Bankstown Airport Limited (BAL) takes Fire and Life Safety very seriously. Our objective is to ensure that you have a safe and comfortable working environment.

We encourage the development and implementation of Emergency Procedures for our tenants' individual business premises. It is important that all individuals working at the Airport understand the emergency procedures. If you have any questions in relation to emergency procedures please contact the Property team on Telephone (02) 9796 2300.

Property Response Team

We request that you complete the **Tenant After Hours Emergency Contact Form** (Attachment 2) and designate personnel that will be responsible for taking charge in the event of an emergency. It is up to you to ensure that this form is updated when designated personnel leave your organisation or for any other reasons are unable to perform the duties of emergency personnel.

Property Warden Responsibilities

You are responsible for establishing your own safety management procedures. These procedures must meet the requirements of the current Australian Standards.

As a minimum we recommend that you have nominated personnel available to liaise directly with the Airport Response team.

Attachment 1 contains a guide of what your Consultant may recommend that you could adopt by way of emergency procedures for your premises.

Fire

In the event of fire several fire hydrants are located around the Airport.

It is advisable that you appoint an expert to provide advice on the most appropriate fire evacuation procedures for your premises.

Fire Safety Reminders

We encourage you to adopt appropriate procedures to follow in the event of a fire and recommend that you and your staff, visitors, etc observe BAL's "NO SMOKING" policy for Sydney Metro Airports Bankstown.

Medical Emergencies

Should a medical emergency situation develop which requires immediate intervention by trained personnel, we suggest you proceed as follows:

Call 000

Reassure the injured person that help is on the way.

Remain calm and provide the following information:

- Nature of medical emergency.
- Building name and address
- Exact location and name of sick or injured person.

NOTE: Do not hang up until the emergency operator does so.

1. Direct any on-lookers away from the area of the injured person.
2. Clear the area of any objects that might impede the rescue or interfere with emergency personnel.
3. Remain with the victim. DO NOT move the victim unless there is immediate danger of further injury. Keep the victim comfortable and warm.

Bomb Threats

We recommend that you seek expert advice on this subject and the development of appropriate procedures for your business. Bomb threats should always be taken seriously. Do not assume that a bomb threat is a prank call, anyone can receive a bomb threat and all building occupants should be prepared.

We recommend that you have a **Bomb Threat Questionnaire Form** (Attachment 5) available for completion in the event a Bomb Threat is received. The form should be completed and provided to your Manager as soon as possible after this type of call is received.

Evacuation

In the event of an emergency, it may become necessary to evacuate the building. We recommend that you refer to the latest OH&S legislation at www.workcover.nsw.gov.au which can provide guidance on this subject.

Civil Disturbances

Although riots and civil disturbances are rare, there is still a need for a planned course of action in the event a civil disturbance erupts. Should a disturbance start on Sydney Metro Airports Bankstown we request that you please:

- Secure all entrances to your building;
- Notify the police, and;
- Notify your colleagues.

Immediately notify the Property team and provide the following information:

- Exact location of the disturbance, demonstrators and/or rioters;
- Approximate number of demonstrators or rioters, and;
- Your name, company name and call back number.

Power Failure

If you experience loss of power to your property, immediately contact the Facilities Coordinator on Telephone (02) 9796 2300. Appropriately qualified personnel will be dispatched to assist in restoring power.

The following list of items is recommended to be kept on hand in case an emergency of any kind causes the loss of power:

- **Emergency Lighting** – flashlights, light sticks.
- **Batteries** – keep a fresh supply
- **Blankets** – lightweight fire and shock retardant emergency blankets.
- **Radios** – portable transistor radios with extra batteries and two-way radios

Contractor Details

A list of contractors who we engage from time to time has been provided at Attachment 4 to assist you in meeting your obligations under your lease. **Please note that Bankstown Airport Limited does not warrant the performance or provide any recommendation that you should use any of the contractors noted.** (Please make your own assessment of the suitability of these contractors for your particular situation.)

III. RULES AT THE AIRPORT

Rules at the Airport

The following enforceable rules apply to the Airport in addition to the terms and conditions of your Lease. BAL reserves the right to vary and change these rules as required.

Airport Roads & Access

The roads within the Airport grounds are wholly owned by the Airport. Please obey all road rules, traffic signs and directions, as if it were a public road.

The maximum speed limit on Sydney Metro Airports Bankstown is 40 Km/h and NSW Police frequently monitor speed on the Airport.

General Rules

1. You must advise the Landlord of the private address and telephone numbers of the Tenant and if a tenant is a company director. The landlord must be informed of any change in such address or telephone number.
2. You must not disturb, solicit, or canvass any tenant of the Airport and shall cooperate with Landlord or Landlord's agents to prevent the same.
3. You are responsible for arranging rubbish disposal and shall store all rubbish within the designated places in the Premises. Without affecting any obligations set out in the Lease you must keep all garbage and refuse in tightly sealed containers within their Premises. No rubbish or waste may at any time be burned upon the Premises or Airport or disposed of in Common Areas or other Tenants Premises.
4. You must keep clean and free from dirt and rubbish such parts of the Common Areas or any public footpath or way as immediately adjoining the Premises
5. The toilet rooms, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed, and no foreign substance of any kind whatsoever shall be thrown therein.
6. You must not use or permit to be used the Common Areas or any parking area for a business or commercial purpose or the display or advertisement of any goods or services or utilities nor generally for any other purposes other than a purpose for which the same was intended or provided.
7. You shall not use or keep in or on the Premises any kerosene, gasoline or other inflammable or combustible fluid or material, unless this is expressly permitted under the terms of the lease. It is a requirement under Legislation that a register is kept for Hazardous materials and Dangerous goods which are also prohibited from the Airport unless expressly permitted under the terms of your lease.
8. You shall not use, keep, or permit to be used or kept, any foul or noxious gas or substance in or on the Premises, or permit or allow the Premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants of the Airport by

reason of odours, or vibrations, or interfere in any way with other Tenants or those having business therein.

9. You shall not bring into or keep within the Premises or Airport any animals or birds.
10. We will approve where and how telephone cables are to be introduced to the Premises. No boring or cutting for cables shall be allowed without the consent of the Landlord.
11. We reserve the right to exclude or expel from the Airport any person who, in the judgment of the Landlord, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of these Rules and Regulations.
12. Sydney Metro Airports Bankstown is an environmentally responsible site, please use electricity, water or gas efficiently and agree to cooperate fully with the Landlord to ensure the most effective operation of the Airport services.
13. You shall comply with all safety, fire protection and evacuation procedures and regulations.
14. No awnings or other projects shall be attached to the outside walls of the Premises without prior written consent.
15. Tenants shall comply with any non-smoking ordinance adopted by any applicable governmental authority. In addition, the Landlord reserves the right to designate, in the Landlord's sole discretion, the only outside areas of the Premises where smoking shall be permitted.
16. We reserve the right at any time to change or rescind any one or more of these Rules and Regulations, or to make such other and further reasonable Rules and Regulations as in our judgment may from time to time be necessary for the Management, safety, care and cleanliness of the Premises and Building, and for the preservation of good order therein, as well as for the convenience of other occupants and tenants.
17. Tenants shall comply with the Airports Act, Aviation Security Act and all other relevant Regulations created or applicable under these legislative Acts.

IV. ATTACHMENTS/FORMS

Forms

The following attachments/forms have been provided to assist in your arrival/tenure at Sydney Metro Airports Bankstown.

Attachment Number	Attachment Title	Action
1.	Emergency Procedures Guide	Tenant information.
2.	Tenant After Hours Emergency Contact	Tenant to complete and return.
3.	Contractor Contact List	Tenant information.
4.	Tenant Services and Amenity	Tenant information.
5.	Bomb Threat Checklist	Tenant information.
6.	Airport Terminal Hire Terms	Tenant information.
7.	Website Directory – Tenant Application	Tenant to complete and return, if required.
8.	Property Service Request Form	Tenant to complete and return if/as required.
9.	Development Approval Process	Tenant information.

As detailed in the table above the following attachments should be completed and returned to the Property team at least two weeks prior to your scheduled move:

- Attachment 2 - TENANT AFTER HOURS EMERGENCY CONTACT
- Attachment 7 - WEBSITE DIRECTORY - TENANT APPLICATION

Send an original, completed copy to the Property team and retain a copy for your records.

For replacement forms, please download a copy from our website www.sydneymetroairports.com.au or contact the Property team on (02) 9796 2300.