

What is Park Charge?

- Park Charge is an online self-management software which Ground Transport Operators will use to sign up to gain access to the Cairns Airport Ground Transport Areas.
- You will apply for and be issued an access card. This access card will need to be put in the windscreen of your vehicle, so the boom gate reader can open the boom gate into the Cairns Airport Ground Transport Areas.

Why do I need to sign up?

- So we can issue you an access tag. You will then self-manage your account.
- This will allow you to operate on Cairns Airport and gain access to the Cairns Airport Ground Transport Areas.

Can I pick up and drop off without signing up to Park Charge?

- You will not be able to enter the Cairns Airport Ground Transport Areas without an access card to raise the boom gate.

Can I pick up and drop off somewhere other than the Cairns Airport Ground Transport Areas?

- Pick-ups and drop offs are only allowed in designated areas. Individuals found to be using non-designated areas for any reason will be referred to their Licensee and also dealt with under the authority of the Airport Notices/AARDA

What do I need to sign up?

- A Visa/Mastercard credit card or Visa/MasterCard powered debit card, an e-mail address, and a Mobile phone if you want to receive SMS on your account balances. Fees apply to you for SMS.
- You will need access to the Internet (this can be done on a mobile device)

What if I don't have a credit card?

- A credit card is required to set up a Park Charge account.

What do you need my credit card for and are my card details secure?

- A credit card is required to set up a Park Charge account.
- This credit card is linked to your Park Charge account and will only be charged once your account has been approved. Your credit card will be debited the minimum auto top up fee of \$20.00. This fee is then transferred to your access account ready for you to use from the Go Live date on Tuesday 1 June 2021.
- Your credit card information is covered by the systems security controls, which are PCI DSS Level 1 compliant, which is the industry's highest level of certification.
- Cairns Airport does not have access to your credit card information.

Account Top Up Options?

- Once your account is set up you can choose to allow your credit card to be deducted for the top up fees or you can top up with cash at the Car Park Service Kiosk (located in the Domestic (T2) Covered Carpark) Monday to Friday between 9.00am and 4.00pm. Please note the cash top up incurs an admin fee of \$4.50 per load regardless of quantum.
- \$20.00
 - \$50.00
 - \$100.00

How do I sign up?

- Just follow this link <https://www.cairnsairport.com.au/gtppu>
- Click on the link "Click Here for Park Charge" which will take you to the Park Charge log in
- For Instructions on how to complete the sign up process there is a User Guide located on <https://www.cairnsairport.com.au/gtppu> then click on the "User Guide".
- Copies of the User Guide, Terms and Conditions and FAQ's will be available at the Ground Transport Operators Amenities Building.

What if I don't have an email?

- There are many e-mail service providers available and the sign up process is very simple. We can help sign you up for an e-mail account, but for ongoing support you will need to contact your service provider.
- Some examples of these are:

- www.gmail.com Click create an account
- www.yahoo.com.au Click mail then sign up

Are you running sign up and information sessions?

- We will be on site at Cairns Airport in the Ground Transport Operators Amenities Building at the following times to assist with the sign up process and answer any questions you might have regarding the new system:
- Tuesday 4 May 2021 6.00am – 8.00am
- Thursday 6 May 2021 2.00pm – 4.00pm
- Tuesday 11 May 2021 6.00am – 8.00am
- Thursday 13 May 2021 2.00pm – 4.00pm
- Tuesday 18 May 2021 6.00am – 8.00am
- Thursday 20 May 2021 2.00pm – 4.00pm
- Tuesday 25 May 2021 6.00am – 8.00am
- Thursday 27 May 2021 2.00pm – 4.00pm

Who do I speak to if I have a problem with my park charge access card?

- If you are having a problem with your access card at a Cairns Airport Ground Transport Area boom gate, you can press the intercom help button and one of the Car Park Service Kiosk staff will assist you.
- You can email your query to the Car Park Service Kiosk staff at gt@ Cairnsairport.com.au
- Or park at the Ground Transport Operators Holding Area and you can come and see the staff in the Car Park Service Kiosk (located in the Domestic (T2) Covered Carpark).

Who do I speak to if I have a problem with my park charge account?

- The Company/Licensee that you drive for.
- Login to your account and check your balance and access status
- Email the Car Park Service Kiosk staff at gt@ Cairnsairport.com.au
- Or you can come and see the staff in the Car Park Service Kiosk (located in the Domestic (T2) Covered Carpark).

What happens if my credit card has no funds?

- You can log into your account and do a top-up with an alternate Credit Card
- Or you can top up with cash at the Car Park Service Kiosk (located in the Domestic (T2) Covered Carpark). Please note the cash top up incurs an admin fee of \$4.50 per load regardless of quantum.

What happens if my card is damaged or if I lose my Access Card?

- You can get a new access card from the staff in the Car Park Service Kiosk (located in the Domestic (T2) Covered Carpark). Please note there is a fee of \$80.00 unless CAPL says otherwise for a new access card that has been damaged or lost.
- The balance that was on your damaged or lost access card will be transferred to your new access card.

What happens if I forget my Access Card?

- If you forget your access card the Car Park Service Kiosk will allow a one off access and manually deduct the access fee from your Park Charge account.

What happens if I deliberately avoid or don't ensure my account has money on it to enter the Ground Transport areas?

- A fee will be charged for the pick up or drop off anyway
- Your access to the Cairns Airport Ground Transport Areas maybe stopped or limited
- The matter will be reported to the Licensee that you drive for, for further action in line with their complaints procedure.

Is there a Pick Up and Drop Off Fee?

- Yes.
- From 1 June 2021 the Pick Up and Drop Off fees are as follows:

Passenger Service Vehicle User Type	Drop Offs (Departures) T2 Transport Departures T2 Transport Departures Front	Pick Ups (Arrivals) T2 Transport Arrivals (Fee is for the first 45 minutes) T2 Transport Arrivals Front T2 Transport Arrivals East	T2 Transport Arrivals (Fee For Each Additional 10 Minutes Following The First 45 Minutes)	Pick Ups (Arrivals) T1 Transport Arrivals
Limousines	\$2.40	\$2.40	\$5.00	\$4.80
Courtesy Bus <18 Seats	\$2.30	\$2.30	\$5.00	\$4.50
Courtesy Bus 19-25 Seats	\$3.30	\$3.30	\$5.00	\$6.60
Courtesy Bus >25 Seats	\$4.70	\$4.70	\$5.00	\$9.40
Charter Bus <18 Seats	\$3.30	\$3.30	\$5.00	\$6.60
Charter Bus 19-25 Seats	\$4.10	\$4.10	\$5.00	\$8.20
Charter Bus >25 Seats	\$4.70	\$4.70	\$5.00	\$9.40
Ride Share	\$2.50	\$2.50	\$5.00	\$5.00

****Above fees are inclusive of GST****