

NOTICE
on the procedure for issuing an Airside driving permit



1. Submitting a Request for issuance of an Airside Driving Permit	<ul style="list-style-type: none"> - Download the Request for issuance of an Airside Driving Permit (CC-AOP-FO-15-1-EN) at the link: https://www.zagreb-airport.hr/en/business/b2b/airport-passes/133 - Fill out and sign the Request - Submit the Request and proof of the applicant's ability to operate special aerodrome equipment (if applicable) to e-mail: Administration@zag.aero <p>Note: The Request is filled out on the computer and delivered by the employer. It is signed by the company's responsible or authorized person. The Request that will be change from the original or incomplete will be returned for processing and will be considered as not submitted. The company's authorized representative submits requests for its employees. When sending an e-mail, state the subject and in the subject the first and last name or the name of the applicant's company.</p>
2. Training organization	<ul style="list-style-type: none"> - Download the Request-Application for professional training (CC-MHR-FO-06-2) at the link: https://www.zagreb-airport.hr/en/business/b2b/airport-passes/133 - Complete and submit the Request to e-mail: Training@zag.aero - Arrange with the Training Center an appointment for training in Driving on operational surfaces (Level 1 or Level 2)
3. Training	<ul style="list-style-type: none"> - Upon successful completion of the training, the Training Center issues a Certificate of Qualification of the person. - The signed Request is submitted to Administrative Affairs for the preparation of an Airside Driving Permit.
1. Issuance of a permit	<ul style="list-style-type: none"> - Administrative Affairs inform the employer via e-mail about the possibility of taking over the permit - The authorized person of the company takes over the permits for all employees.
2. Invoicing	<p>After the completion of the training and issuance of the Airside Driving Permit, the International Airport Zagreb Jsc. will deliver you two invoices, i.e. a separate invoice for each service.</p>

The Request for issuance of an Airside Driving Permit can be submitted three months before the expiration of its validity for the person who holds the Airside Driving Permit, in order to undergo training and be issued the new permit on time.