



Query Application for Parking/Landing

If you have a query regarding an invoice/s, please complete this form. Once completed submit via email to: Att: Management Accounting Officer airportfinance@sunshinecoast.qld.gov.au

Please note that the Sunshine Coast Airport has the right to request additional supporting documentation regarding your query.

Registration Details:

Aircraft Registration Details: _____ (mandatory)	Debtor Number : _____ on invoice
Invoice number/s in query _____ _____	_____

Owners Details:

Surname/ Company Name:	Given Names(s)
Postal Address:	Postcode:
Contact Details: Mobile:	Email Address:

Details: _____

Attached Supporting Documentation: (please tick applicable box – A Statutory Declaration must accompany another form of proof)

Receipts Statutory Declaration Flight records Other

ACKNOWLEDGEMENT FROM THE OWNER:

I acknowledge that I am providing true and accurate details in relation to the query I have raised concerning the abovementioned aircraft and that I have attached documentation to support my query.

Signature	Date
Full Name (New Owner):	

OFFICIAL USE ONLY:

Date Received Form: _____

Action Taken _____ _____
Requested further documentation: YES/ NO If yes: Requested: _____ Date: _____
Approved / Disapproved Reason: _____ (Circle decision made)

Processors Initials: _____

Processed Date: _____