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The Department of Foreign Affairs and Trade presents its compliments to all diplomatic missions and international organisations and has the honour to remind diplomatic missions and international organisations of the procedures for vehicle access at Canberra Airport when collecting heads of mission and visiting dignitaries.

The Department and Canberra Airport authorities thank all diplomatic missions and international organisations for their cooperation in complying with the arrangements for vehicular pick-up at Canberra Airport.

The Department reminds all diplomatic missions and international organisations that Canberra Airport introduced a new passenger pick-up process in March 2015 that no longer requires advanced approvals to be sought.

The 'Express Passenger Pick-Up' parking area is located on the ground floor of the green covered carpark, a 20 metre covered walk from the arrivals hall (see attached map). A waiting room is attached to the car park, which drivers and other staff may wish to use. Canberra Airport has designated five vehicle parking bays for the exclusive use of the diplomatic corps in this car park.

The 'Open Air Car Park' is available for up to 10 minutes without charge. After 10 minutes, charges will be applied at incremental rates and need to be paid at the pay machine before exiting the carpark. Information on costs can be found at:
<http://www.canberraairport.com.au/travellers/parking-transport/parking/>.

Diplomatic Missions and international organisations, may contact the Canberra Airport Customer Service Parking Office (02 6275 2226) to purchase a pre-paid access card, which is used to enter and exit the car park without needing to make physical payment at a pay machine.

All diplomatic missions and international organisations are reminded that diplomatic vehicles no longer have access to the arrivals loop at the Canberra Airport. Vehicles found in the arrivals loop will be asked to move and may be issued with an on-the-spot parking infringement notice. The Department reminds diplomatic missions and international organisations that it expects all to pay fines for parking infringements to be paid promptly.

The Department of Foreign Affairs and Trade avails itself of this opportunity to renew to all Diplomatic Missions and International Organisations the assurances of its highest consideration.

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