

APPLICATION FOR PROXIMITY CARD/S



Please retain this sheet for your information.

SECTION ONE

The Lyttelton Port Company (LPC) is complying with Safety and Security Regulations for controlled access to operational areas. Major access points now have a proximity card system.

This card system streamlines access for personnel with frequent or high priority access requirements. By placing the proximity card close to a card reader, the automated gates will open.

A proximity card is issued after a Health and Safety induction is completed, and these are held weekly on a Wednesday at 15:00hrs at 41 Chapmans Road.

Those without proximity cards are to report to the Security Control Centre and identify themselves before access will be granted.

The left hand lane at Gladstone Quay is dedicated as an enquiry lane, and there are 'Push to Talk' intercoms at each gate.

Please note the following conditions in applying for proximity cards that:

1. They are not transferable without the express approval of the LPC
2. They remain the property of LPC, and reserve the right to inspect a card held by any user at any time
3. They are assigned to an individual user
4. They cannot be shared or issued to vehicles
5. They do not allow card holders to bring unannounced visitors. All visitors are required to sign in at the Security Control Centre
6. They grant gate access is to card holders only
7. All card holders in a vehicle are to swipe prior to entry
8. Any passengers in a vehicle without a card are required to sign in at the Security Control Centre
9. Pets are not allowed to be brought into the Port area
10. LPC reserves the right to approve or decline any application
11. All applications are required to be submitted using this LPC application form
12. Each applicant provides information requested and signs acceptance of the terms and conditions
13. Each new proximity card will be issued at a cost of \$30 (thirty dollars) inclusive of GST
14. Cash payments are not acceptable. Payment options of cheque or EFTPOS are included in Section Five.

SECTION TWO – TERMS & CONDITIONS

I/We agree to abide by the following terms and conditions:

1. Entry to the controlled access areas is only permitted for the purpose of carrying out lawful business or employment related to the port
2. All persons entering the Port Security Area are required under section 79 of the Maritime Security Act to carry valid photographic ID at all times and produce this when requested
3. All vehicles and baggage are subject to random inspection
4. Off duty personnel are not permitted to be in controlled access areas unless they are about to go on duty or are specifically authorised to have access by Lyttelton Port Company
5. Personnel will observe all Health and Safety and Operational procedures provided to them or to their company by Lyttelton Port Company
6. Personnel will obey all lawful signs and directions concerning safety, access speed limits, axle weights and parking
7. As the port area is licensed by NZ Customs, all persons entering the port are bound by the conditions of the Customs and Excise Act 1996
8. Tailgating is an offence and all attempts should be made to ensure that you are not tailgated. Report any tailgating to the Security Control Centre
9. Proximity card holders will not lend, sell, or trade their proximity card unless authorised in writing by Lyttelton Port Company to do so. Each card remains the property of Lyttelton Port Company who reserves the right to inspect cards held by any user at any time.
10. Card holders will take all practicable steps to keep their proximity card secure at all times
11. Card holders will report loss, misplacement, or unauthorised possession of their proximity card to Lyttelton Port Company immediately
12. Replacement proximity cards may be issued at Lyttelton Port Company's discretion, currently at a cost of \$30.00 per card (inclusive of GST)
13. Card holders will not deliberately damage or interfere in any way with their proximity card
14. Failure to observe these conditions may result in cancellation of access rights
15. Lyttelton Port Company may at its sole discretion approve or decline any application, and may temporarily suspend or permanently cancel access rights
16. Each card expires after 12 months. At this time the card details need to be rechecked by the security team to ensure that they remain current. The Health and Safety induction will have to be redone and once this has been

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completed the card will be reactivated for a further 12 months. There is no additional charge for this service.

Use of Information

The information provided by applicants will be used for the issue, administration and control of proximity cards.

Applicants declare that the information provided in the application is correct at the time of signing and undertake to inform Lyttelton Port Company in the event of any changes to the information contained herein.

For the purposes of the Privacy Act 1993 the applicant authorises the company to collect personal information about the applicant. Such personal information being provided is for the express purpose of determining the applicant's suitability to be issued with a proximity card.

All applicants should provide proof of address and also a copy of a valid driver's license or passport

SECTION THREE – COMPANY DETAILS

Company: _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

SECTION FOUR – ACCESS REQUIREMENTS

I /We wish to apply for a proximity card to enter the Lyttelton Port Company for the purpose of (enter the reasons why proximity card/s is required e.g. stevedoring, transport of cargo, delivery of fuel):

Describe the nature of your business fully to ensure that the correct access is provided. _____

I / We require swipe access to the following area/s of the Lyttelton Port Company:

- Main Gate Store Gate Inner Harbour
 No 7 Wharf Dry Dock Oil Wharf
 Yard 66 All Areas

I/We require access during the following times: Describe the times that access will be required. E.g.: between 7:00am and 10:00am. _____

Access will be required approximately _____ times a

- Day Week Month Year (tick one)

SECTION FIVE – METHOD OF PAYMENT

Method of payment:

- Cheque

Posted to:

*Security Manager
Lyttelton Port Company*

*Private Bag 501
Lyttelton 8841*

- Eftpos

In person during weekly induction (Every Wednesday at 1500hrs) held at

*41 Chapmans Road
Woolston
Christchurch*

Proximity card/s to be:

Collected from Security Control Centre

Please note that cards may take up to 14 working days to process.

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SECTION SIX - DECLARATION

We, the undersigned, agree to abide by the terms and conditions above.

1	Surname:	First Names:	Signature:	Office Use
	Title:	Address:		
	Telephone:			
	Email:			
2	Surname:	First Names:	Signature:	Office Use
	Title:	Address:		
	Telephone:			
	Email:			
3	Surname:	First Names:	Signature:	Office Use
	Title:	Address:		
	Telephone:			
	Email:			
4	Surname:	First Names:	Signature:	Office Use
	Title:	Address:		
	Telephone:			
	Email:			
5	Surname:	First Names:	Signature:	Office Use
	Title:	Address:		
	Telephone:			
	Email:			
6	Surname:	First Names:	Signature:	Office Use
	Title:	Address:		
	Telephone:			
	Email:			
7	Surname:	First Names:	Signature:	Office Use
	Title:	Address:		

	Telephone: Email:			
8	Surname: Title: Telephone: Email:	First Names: Address:	Signature:	Office Use
9	Surname: Title: Telephone: Email:	First Names: Address:	Signature:	Office Use
10	Surname: Title: Telephone: Email:	First Names: Address:	Signature:	Office Use