

# APPLICATION FOR PROXIMITY CARD/S



Please retain this sheet for your information.

## SECTION ONE

To comply with safety and security regulations, access to operational areas of Lyttelton Port Company is controlled by automated gates at the major access points.

To streamline access for personnel with frequent or high priority access requirements, we have a proximity card system in place which is issued after a health and safety induction is completed. **Inductions are now online on the Lyttelton Port Company's website at [www.lpc.co.nz/lpc/inductions/](http://www.lpc.co.nz/lpc/inductions/).**

Holders of proximity cards will only need to place them close to a card reader to open the automated gates. Those without proximity cards must identify themselves to the satisfaction of the Security Control Centre before access will be granted. The left hand lane at Gladstone Quay is dedicated as an enquiry lane.

Push to talk intercoms are also provided at each gate for enquiries.

All regular port users with legitimate business within operational areas are to apply for proximity cards on the attached application form.

Please note the following in relation to applications for proximity cards:

1. Proximity cards are not transferable without the express approval of Lyttelton Port Company.
2. Each card remains the property of Lyttelton Port Company and we reserve the right to inspect a card held by any user at any time.
3. Each card is to be assigned to an individual user. Cards are **not to be shared** and **cannot be issued to vehicles**.
4. Card holders must not bring in unannounced visitors. All visitors must be signed in at the Security Control Centre and provide original photographic ID.
5. Entry at all gates is only for card holders. All card holders in the vehicle should swipe prior to entry. Any passenger in the vehicle without a swipe card should report to the Security Control Centre.
6. Persons under the age of 16 are not permitted on site.
7. Pets are not allowed in the Port area.
8. Lyttelton Port Company reserves the right to approve or decline any application.
9. Applications for proximity cards must be made on this application form.
10. Each applicant must provide the information requested and sign the acceptance of the terms and conditions.
11. Each new proximity card will be issued at a cost of \$30 inclusive of GST. Electronic bank transfer details are provided on the next page.

## 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 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. 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, 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 they remain current. The health and safety induction will have to be redone and once this has been completed the card will be reactivated for a further 12 months. There is no additional charge for this service.
17. If you are unsure what H&S induction to complete, please contact Security on 03 328 7917.

**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 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**

**Electronic Funds Transfer**

Lyttelton Port Company  
Account details:  
030802 0957592 000

Please take a screen shot of the payment confirmation and email it with the application form to:

**[securityteam@lpc.co.nz](mailto:securityteam@lpc.co.nz)**

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

Proximity card/s are to be collected from the main Security Gate at Lyttelton Port Company. We are open 24/7 for pick up of card/s.

**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:	First Names:	Signature:	Office Use
	Title:	Address:		
	Telephone:			
	Email:			