

# PORT ACCESS CARD (PAC) APPLICATION

Please retain this sheet for your information.

## SECTION ONE

To comply with safety and security regulations, access to operational areas of Lyttelton Port Company (LPC) is controlled by automated gates at the major access points. To streamline access for personnel with frequent or high priority access requirements, the Port has a Port Access Card (PAC) system in place. PACs can be issued after a health and safety induction is completed.

**Inductions are now online on the LPC website at [www.lpc.co.nz/lpc/inductions/](http://www.lpc.co.nz/lpc/inductions/)**

Holders of PACs will only need to place them close to a card reader to open the automated gates. Those without a PAC 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 PACs on the attached application form.

Please note the following in relation to applications for PACs:

1. PACs are not transferable.
2. Each card is to be assigned to an individual user and include a photo. Cards must not be shared and cannot be issued to vehicles.
3. Card holders must not bring in unannounced visitors. All visitors must be signed in at the Security Control Centre and provide original photographic ID.
4. 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.
5. Persons under the age of 16 are not permitted on site.
6. Pets are not allowed in any LPC area.
7. LPC reserves the right to approve or decline any application.
8. Applications for PACs must be made on this application form.
9. Each applicant must provide the information requested and sign acceptance of the terms and conditions.
10. Each new PAC will be issued at a cost as published on the LPC website.

## SECTION TWO – TERMS & CONDITIONS

**I 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 (LPC).
5. Personnel will observe all safety and health and operational procedures provided to them or to their company by LPC.
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. Report any tailgating immediately to the Security Control Centre.
9. Each card remains the property of LPC 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 PAC secure at all times.
11. Card holders will report loss, misplacement, or unauthorised possession of their proximity card to LPC immediately.
12. Replacement PACs may be issued at LPC discretion as per the published fee on the LPC website.
13. Card holders will not deliberately damage or interfere in any way with their PAC.
14. Failure to observe these conditions may result in cancellation of access rights.
15. LPC may at its sole discretion approve or decline any application, and may temporarily suspend or permanently cancel access rights.
16. Each card expires after 2 years from issue date. At this time a new PAC Application must be completed, H&S inductions completed and a new ID photo supplied.
17. H&S inductions may need to be repeated every year and if not completed, access to facilities using a PAC may cease.
18. If you are unsure what H&S induction to complete, please contact LPC Health & Safety Team on 03 328 8198.

## SECTION THREE – ADDITIONAL INFORMATION

### Use of Information

The information provided by applicants will be used for the issue, administration and control of Port Access Cards (PACs). Applicants declare that the information provided in the application is correct at the time of signing and undertake to inform Lyttelton Port Company (LPC) in the event of any changes to the information contained herein.

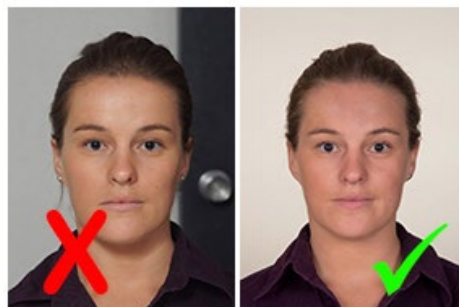
For the purposes of the Privacy Act 1993 the applicant authorises LPC to collect personal information about the applicant. Such personal information being provided is for the express purpose of determining the applicant's suitability to be issued with a PAC.

Each applicant must supply a passport style ID Photo for printing onto the PAC and an email address for notification of impending PAC expiry. A valid Drivers Licence, Passport or other form of approved ID must be presented to collect a PAC.

### PAC Photo Requirements

PAC photos must be a portrait passport style photo with head and shoulders only

- No background shadow or uneven lighting on the face.
- Use a plain, light coloured background that is not white and does not contain objects or other people.
- The image must be a true likeness and not be altered or distorted in any way.
- Face front on with hair off the eyes and sides of the face
- In jpg or jpeg format with a file size between 250KB and 2MB



### Payment information

#### Electronic Funds Transfer

Lyttelton Port Company

Account details:

03 0802 0957592 00

Reference and Details – "Company Name. PAC. Applicant Name"

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

[Portaccess@lpc.co.nz](mailto:Portaccess@lpc.co.nz)

**Applications may take up to 14 working days to process.**

PAC collection location will be advised when ready for pickup.

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## COMPANY DETAILS

Company: \_\_\_\_\_

*Note: The Company Name will be printed on the PAC.*

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## PURPOSE FOR PAC

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ACCESS REQUIREMENTS

I request access to the following area/s (at the sole discretion of LPC):

### Sites (site inductions required):

- Lyttelton
  City Depot (Foundary Dr.)
  Midland Port

### Lyttelton Access Areas:

- Main Gate (incl. Container Terminal)
  Oil Wharf
  Yard 66
  WFH
- Inner Harbour via Sutton Quay or Gate 2
  Store Gate
  Cruise Berth
  Coal

### Specific Inductions Required:

- Dry Dock
  Reefer Tower
  LCT

I require access during the following times: \_\_\_\_\_

E.g: between 7:00am and 10:00am

Access will be required approximately \_\_\_\_\_ times a  Day  Week  Month  Year (tick one)

## DECLARATION

*This section is to be completed by the person who the card will be assigned to.*

*Surname:	*First Name/s:	Office Use
*ID Photo Filename:	Address:	
Telephone:		
*Email:		

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

Signature: \_\_\_\_\_

*\*A PAC will not be issued if the Surname, First Name/s, E-mail, ID Photo Filename and Signature fields are incomplete.*

Please take a screen shot of the payment confirmation and email it with the application form and ID Photo to: [Portaccess@lpc.co.nz](mailto:Portaccess@lpc.co.nz)