

Office Only		
	Date	Time
Received		
Completed		
Collected		



PORT ACCESS APPLICATION FORM

Date: _____

New User Company Change Replacement Card

APPLICATION TYPE

Faulty/worn Card PoT Card Card No _____

Please Tick

Reason for replacement card _____

APPLICANT NAME

(To appear on card)

COMPANY NAME

(To appear on card)

APPLICANT ADDRESS

APPLICANT CONTACT NO's

Phone: _____

Email: _____

PHOTO ID (Copy Required)

Passport & Government issue ID's

Requirement for Access

Company Role or Operation

Required Port Gate Access

Tick options given

Northport will review

Main Entry	<input type="checkbox"/>	West Weighbridge Entry	<input type="checkbox"/>	East Truck Entry	<input type="checkbox"/>
Main Exit	<input type="checkbox"/>	West Weighbridge Exit	<input type="checkbox"/>	Turnstile	<input type="checkbox"/>
NPL Admin	<input type="checkbox"/>	East Weighbridge Entry	<input type="checkbox"/>		

APPLICANT SIGNATURE

(By signing you agree to the attached conditions)

Billing Company

Address

COMPANY EMAIL

EMPLOYER VERIFICATION

Must be completed

Name _____
Signature _____

Before submitting this application, have you completed a Northport Site Induction: YES / NO
If No, an Induction must be completed prior to submitting this form. See www.northport.co.nz

OFFICE USE ONLY

<i>Date when completed</i>	Form Completed	<input type="checkbox"/>	Copy of ID	<input type="checkbox"/>
	Induction Comp	<input type="checkbox"/>	Photo Taken	<input type="checkbox"/>
	Entered Cardax	<input type="checkbox"/>	Card Printed	<input type="checkbox"/>
	Accounts completed	<input type="checkbox"/>	Card Number	<input type="checkbox"/>

Accepted and Authorised

Name: _____

Northport: Signature

Signature: _____

CONDITIONS OF USE:

NORTHPORT Ltd

This card remains the sole property of NORTHPORT Ltd and must be returned by the holder, or their employer, when no longer required.

NORTHPORT Ltd retains the right to refuse any application for access and/or request further information to establish the identity of an applicant.

NORTHPORT Ltd retains the right to withdraw and/or cancel the access card for any valid reason, including but not limited to abuse of card usage rules, failing to comply with any NORTHPORT Ltd operational requirements.

Northport Ltd will, during business hours have all cards produced within 24hrs of receiving a completed card application form. If a card is not available for collection within 24hrs the card is free.

THE APPLICANT

The applicant is required to fully complete all required information in a truthful manner.

The applicant must complete a Northport Ltd Induction prior to submitting this application, or the application will be placed on hold until one is completed.

The applicant shall be bound by the requirements set out in the Northport Ltd Induction and any other operational or health and Safety rule or requirement.

The applicant is required to ensure the access card is kept safe at all times and to be used for gaining access to the NORTHPORT Ltd facility for their own lawful business or employment purposes.

At no time shall the applicant allow another person to use their access card.

When accessing the port in a vehicle the applicant must ensure the vehicle is permitted to the required areas.

The applicant is required to immediately notify their employer and/or NORTHPORT in all instances of card loss, damage, or theft.

UPON RECEIVING THIS CARD THE APPLICANT ACCEPTS THAT BY GAINING ACCESS TO THE SECURITY AREA THEY ACKNOWLEDGE THAT NORTHPORT Ltd IS THEIR 'PLACE OF WORK' WHILE ONSITE.

THE EMPLOYER

The applicants employer is required to ensure the applicant provides correct information on the application form.

The applicants employer by signing the "employer verification" section shall agree to pay the production costs (\$30.00 +gst) which shall be invoiced by, and are payable to, NORTHPORT Ltd.

Port Of Tauranga cards will incur a cost of \$20 +gst.

The applicants employer shall immediately (within 1 working day) notify NORTHPORT Ltd, in the event of being advised by the applicant, that the card has been lost, stolen, or damaged.

The applicants employer shall immediately advise (within 1 working day) Northport Ltd on termination of the applicants employment.