

Office Only		
	Date	Time
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Completed		
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Date: _____		



# Northport

Rev 7

## PORT ACCESS APPLICATION FORM

**\* Compulsory Fields**

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 or NZ Government issued ID's

\* \_\_\_\_\_

**Requirement for Access**

Company Role

\* \_\_\_\_\_

Will Applicant Be Driving On Site

\* **YES**      **NO**      *Minimum Class 1 Drivers License required to drive onsite*

**Required Port Gate Access**

Tick options given

Northport will review

Turnstile Access	<input type="checkbox"/>	Log Marshalling	<input type="checkbox"/>	Container Truck	<input type="checkbox"/>
Light Vehicle	<input type="checkbox"/>	Log Truck Operations	<input type="checkbox"/>	General Cargo Truck	<input type="checkbox"/>
Northport Admin	<input type="checkbox"/>	Bulk Truck	<input type="checkbox"/>	Seaward Access	<input type="checkbox"/>

**APPLICANT SIGNATURE**

(By signing you agree to the attached conditions)

\* \_\_\_\_\_

**Billing Company**

Address

\* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**COMPANY EMAIL**

\* \_\_\_\_\_

**EMPLOYER VERIFICATION**

\* 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](http://www.northport.co.nz)**

*OFFICE USE ONLY*

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

Accepted and Authorised

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

Northport: 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.

### **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, health and Safety policy 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 lawful port related business or employment purposes only. At no time shall the applicant allow another person to use their access card or swipe another person through a gate.

**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 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 as per principle tariffs, which shall be invoiced by, and are payable to, NORTHPORT Ltd.

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.