

ACCESS CONTROL – BIKE FACILITY APPLICATION

STAFF/ TENANCY DETAILS	OFFICE USE ONLY
COPY OF PHOTO ID REQUIRED	NEW CARD ☐ REPLACEMENT CARD ☐
Tenancy Name:	ACCESS EXTENSION / RENEWAL ☐
Tenancy Shop Number:	Replacement Fee Paid ☐ Replacement Fee Waived ☐
Contact Number:	Reception Signature:
First Name:	**Photo ID must be attached**
Surname:	Drivers Lic. ☐ Passport ☐ Staff ID ☐ Other ☐
Position:	DATES
3 Monthly Access ☐ Short Term Access ☐	From / / to / /
Dates Requested:	ACCESS AREAS
From / / to / /	
Applicant to Read the Following - By signing this document the person named above agrees to abide by the conditions below and relevant Emporium Melbourne policies and guidelines. The card will be programmed by Emporium Security Control Room or authorised Centre Management Staff to provide access to area/s specified on this form. Any misuse of facilities to which this card provides access will result in the cancellation of the card and loss of access to those facilities. The initial card is supplied free of charge. Any subsequent cards for individuals or tenancies will incur a fee of \$25 payable at Emporium Melbourne Centre Management Reception (cash only). Lost, stolen or damaged cards that require replacement will also incur a fee of \$25. Photo ID must be produced when; applying for new cards, re-issuing replacement cards, retrieving lost/ found cards or whenever requested by Emporium Melbourne Centre Management or Emporium Melbourne Security to verify identity. How to Operate Card Swipe the card in front of the card reader next to, or in front of, the door. The light on the reader should turn green if access is granted. The light will turn red if access is denied. Card Care Do not store card next to electronic equipment or mobile phones. *Do not punch holes in the card* It is recommended the card be stored in a plastic pocket or alike for protection. What to do with a Faulty Card Report the fault to Security Control Room 8609 8220. Card may need to be replaced due to damage or unknown fault. Lost or Stolen Cards Lost or stolen cards must be reported to Security Control Room immediately 8609 8220. Replacement of lost or stolen cards will incur a fee of \$25 (cash only) payable at Emporium Melbourne Centre Management Reception (Mon-Fri 10.00am-5.00pm). Please allow 24-48 hours for replacement. Damaged Cards Replacement of damaged cards will incur a fee of \$25 (cash only) payable at Emporium Centre Management Reception (Mon-Fri 10.00am-5.00pm) Please allow 24-48 hours for replacement. Expired Cards Cards are programmed with dates as per detail on this form or within 3 months of issuance. Dates can be extended by contacting Centre Management and giving the required 24-48 hours' notice. You may be asked to fill out another form and provide photo ID to ensure all information is up to date. Applicant Signature: Date:	PROGRAMMING <u>**Please check that no other cards under the person named on this form if issuing a new card**</u> Approved by: Signature: Date: Card Number Issued: Programmed by: Signature: Date NOTES