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**GATWICK AIRPORT LIMITED - FORECOURT ACCESS REQUEST**

**AUTHORISED SIGNATORY REQUEST FOR ACCESS TO GATWICK FORECOURT**

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| **This is applicable for private vehicles only,**  **do not use for company vehicles.**  **Only one application form per person/household.** |

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| **CONTACT:** | | | Forecourt Charging Team | | | | | | | | | |
| **ADDRESS:** | | | c/o 5th Floor Destinations Place, Gatwick Airport Ltd, West Sussex RH6 ONP | | | | | | | | | |
| **E-mail this form to :** | | | **StaffForecourtAccess@gatwickairport.com** | | | | | | | | | |
| **Company Name:** | | |  | | | | | | | | | |
| **Box A - Authorised signatory e-mail address:** | | |  | | | | | | **Contact Tel. No:** | | |  |
|  | **For The following person:**  **Please use capital letters** | | | **ID No:**  **and pre-fix located on front of**  **ID-pass** | | | | **Box B**  **Company Email address**  **Do not use personal email due to security requirements** | | | **Vehicle Registration number/s**  **Max of two vehicles** | |
| **1** |  | | |  | | | |  | | |  | |
| **2** |  | | |  | | | |  | | |  | |
|  | | | | | | | | | | | | |
| **Start Date:** | | | | |  | | | | | | | |
| **By ticking he box below you are confirming that you have read and understood the Staff Forecourt Terms and Conditions.** | | | | | | | | | | | | |
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| FAILURE TO PROVIDE THE ABOVE INFORMATION MAY DELAY OR PREVENT AUTHORISATION | | | | | | | | | | | | |
| I confirm that the information supplied in this document is to the best of my knowledge correct. I understand that access to the forecourt is solely for use as part of my journey to and from my place of work at Gatwick. I understand that access is not to be used for dropping off friends and family at the airport. If I use the free access to drop off friends and family, I understand that this will be a breach of the agreement and that my free access will be withdrawn.  I understand that I will only have two journeys per day to the airport, any additional journeys will be charged at the standard tariff. Failure to pay the tariff via will result in a PCN being issued. Should I wish to dispute a PCN I will need to follow the process detailed in the PCN notification.  In the event that I cease to be employed by a company based at Gatwick Airport or my employer changes, I will email: [StaffForecourtAccess@gatwickairport.com](mailto:StaffForecourtAccess@gatwickairport.com) to have my details removed from the ANPR whitelist, or updated, as appropriate.  I understand that if I use the forecourt after my employment has ended, I will be charged the published forecourt rate. | | | | | | | | | | | | |
| **Full Name** | |  | | | | **Title:** | | | |  | | |
| **Pass No:** | |  | | | | **Date:** |  | | | | | |

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| **FOR ID OFFICE USE ONLY, once complete send to** [StaffForecourtAccess@gatwickairport.com](mailto:StaffForecourtAccess@gatwickairport.com) | | | |
| **A/C Manager:** |  | **Sent to (depts):** |  |
| **Date Submitted:** |  | **Response received:** |  |
| **Access Details:** |  | **Date Actioned:** |  |

**Notes:**

* 1. This form must be completed when requesting free access to the forecourt.
  2. This form will also be required when updating vehicle details.
  3. Access will be withdrawn on termination of my employment.
  4. Contact details will be used to verify your eligibility for free access.
  5. Please email the completed form to [StaffForecourtAccess@gatwickairport.com](mailto:StaffForecourtAccess@gatwickairport.com)
  6. You will be notified by e-mail if approval has been granted or if further clarification is needed.