



## **New / Replacement Access Pass Request Form**

Date:

Business Name:

Suite No:

**Pass Details**

**New Pass**

**Replacement Pass**

Name of person using this pass:

Car Rego:

Email:

I would like the new pass to have the following access (tick all that apply)

### **24 Hour Building Access**

**Carpark Access:**

**B1**

**B2**

*(they must have an allocated car space in B1 or B2 provided by your business)*

**Pool Access** – special conditions apply

*(by ticking Pool Access this means the person being allocated this pass has already completed a Pool Access Form)*

Additional passes over your free allocation limit (1 pass per 10sqm of office space) are currently charged at \$30 + gst and will be invoiced by the Owners Corporation to your business.

I acknowledge that I have read and understood the above information and have the authority to request additional and / or replacement passes.

Name of Authorised Person:

Signed by Authorised Person:

**FACILITIES MANAGEMENT OFFICE USE ONLY**

New Pass No:

Processed by:

Date: