



GATWICK AIRPORT LIMITED - FORECOURT ACCESS REQUEST

AUTHORISED SIGNATORY REQUEST FOR ACCESS TO GATWICK FORECOURT

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

TO: ID Centre - Gatwick Airport Limited			
CONTACT: Local Account Leader			
ADDRESS: ID Centre, Ashdown House, Gatwick Airport Ltd, West Sussex RH6 ONP			
E-mail this form to : StaffForecourtAccess@gatwickairport.com			
Company Name: Gatwick Airport Limited			
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 the box below you are confirming that you have read and understood the Terms and Conditions attached to this GAN			
<input type="checkbox"/>			
FAILURE TO PROVIDE THE ABOVE INFORMATION MAY DELAY OR PREVENT AUTHORISATION			
<p>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drop off friends and family, I understand that this will be a breach of the agreement and that my free access will be withdrawn.</p> <p>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.</p>			
Full Name		Job Title:	
Pass No:		Date:	

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

Notes:

- 1.1 This form must be completed when requesting free access to the forecourt.
- 1.2 This form will also be required when updating vehicle details.
- 1.3 Access will be withdrawn on termination of my employment.
- 1.4 Contact details will be used to verify your eligibility for free access.
- 1.5 Please email the completed form to idcentre@gatwickairport.com
- 1.6 You will be notified by e-mail if approval has been granted or if further clarification is needed.