


Information for persons having access to restricted areas ("ZNLAP")

As of 1 September 2010, the procedure for renewal or applications for permanent passes to restricted areas of the port ("ZNLAP") has been modified and two major changes have been made to simplify payment and reduce the waiting times for issue of personal and vehicle badges.

1 - Creation of a **revenue collection system** within the Operations Division of Grand Port Maritime de Dunkerque to allow direct payment (by bank transfer, cheque or cash) of the amount calculated on the invoicing form enclosed with the pass application, so that the Port does not have to issue an invoice. The payment must therefore be enclosed with the pass creation or renewal application file. Personal and vehicle badges are sent or handed over within five working days of the date when the transfer is recorded in the accounts (on the same day for cheque or cash payments).

 TRÉSOR PUBLIC				RELEVÉ D'IDENTITÉ BANCAIRE PARTIE RÉSERVÉE AU DESTINATAIRE DU RELEVÉ	
Le relevé ci-contre est destiné à être remis à vos créanciers ou débiteurs, français ou étrangers, Appelés à faire inscrire des opérations à votre compte (virements, paiements des quittances, etc...)					
Identifiant national de compte bancaire – RIB					
Code banque	Code guichet	N° compte	Clé	Domiciliation	
10071	59000	00001018539	66	TPLILLE	
IIBAN (International Bank Account Number)					
FR76	1007	1590	0000	0010	1853 966
ISPS DUNKERQUE PORT REG REC				BIC (Bank Identifier Code)	
TERRE PLEIN GUILLAIN BP 46534 59386 DUNKERQUE CEDEX 1				TRPUFRP1	
				Titulaire du compte: For transfers please use the following payee name: BADGE ISPS COMPANY XXX (XXX being your company's name)	

Number to be used for bank transfer payments

Cheques to be made out to this payee

2 – The cost of passes for 2011 is **no longer subject to VAT**; the prices are therefore inclusive and do not change (former amounts ex-VAT).

APPLICATION PROCEDURE FOR CREATION OR RENEWAL OF ACCESS PERMITS

To be allowed access to restricted areas, all those entering, whether **residents** (port installations and included companies within the restricted area), **port services** (identified: pilotage, towage, boatage, shipping agents, rail operators), **partners** (companies: service providers, suppliers, carriers, subcontractors, temping agencies) that must be recognised by resident companies or by Grand Port Maritime de Dunkerque, must hold a **permanent pass which is valid for 1 year**. The application form for creation or renewal of passes can be downloaded from <http://www.dunkerque-port.fr/fr/capitainerie/surete-dunkerque-port.html> or requested from residents by their partners.

Issue of permanent passes

Application for passes to the shared restricted areas ("ZNLAP") of Grand Port Maritime de Dunkerque



Grand Port Maritime de Dunkerque bureau de sûreté portuaire
Terre-plein Guillain BP 46534 59 386 Dunkerque cedex 1
Siret: 783 595 036 00014 – APE 5222z



TEL 03 28 28 73 93 / fax 03 28 28 73 94 / mail security@portdedunkerque.fr

- **Residents and port services** must update the pass application file: company identity form, list of their employees (people and personal vehicles), list of company vehicles; must complete the invoicing form (note that only personal badges will be invoiced at €15 inc-VAT); and must enclose the payment and send the documents by ordinary mail or email or deliver them to the port security office.
- **Partners** must declare or update the pass application file: company identity form, partnership recognition form, list of their employees (people and personal vehicles), list of company vehicles; must complete the invoicing form (note that only personal badges will be invoiced at €20 inc-VAT); and must enclose the payment and send the documents by ordinary mail or email or deliver them to the port security office.
- **Transport company partners** must declare or update the pass application file: company identity form, partnership recognition form, list of their drivers, list of vehicles (tractors, trucks); must complete the invoicing form (note that only vehicle badges will be invoiced at €20 inc-VAT); and must enclose the payment and send the documents by ordinary mail or email or deliver them to the port security office. A free personal badge will be issued for each driver and a paid vehicle badge for each vehicle.
- **Bargemen** must declare the crew members, family members living on the barge, and the vehicle. The barge fee is invoiced at €20 and gives access to the barge, the vehicle and all those declared.

Passes (personal badges) must be shown to the safety and security officers at the ISPS gates for access control; vehicle badges must be clearly displayed on the windscreen.

A tightened control may be carried out, which consists in comparing that the identity card, the vehicle registration and the holder's badge, and asking the driver to open the boot of the vehicle. In case of refusal, access will be denied and the details communicated to the police and the security officers.

Issue of temporary passes

Temporary passes are issued only to **visitors** who have been announced in the "visitor management" security computer program under the responsibility of the resident company or of Grand Port Maritime de Dunkerque.

Temporary passes are valid for a maximum of 7 consecutive days and may be issued no more than 5 times in one year (5 visits authorised).

Temporary passes are issued free of charge at the ISPS gates by the safety and security officers on duty after the announcement has been checked and an identity card shown.

The following are considered as visitors:

- A person acting on their own behalf (e.g. a candidate for a job in a resident company, or a trainee).
- A service provider or transport company entering less than 5 times a year on behalf of a resident company or for Grand Port Maritime de Dunkerque.

After **5 entries** the person or company is considered as a partner and **must apply for a permanent pass** for access to the restricted area (entries are counted automatically by the "visitor management" computer program). Residents and GPMD are responsible for informing their clients and ensuring that they observe the rules for access to the restricted areas.

**Harbour Master
Port Security Officer**

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COMPANY IDENTITY FORM

Your file No. (Pass Ref): _____ **Code:** _____

Full name of company: _____

Telephone: _____ **Fax:** _____

Website: _____ **Email:** _____

Professional Category Code ("APE") (mandatory*): _____

* For French companies, enclose an "extrait K.BIS" (official certificate of company status) less than six months old with the first application.

* Bargemen should enclose a photocopy of the bargeman's card.

Original
document to
be signed and
returned to us

Company address (will be used for sending the pass):

Company: _____

Street: _____

Town: _____

Postcode: _____ **Country:** _____

Company / Branch manager: _____

Last name, first name: _____

Date of birth: _____ **Place of birth:** _____

Position: _____

Telephone: _____ **Fax:** _____ **Email:** _____

The employer undertakes to observe and ensure observance by staff members of the Port Security Plan and the instructions for access to the Restricted Area ("Zone Non Librement Accessible au Public").

**Date: Stamp and signature
of company manager**

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BADGES FOR INDIVIDUALS and PERSONAL VEHICLES

Company: _____ Tel: _____
 Name of manager: _____ Fax: _____
 File No: _____ Email: _____

Original document to be signed and returned to us

Last name: _____ **First name:** _____
 Position in company: _____
Personal vehicle(s)
 Model: _____ Colour: _____ Registration No: _____
 Model: _____ Colour: _____ Registration No: _____

Last name: _____ **First name:** _____
 Position in company: _____
Personal vehicle(s)
 Model: _____ Colour: _____ Registration No: _____
 Model: _____ Colour: _____ Registration No: _____

Last name: _____ **First name:** _____
 Position in company: _____
Personal vehicle(s)
 Model: _____ Colour: _____ Registration No: _____
 Model: _____ Colour: _____ Registration No: _____

Last name: _____ **First name:** _____
 Position in company: _____
Personal vehicle(s)
 Model: _____ Colour: _____ Registration No: _____
 Model: _____ Colour: _____ Registration No: _____

Document to be photocopied if required.

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PASSES FOR COMPANY VEHICLES and CARRIERS

Company: _____ **File No:** _____

REGISTRATION No.	MAKE

Document to be photocopied if required.

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NB: The information supplied may be consulted under the conditions stipulated in the French data protection law No. 7817 of 6 January 1978.



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ORDER FORM

File No: _____ **Date:** ____/____/____

Description: RESTRICTED AREA (ZNLAP) ACCESS CARDS

<p><u>Company name and address:</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><u>Stamp and signature:</u></p>	
<p style="text-align: center;">€15*</p> <p><input type="checkbox"/> Port services</p> <p><input type="checkbox"/> Residents</p>	<p style="text-align: center;">€20*</p> <p><input type="checkbox"/> Partners</p> <p><input type="checkbox"/> Bargemen</p> <p><input type="checkbox"/> Carriers**</p>	<p style="text-align: center;">€10</p> <p style="text-align: center;">Replacement of valid card in case of loss</p> <p><input type="checkbox"/> Duplicate</p>

INVOICING INFORMATION	PRICE	QTY	AMOUNT INC-VAT
PERSONAL BADGE(S)			
VEHICLE BADGE(S)			

TOTAL INC-VAT	

* See note on pricing
 ** For carriers only vehicle badges must be paid for

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Recognition of partnership

Included company: _____

Certifies that it has a **partnership** (contract) as defined in the rules for operation of restricted areas ("ZNLAP"), with the following company: _____

For a term of _____ year(s) (maximum 5 years). (The application will be renewed upon expiry.)

This declaration is mandatory for the issue of passes to partners.

Date:
of included company

Stamp and signature of manager

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Instructions

Art.1 No one may enter a restricted area without a permanent or temporary pass. Permanent passes are only issued for professional purposes.

Art.2 To ensure correct operation of controls and fluidity of traffic, personal badges must be shown and vehicle badges must be clearly displayed on vehicle windscreens when going through the ISPS gates.

Art.3 Passes are personal documents and may not be loaned to third parties. Lost passes must be reported as soon as possible.

In the case of fraudulent use of access permits, the holder and the owner of the passes will be denied access to restricted areas.

Art.4 People and vehicles moving within a restricted area are only allowed inside the perimeter of the port installation or included company which recognised or announced them.

Entering or being within the perimeter of another Port Installation or an included company may result in the withdrawal of the access permit to the shared areas, notwithstanding any legal action by the Port Installation or the included company.

Art.5 The special police regulations of the Port of Dunkirk must be observed. In particular, camping, caravanning, bathing, fishing, hunting and open fires are prohibited.

Art.6 All persons holding passes render themselves and their company liable. In the event of breach of the regulations, the person and/or the company may be sanctioned.

Art.7 The Highway Code is applicable in all restricted areas. Due to the presence of handling machinery and industrial activity, drivers are asked to drive carefully, observe the speed limits and use dipped headlights.

Art 8 Any dangerous driving suggesting the consumption of alcohol or drugs will be reported to the police authorities and the port security officers.

Art.9 No filming or photography is allowed without the prior consent of the GPMD's Public Relations Department or the managers of the resident companies or installations concerned.

Art.10 No drugs, explosives or weapons may be brought into the port area. Any such items found will immediately be reported to the police, the customs authorities and the port's security officers.

Art.11 During tightened controls, safety and security officers have the boots of vehicles opened with the owners' consent in order to make a visual inspection. Any refusal on the part of the owner will result in access to the restricted areas being denied, and the vehicle's details will be communicated to the police and the port's security officers. Percentages of tightened controls are set according to ISPS levels in the Port Security Plan, and are mandatory.

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