



Resident Plot Owner - Access Fob Application Form

Core use access fobs will allow entry to the clubhouse facilities from 10am, Early access fobs will allow entry from 7:30am
All replacement fobs after the first issue cost £5.00

Please complete sections A and B, then return your form to a member of the Reception team with a photo

Once your application has been processed and your fobs are ready for collection you will be contacted by the Office staff

Section A - Contact information for applicant Only Plot Owners, Residents or Employees of Delamere Park may apply for access fobs

Name:		Postcode:	
Address:			
Landline number:		Mobile number:	
Email address:			

Section B - Personal details for all access fob applicants at the same residence

Please complete this section for each adult resident. All those requesting early morning access (entry from 7.30am rather than the standard 10am access), must also sign the declaration below

Adult Applicants (18 and over)

Name:	Mobile number:	Fob number (Office use only)

Junior Applicant (12 to 17 years of age)

Name:	Date of Birth:	Fob number (Office use only)

If a fob is lost, please report this to the Office ASAP so that I can be deactivated.

DPML – Conditions for Early Morning Access to Premises

Residents requesting early morning access to the premises must take note of and agree to the following Conditions:

- All people accessing the building and using the facilities acknowledge that they do so entirely at their own risk.
- Residents must ensure that the main access door to the building is securely closed and magnetically locked as they enter/leave the building.
- In the case of swimmers, it is quite likely that the swimmer will be the only person in the swimming pool at the time. Swimmers must therefore be particularly attentive to their own safety and well-being and ensure that they do not engage in anything that might increase the level of risk. In particular, swimmers must not dive into the pool and must take care when walking on wet surfaces. If you feel at all unwell, you must leave the water immediately.
- Adult guests may accompany the Resident for the purpose of swimming, playing squash, keep fit and other User Group activities and must be signed in by and accompanied by the Resident in accordance with the normal DPML procedures. The adult Resident must ensure the guest adheres to these Conditions. Guests of User Group activities agree to the User Group terms & conditions.

Early morning access is from 7.30am Monday to Friday and from 8am weekends.

I have read the above Conditions and agree to them (all applicants must sign)

Name(s) & Address (Block Capitals)

Signed by Date

Section C - For DPML staff use only

Photographs must be taken and saved to the Net2 Access Photos folder before the application will be processed further

Applicant name	Photo taken/received on (date completed)	Photo Saved to Net2 folder (date completed)	Photo renamed (date completed)	Completed by (Staff initials)

Section D - for Office staff to complete

Check photographs are saved to Net2 Access Photos folder

Resident database cross check completed (if details are different current owner/Landlord must be contacted for verification purposes)

Net2 system checked for other users from same address (as flagged up by resident database – If verification is obtained that the residents have left the park only then can the access fobs and user profiles be deleted)

Fill in an invoice template to request payment for all fobs if the applicants are tenants. Ensure VAT breakdown is included

Save the invoice as a PDF in the residents address folder. Print 1 Copy for the Accounting team (Place in the black tray)

Email the PDF invoice to the resident for payment, please advise them that payment needs to be received before any fobs will be created.

All application checks have been completed. New user profiles can now be created

Signed by (Office Staff or Trustee) _____ Date _____

Staff initials	Date completed

Section E - For Office Staff use only

Payment for fobs received

Open Net2 Access system and add a new user ensuring that name, address and contact information is put into the correct fields

D.O.B information must be recorded for all junior applications

Upload the corresponding picture (ensure that this is cropped to show the face clearly)

"Add User" to the system

Add a new token to the user profile (record fob number on the front of form) and Apply

Cut the digital Photos from the Net2 access folder and paste them into the corresponding property address folder and subfolder named "Images"

Check the fob is working and showing the correct user by swiping on the inner door

If the fobs application is for NEW property owners (i.e. Just purchased a DP house) Issue a free drink card with each fobs for the adult applicants only.

Place the fob (and free drink card if applicable) into an envelope with the applicants contact details written on

Fill in Access Fob collection form and staple the envelopes containing fobs to the back

Add the invoice on Sage for the Fob, and show the payment has been made

Delete all corresponding photos from the camera in line with Data Protection

Email the Bar staff and let them know the card numbers of the free drink cards issued, and the names of the new property owners

Date	Staff initials	Date completed