

RIGHT OF ACCESS TO LEASED OR LICENCED AREA FORM

To be completed by Lessee/Licensee:

Work Details	Lessee/Licensee company name:	Lessee/Licensee Project Manager name : (Telstra/Optus representative)
	Leaseholder Project Manager contact number:	Proposed date of access:
	Campus:	Building:
	Area/site location:	Project/Job No:
	Company/Contractor requiring access:	Contractor contact number:
Detailed description and programme (Timings and dates) of works an why access is required: (be specific – use an extra page if necessary)		

Work Party	<i>The above Project Manager is nominated to represent the Lessee or Licensee and co-ordinate the following contractors which are to be (or are) inducted by the University:</i>		
	Name and Company (Print)	Signature	Date

I eanal Consent	<p>I _____, on this day of _____, on behalf of the (Insert Project Manager's name here) (Insert date here)</p> <p>Lessee/Licensee _____ consent to the above contractor's to have a right of access to our infrastructure, (Insert Lease or Licence company name)</p> <p>located at _____ on the following date/s: (Insert infrastructure location)</p> <p>_____ and/or _____ only. (Insert date job is to be conducted) (Insert date job is to be conducted)</p>
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Your next step....

Once the Project Manager representing the Lessee or Licensee (for example: the telecommunication provider) provides their contractors with consent to access their infrastructure, they must contact the University of Adelaide to complete an online induction. Please contact Tanielle Morgan (Tanielle.morgan@adelaide.edu.au or 08 8313 4717) for a Rapid Induct login.

You may be instructed to meet our requirements and provide the University with:

- ✓ Job and safety analysis (JSA)
- ✓ Roof access permit
- ✓ Working at heights form
- ✓ Notification to building occupants
- ✓ Notification to University community of road closures
- ✓ Traffic management plan
- ✓ WHS Notifications
- ✓ Assessment of any impact to the building
- ✓ Structural engineers report

Warning	This process is uncontrolled when printed. The current version is available on the I&TS Website.	Effective Date:	February 2016	Version:	2.1
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