

Summary	Steps	Form	Explanatory note	Types & periods	Map of the PF
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ACCESS AUTHORISATION APPLICATION to the Port Facilities (PF) of the Port of Calais

This Excel workbook contains 4 tabs:

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- [Steps](#)
- [Application template and explanatory note](#)
- [Description of the types of application and periods of validity](#)
- [Map of the PF\(s\)](#)

Applications must be sent by e-mail to the formalities reception desk:

E-mail: accueil.formalites.calais@portboulognecalais.fr

Telephone lines available: **03 21 46 29 26**
 03 21 46 28 85

Access: <https://maps.app.goo.gl/xYZdbnhHs5kxQw8k9>

Formalities reception desk, open **Monday to Friday from 07:00 to 20:00**

Special case: request for an urgent intervention

- During working hours: e-mail to be sent to P.BAVAY, Y.VASSEUR, S.DEFEBVRE, formalities reception desk + detailed reason for the request
- Outside working hours: call the security on-call officer + e-mail for the request

Security on-call : Telephone: **06 86 40 77 80**
 E-mail: Astreinte.Surete@portboulognecalais.fr

The information requested is compulsory for your application to be processed. **Failure to reply will result in access being refused.**

The information recorded is reserved for the use of the Security Department of the Société d'Exploitation des Ports du Détroit. In accordance with Articles 16 and 19 of Chapter III of the General Data Protection Regulation, you may exercise your right of access to and rectification of the data submitted upon written request.

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Step No. 1: APPLICANT

The applicant completes parts 1.1, 1.2 and 1.3 if required.
The applicant's employer checks that all the information has been entered, then dates and signs.

Definition - transport code:

Within the framework of an access authorisation application, the applicant is the third party who has been requested or vouched for by the requesting authority.

Step No. 2: REQUESTING AUTHORITY

The requesting authority completes part 2.
After checking the information the applicant should add the date and sign it.

Definition - transport code:

For port security purposes, the requesting authority is legally responsible for requesting access for the third party to a port facility by reason of a professional activity, a service or an assignment entrusted to that party within the port area.

Step No. 3: Processing and validation by SEPD

On receipt, the application is processed either as:

- a request for a visit
- a request for temporary or permanent access

Validation by the PFSO (ASIP) after receipt of the authorisation from the prefecture and the administrative security enquiry (EAS)

ACCESS AUTHORISATION APPLICATION to the Port Facilities (PF) of the Port of Calais

PART No. 1 reserved for the APPLICANT

1.1 INFORMATION REQUESTED

Title:		Surname:		First name:	
Date of birth:		Place of birth:		Postcode:	
Country of birth:		Nationality:			
Address:					
Postcode:		Town:			
Telephone:		E-mail:			
Identity document:		Identity document No.:			
Company:		SIRET No.:			
Occupation:		Subcontractor to:			
Reason for the application:					

1.2 PORT FACILITIES REQUESTED

First application:			PF(s) requested:	
Renewal:				
Type of access:				Start date:
				End date:

1.3 VEHICLE ACCESS - Application compulsory for the **IP1101 & IP 1103** and for temporary, permanent access

Private vehicle:		Company vehicle:		First application:		
Registration:		Previous registration:		Change:		
		Start date:		End date:		
Model/type:						

Employer of the applicant for the access pass:

Date and Signature of the employer

Surname:		First name:		
Position:				
E-mail:				
Telephone:				

PART No. 2 reserved for the REQUESTING AUTHORITY

Surname:		First name:		Date and Signature
Company:		<i>to be specified:</i>		
Position:				
E-mail:				
Telephone:				

PART No. 3 reserved for SEPD

File No.:		Date and signature PFSO (ASIP)
Instruction No.:		
Vehicle access tracking No.:		

EXPLANATORY NOTE

Documents to be attached to the application:

- Access authorisation application completed in full, dated and signed;
- Recent colour identity photograph for permanent or temporary access applications;
- Copy of an identity document which is still valid;
- In the case of a vehicle access application, a copy of the vehicle registration document or of the rental contract stating the start and end dates of the rental. A vehicle access application for one day requires a copy of the vehicle registration document, without a form. Beyond that, the form is required.

Attention: an identity document which is still valid must be provided

The reason for the application must be particularly detailed in order to facilitate the decision of the PFSO (ASIP).

Special cases

Article A5332-630: Crew members of ships on a short-duration call are required to hold a passport or a seafarer's identity document, provided for in 8° of Article A. 5332-616, unless, according to the conclusions of the approved port facility security assessment, they hold a permanent access pass; In the case of a crew member without an access pass, the operator of the PF checks that the name shown on the seafarer's book or ship's document appears on the crew list transmitted beforehand. Failing this, it is possible to have the crew members taken in charge by the ship in the form of an escort by a representative of the master of the ship.	Article A5332-630: People taking part in a collective, school or institutional visit to a restricted area, a port facility or, where applicable, a controlled-access port area are not required to hold an access pass; A list of the people taking part is transmitted by the organiser to the operator with a minimum notice of 72h. An identity check is carried out on arrival.
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Type of authorisation	Planned activity	Validity	Notice period	Obligations:
VISITOR	yes	1 day, renewable 3 times within the limit of one calendar year	72 working hours	→ Visit of less than 24 h: issue of the access authorisation by the formalities desk, against deposit of an identity document. → Visit beyond 24 h: renewal of the badge in 24h periods by the formalities desk, copy of identity document Documentary cross-check Escort by the requesting authority compulsory "Visitor" badges are processed only at the level of the formalities reception desk, from Monday to Friday from 07h00 to 20h00.

TEMPORARY	yes	from 8 to 90 days	8 working days	On IP 1101 and 1103 , the application is subject to an Administrative Security Enquiry
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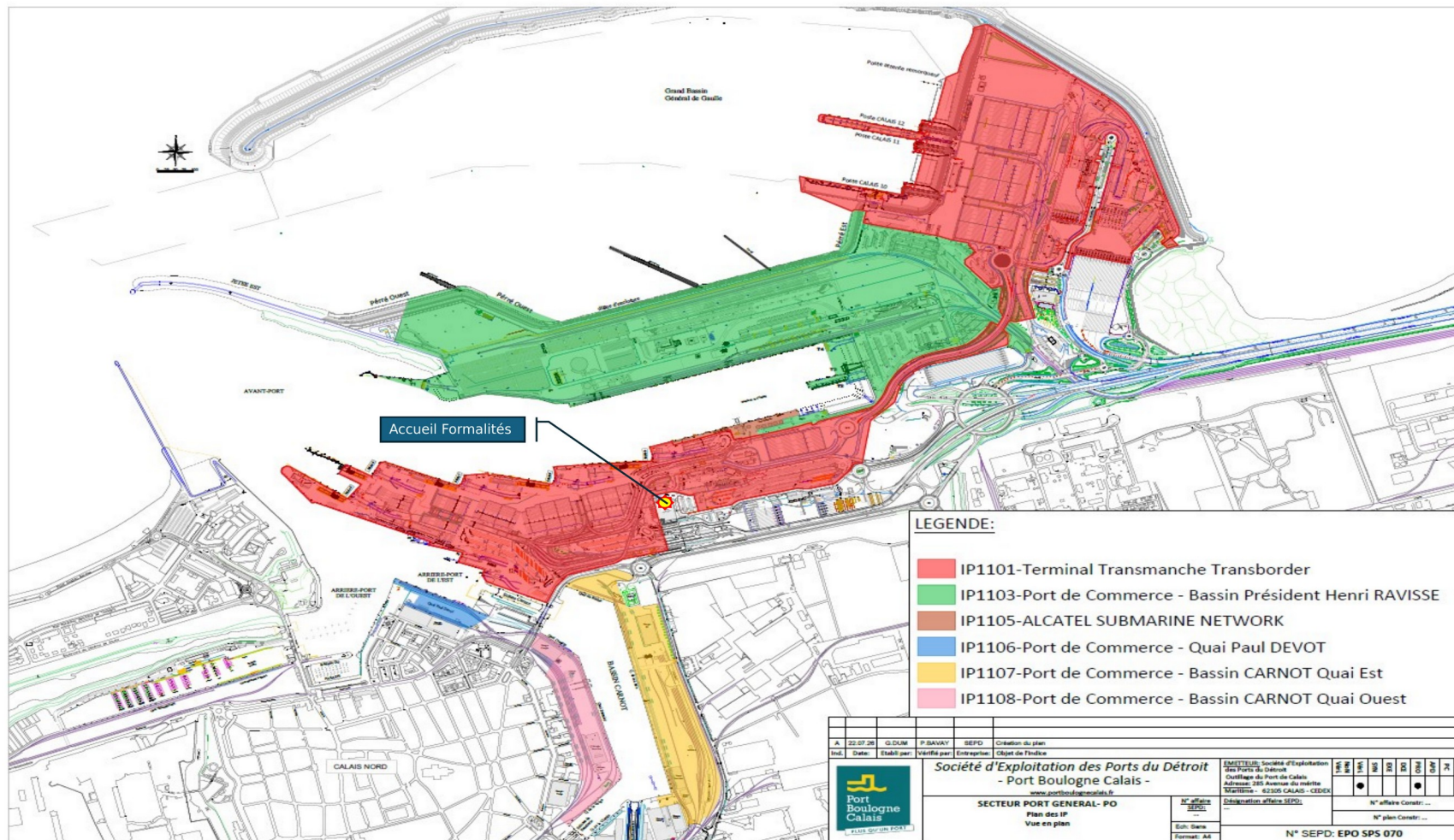
PERMANENT	yes	from 3 months to 5 years	8 working days 60 days	On IP 1101 and 1103 , the application is subject to an Administrative Security Enquiry In the case of a renewal , the application is the responsibility of the applicant
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Particular case:

EMERGENCY INTERVENTION	no	24 hours maximum, renewable 6 times within the limit of seven consecutive days	nc	→ During working hours: e-mail to be sent to P.BAVAY, Y.VASSEUR, S.DEFEBVRE, formalities reception desk + detailed reason for the request. → Outside working hours: call the security on-call officer + e-mail + detailed reason for the request Enhanced Screening Inspection Escort by the requesting authority compulsory
		> 7 days		Temporary or permanent authorisation procedure

PROVISIONAL (*)	yes	1 month maximum, renewable 5 times		Only on IP1101 & 1103, subject to an Administrative Security Enquiry, a provisional access authorisation may be issued as soon as the file has been examined by the State and at the earliest within 3 days, and on decision of the PFSO (ASIP). → If the EAS opinion is favourable, issue of the access authorisation applied for → If the EAS opinion is unfavourable, immediate withdrawal of the provisional access
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(*) the provisional access authorisation is activated by the formalities reception desk



LEGEND (translation):

IP1101	Cross-Channel Ferry Terminal
IP1103	Commercial Port - Bassin Président Henri RAVISSE
IP1105	ALCATEL SUBMARINE NETWORK
IP1106	Commercial Port - Quai Paul DEVOT
IP1107	Commercial Port - Bassin CARNOT East Quay
IP1108	Commercial Port - Bassin CARNOT West Quay

Accueil Formalités = formalities reception desk (as shown on the drawing)