

Application for a special permit for employees of external contractors

Complete on a PC or in BLOCK CAPITALS. Where applicable, all information not marked 'optional' is mandatory. Only applications completed legibly and in full can be processed. The applicant alone is responsible for the accuracy of the data.

☐ New application ☐ Reissue/amendment

Existing CHEMPARK ID card number		Existing special permit number	
Special permits are valid only in conjunction with an active CHEMPARK ID card and are non-transferable. If no expiry date is selected, the special permit remains valid for as long as the CHEMPARK ID card is active.			Valid until (optional)
Name of notifying external contractor (notifying company/contractor)			
If the employee belongs to a subcontractor company: company name			
Surname of authorised person		First name of authorised person	

Authorisation

☐ Photography permit	What is to be photographed?			
	Why is it to be photographed?			
☐ Take along IT equipment	Device/manufacture	Serial number	Property of external contractor	Property of CHEMPARK company
			☐	☐
			☐	☐
			☐	☐
			☐	☐
☐ Take along business documents				
☐ Take along objects/tools/materials	Description	Property of external contractor	Property of CHEMPARK company	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	

Note: Samples may only be taken out using a plant exit permit



Standard processing time: 3 working days

Complete this form in full, sign it and email a scanned copy to:
werkschutz.servicecenter.lev@currenta.biz | werkschutz.servicecenter.dor@currenta.biz | werkschutz.servicecenter.uer@currenta.biz

Detailed information on data protection is available at the gatehouses or in the download section at chempark.de.

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Special permit for

Surname		First name	
---------	--	------------	--

Approval by the responsible person at the external contractor (notifying company/contractor)

Surname		First name	
Telephone		Email	

I confirm that the information provided above is correct. I confirm that I have read and understood the CHEMPARK safety and site rules and hereby instruct Currenta GmbH & Co. OHG to issue the special permit.

Date

Signature

Approval by client at CHEMPARK

Company at CHEMPARK			
Surname		First name	
Telephone		Email	

I confirm that the information provided above is correct.

Date

Signature

Option for immediate issue

☐

I would like to use the Quick Service for immediate issuance of the special permit by the ID card office, for which a charge is made.

If you use the Quick Service, the ID card office will prepare your special permit as quickly as possible. As a rule, it can be collected on the same calendar day, but no later than the next working day. Please refer to our current price list at www.chempark.de for the service charge. Please contact our service hotline to find out the expected completion time and arrange a collection appointment. Appointments can also be made at fremdfirmen.chempark.de.

LEV: 0214 / 2605 99315 • DOR: 02133 / 489 99315 • UER: 02151 / 88 99315

Date

Name in block capitals

Signature

CHEMPARK special permits and ID cards are the property of Currenta GmbH & Co. OHG and must be returned to the ID card office without being requested once the assignment has been completed. The ID cards are automatically blocked when their period of validity expires. The ID card will continue to be billed monthly until it is returned to the ID card office of Currenta GmbH & Co. OHG against a receipt. If an ID card is lost, a one-off service fee of €50.00 plus VAT will be charged for each ID card. The ID card may be withdrawn or blocked in the event of breaches of the CHEMPARK safety and site rules and/or CHEMPARK traffic regulations and/or other rules and legislation.



The ID card/special permit may only be collected in person. An appointment is required for collection. You can make an appointment using the online tool either at www.chempark.de under the Access section or directly via the following link: www.qtermin.de/currenta-chempark

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To be completed by the notifying company

To be completed by the client



Guide to completing the application for a special permit for employees of external contractors

For reissues/amendments, it is sufficient to provide the existing ID card and permit numbers and the data to be amended.

Data that is to remain unchanged does not need to be provided again.

Why is this required on a permanent basis? No photography permit will be issued without justification!

For more extensive assignments involving professional photography/filming, a separate application to carry out the work must be submitted.

If external hard drives are to be brought in, these must also be listed here with their serial numbers.

Detailed description/identification of the objects/materials/tools being brought in, sufficient to allow the items to be checked (if there is insufficient space, use a separate list if necessary).

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CHEMPARK

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☒ New application

☐ Reissue/amendment

Existing CHEMPARK ID card number	1237654	Existing special permit number	
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Name of notifying external contractor (notifying company/contractor)		PETERMANN ELEKTROMONTAGEN GMBH	
If the employee belongs to a subcontractor company: company name			
Surname of authorised person	MUSTER	First name of authorised person	MAXIMILIAN

Authorisation

☒ Photography permit	What is to be photographed?	NEUE KABELKANÄLE		
	Why is it to be photographed?	DOKUMENTATION ARBEITSFortschritt und Verlauf Kabelkanäle		

☒ Take along IT equipment	Device/manufacturer	Serial number		Property of external contractor	Property of CHEMPARK company
	LAPTOP LENOVO	LPT-123-236-X		☐	☒
	LAPTOP ACER	ACCR-98453422		☒	☐
				☐	☐
				☐	☐

☐ Take along business documents

☒ Take along objects/tools/materials	Description		Property of external contractor	Property of CHEMPARK company
	BOHRHAMMER HILTI 2000 W XYZ		☒	☐
	WERKZEUGKOFFER ELEKTROMONTAGEN SET 143-TEILIG		☒	☐
			☐	☐
			☐	☐
			☐	☐

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It is essential to indicate whether each listed item is the property of the external contractor or of the CHEMPARK company; otherwise approval cannot be granted. Only property belonging to the CHEMPARK company whose person responsible for the contract signs on page 2 may be listed here.

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CHEMPARK

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Special permit for

Surname

First name

Approval by the responsible person at the external contractor (notifying company/contractor)

Surname

First name

Telephone

Email

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Date

Signature

Approval by client at CHEMPARK

Company at CHEMPARK

Surname

First name

Telephone

Email

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Please note: By signing, you approve the items listed on page 1 being brought in. The signatory, not CHEMPARK-Werkschutz, is liable for approvals granted without authorisation (i.e. for property belonging to CHEMPARK companies other than the approving company).