CHADSTONE SHOPPING CENTRE			
CONFIDENTIAL			
ACCESS CONTROL			
KEY ☐ SWIPE CARD ☐		COMPACT	OR 🗆
IF LOST:Tower One access: \$20+GST All other swipe cards and	d keys: \$50+G5	ST	
STAFF/TENANCY DETAILS			
Collecting items requires presenti	ing a valid photo l	ID to Security	
Drivers Lic. Passport Staff ID Other	**Describe Location of Request**		
Tenancy Name:	1		
Tenancy Shop Number:	2		
Contact Number:	3		
First Name:	4		
Surname:	EXISTING CARD NUMBER ISSUED		
Position:	1.	5.	9.
REPLACEMENT CARD REPLACEMENT KEYS	2.	6.	10.
Dates Requested: - From / / to / /	3.	7.	11.
From / / to / / Applicant to Read the Following -	4.	8.	12.
By signing this document the person named above agrees to abide by the conditions below and relevant Chadstone Shopping Centre policies and guidelines. The card will be programmed by Chadstone Security Control Room or authorised Centre	*TO BE FILLED OUT BY SECURITY/CMO*		
	**Please check that no other cards appear under the person named on this form if		
Management Staff to provide access to area/s specified on this form. Any misuse of facilities to which this card provides access will result in the cancellation of the card	Approved by:		
and loss of access to those facilities. The initial card is supplied free of charge. Any subsequent cards for individuals or tenancies will incur a fee, which will be added to your tenancy's next bill. Lost, stolen or damaged cards that require replacement will also incur a fee. Photo ID must be produced when; applying for new cards, reissuing replacement cards, retrieving lost /found cards or whenever requested by Chadstone Centre Management or Chadstone Security to verify identity. How to Operate Card	Signature: Date:		
	Card Number Issued:		
	Programmed k	Programmed by:	
Swipe the card in front of the card reader next to, or in front of, the door. The light on the reader should turn green if access is granted and an audible 'happy' sound			
should be heard. The light will turn red if access is denied and an audible 'sad' sound should be heard.	Signature:	С	Date:
<u>Card Care</u> Do not store card next to electronic equipment or mobile phones.			
Do not punch holes in the card It is recommended the card be stored in a plastic pocket or alike for protection.			NOTE
What to do with a Faulty Card			
Report the fault to Security Control Room 9563 1751. Card may need to be replaced due to damage or unknown fault.			
<u>Lost or Stolen Cards</u> Lost of stolen cards must be reported to Security Control Room immediately 9563			
1751. Replacement of lost or stolen cards will incur a fee, which will be added to your tenancy's next bill. Please allow 24-48 hours for replacement.			
<u>Damaged Cards</u> Replacement of damaged cards will incur a fee, which will be added to your next bill.			
Please allow 24–48 hours for replacement.			
Expired Cards Cards are programmed with dates as per detail on this form or within a year of			
issuance. Dates can be extended by contacting Centre Management and giving the required 24-48 notice. You may be asked to fill out another form and provide photo			
ID to ensure all information is up to date.			
Applicant Signature:			
Date:			
			Version August 2025
			Version August 2020