**Annex D – Ravenna Technopole**

**(Suite of forms for the Marina di Ravenna site)**

**Request to access outside opening hours**

The undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

employed at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUESTS**

to access the premises outside the opening hours of the facility:

(on \_\_\_\_\_\_\_\_\_ [day(s)] from - to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [time]);

(on \_\_\_\_\_\_\_\_\_ [day(s)] from - to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [time]);

(on \_\_\_\_\_\_\_\_\_ [day(s)] from - to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [time]).

**For this purpose, the undersigned DECLARES that** access on an exceptional basis:

1. is strictly necessary for the following reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. has been agreed with the RDRL and will take place as defined with the same (name and surname) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*(if accompanied)*

1. The undersigned further declares that the following person(s) will also be present: *(name and surname of any accompanying persons)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

**The PERSON MAKING THE REQUEST** (legible and full signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPROVED BY THE RDRL** (legible and full signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AUTHORISATION:**

Authorised by the Head of CIRI FRAME (legible and full signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| *Please note that this form must be sent to the Head of CIRI FRAME, the Coordinator for the site (*[*antonio.primante3@unibo.it*](mailto:antonio.primante3@unibo.it)*) and the Local Safety Officer – ALS (*[*denis.zannoni@unibo.it*](mailto:denis.zannoni@unibo.it)*), who will instruct the person concerned on how to access the facility outside opening hours (e.g. how the alarm systems and the gates work, etc.)* |