

# Application form for a Campus

# Access Key Fob

The University has created a “North-South Campus Access Route”, which is designed to provide a step free route for a disabled staff member or student, or any other staff member or student with access needs, for examples those needing access with pushchairs, across campus. The route begins at the main entrance of the University, near Parkinson Building, and ends at the Worsley Building. This route, which is marked by internal and external signage and involves the use of lifts at some points, is open to all staff and students during the day during the University’s main opening times. However, out of hours and at weekends, students and staff requiring access to this route will need to use a key fob (an electric unlocking device).

In the future, the key fob may also be used to allow level access to other areas of the University outside of standard hours.

Please complete this form to apply for a Campus Access Fob. Authorisation will be based on the completion of Section B of this form by a relevant member of University of Leeds Staff. Section B can be completed by the following staff members who support the applicant:

|  |  |
| --- | --- |
| **University of Leeds staff member** | **Typical situation** |
| University Occupational Health staff | Staff with permanent or temporary mobility/other impairment |
| Faculty HR Manager | Staff with temporary mobility/other impairments. Staff needing access with pushchairs |
| Faculty/School Student Support staff | Students with temporary mobility/other impairments. Students needing access with pushchairs. |
| Leeds University Union Welfare Office Staff | Students with temporary mobility/other impairments. Students needing access with pushchairs. |
| International Office Staff | Students with temporary mobility/other impairments. Students needing access with pushchairs. |
| Disability Services Staff | Disabled students and staff |

Please hand in your completed form, along with your staff or student ID to the Administration supervisor who will process your application and advise you if you have been successful in due course:

Security and Support Services   
183 Woodhouse Lane   
Leeds LS2 9JT

**Telephone:** 0113 343 5494

**Fax:** 0113 343 5499

**Section A – your contact details:**

Name:

Staff/Student ID number:

Postal address:

Telephone number:

Email address:

**Section B – support of the application by relevant University of Leeds staff member:**

The named University of Leeds member of staff/student is applying for a Campus Access Key Fob on the basis of their long term or temporary mobility/other impairment, or another access need. Please complete this section of the form to confirm whether you would support their application.

Name:

Role:

Department:

Email Address:

Please advise whether you support the application for a Campus Access Key Fob, and give reasons why:

Is this a permanent or temporary requirement?:

If a temporary requirement, please suggest an end/review date?:

Signature: Date:

Stamp of University of Leeds department/service: (If no stamp exists, please enclose confirmation on headed paper as confirmation)