

Poslovnim partnerjem
To business partners

20. 11. 2024

Uvedba e-vlog za izdajo novih dovolilnic in podaljšanje dovolilnic za leto 2025

Spoštovani,

v nadaljevanju vas seznanjamo z novostmi na področju izdaje dovolilnic za poslovne partnerje za leto 2024 in obveščamo o podaljšanju dovolilnic za leto 2025.

1) NOVO! Uvedba e-vlog za izdajo novih dovolilnic

Prehod na e-vloge omogoča hitrejši, preglednejši in uporabniku prijaznejši postopek za pridobitev dovolilnice za vstop v območje pristanišča.

1.1. Pridobitev dovolilnice za skupino **IZVAJALEC DEL**

Dovolilnice se izda izvajalcem gradbenih, vzdrževalnih in servisnih del na varovanem območju in omogoča vstop, izstop, gibanje in zadrževanje na lokaciji izvajanja del. Veljavnost dovolilnice je največ **90 dni** od datuma izdaje. Dovolilnic **ni možno** podaljšati.

Vlagatelji vlogo za pridobitev dovolilnice izvajalec del izpolnijo preko povezave:

<https://permits.luka-kp.si/contractor>

*Vlagatelji, ki izvajajo gradbena dela po projektih, ki trajajo več kot 3 mesece, so dolžni zaprositi za stalne dovolilnice.

1.2. Pridobitev dovolilnice za skupino **STALNI ZUNANJI UPORABNIK**

Dovolilnice se izda zunanjim uporabnikom: ladijski agenti, špedicije, najemniki prostorov in drugi. Dovolilnice te vrste omogočajo vstop, izstop, gibanje in zadrževanje na lokacijah, kjer izvajajo storitve in delo. Veljavnost dovolilnice je eno leto od izdaje oz. za največ dve leti za upravitelje železniške infrastrukture, agente, špediterje ter za tiste vlagatelje, ki izkažejo upravičenost do izdaje dvoletne dovolilnice. Vlagatelji vlogo za pridobitev stalne dovolilnice izpolnijo preko povezave:

<https://permits.luka-kp.si/external-user>

2) Ureditev pisnega sporazuma o ukrepih zagotavljanja varnosti

Ovisno od namena vstopa je lahko za izdajo dovolilnice pogoj ureditev pisnega Sporazuma o ukrepih zagotavljanja varnosti in sicer v primeru, ko bosta na skupnem delovišču hkrati opravljala delo dva ali več delodajalcev oz. samozaposlenih delavcev (potrdi Področje varovanja zdravja in ekologije).

Pisni sporazum je sporazum med različnimi delodajalci na skupnem delovišču glede zagotavljanja varnosti in zdravja pri delu, požarne varnosti in varstva okolja, določen v Pravilniku o zagotavljanju varnosti in zdravja pri delu v koprskem pristanišču. Podpisan pisni sporazum oz. priloga št. 1 je pogoj za izdajo dovolilnice.

3) Navodila za izpolnjevanje e-vlog za izdajo novih dovolilnic

E-vlogo je mogoče pravilno izpolniti in oddati le, če so izpolnjena vsa zahtevana polja. Ob izpolnitvi vseh zahtevanih polj je potrebno:

- predložiti fotografijo osebe,
- predložiti podpisano izjavo o seznanjenosti s pristaniškim redom (*za vsako osebo, ki je navedena na vlogi*),
- vlagatelj naj bo pozoren, da so podatki pravilno navedeni (*podatki o osebah kot so zapisani na osebem dokumentu – šumniki, ipd.*) saj z oddajo vloge oseba izrecno izjavlja, da so navedeni podatki resnični in točni,

- ko kontaktna oseba potrdi sodelovanje gre e-vloga v naslednjo stopnjo potrjevanja do Področja varovanja zdravja in ekologije (v kolikor je to potrebno oz. odvisno od namena vstopa),
- ko je vloga tudi na tem nivoju potrjena, Področje pristaniške varnosti preveri ustreznost vloge ter oddanih prilog in v kolikor je vloga pravilno izpolnjena le to potrdi. Potrditev vloge pomeni, da bo letna dovolilnica pripravljena v roku 3 delovnih dni.

Podaljšanje dovolilnic za leto 2025

Poslovne partnerje pozivamo k pravočasni oddaji dovolilnic za podaljšanje dovolilnic za leto 2025 *(velja za tiste vlagatelje, ki jim dovolilnice potečejo 31. 12. 2024)*.

4) Vloge za podaljšanje dovolilnic STALNIH ZUNANJIH UPORABNIKOV in VOZNIKOV TOVORNIH VOZIL *(fizična vloga)*

4.1. Vloge za podaljšanje obstoječih dovolilnic stalnih zunanjih uporabnikov se še vedno pošilja preko v celoti izpolnjenega obrazca za podaljšanje dovolilnic – **OBR 536**.

4.2. Vloge za podaljšanje obstoječih dovolilnic voznikov tovornih vozil se še vedno pošilja preko v celoti izpolnjenega obrazca za podaljšanje dovolilnic – **OBR 540**.

Vloge morajo biti računalniško in v celoti izpolnjene. Podpisano in ožigosano vlogo, potrditev s strani kontaktne osebe in drugo dokumentacijo (v kolikor je potrebna) pošljete na elektronski naslov: dovolilnice@luka-kp.si. Vloge se obravnava po vrstnem redu prispetja.

V celoti izpolnjeno vlogo in drugo zahtevano dokumentacijo za izdajo in podaljšanje stalnih dovolilnic je potrebno poslati pravočasno, oziroma najmanj tri (3) delovne dni pred želenim datumom podaljšanja dovolilnic. Pri večjem številu oseb je treba vlogo poslati teden dni prej.

Navodila in zahteve za podaljšanje dovolilnic:

- v celoti izpolnjena vloga v PDF formatu,
- potrditev sodelovanja (velja za skupino zunanji uporabniki),
- podpisana izjava o seznanjenosti s Pristaniškim redom (v kolikor je niste dostavili). Izjavo najdete na <https://www.luka-kp.si/luski-vodnik/pristaniski-red/>

Lep pozdrav,

Področje pristaniške varnosti

Introduction of e-applications for new access permits and permits renewal for year 2025

Dear business partner,

We would like to inform you about the novelties introduced in the field of issuing access permits for our business partners in 2024 and renewal of existing access permits for 2025.

1) NEW! Introduction of e-applications for new access permits

The transition to e-applications makes the procedure for obtaining port access permits faster, more transparent and more user-friendly.

1.1. Obtaining of access permit by **SHORT-TERM CONTRACTORS**

Access permits are issued to short-term contractors who carry out construction, maintenance and servicing work in the port protected area. The access permit allows entry, exit, movement and stay at the worksite. The validity of the access permit is for a maximum **period of 90 days** from the date of issue. Permits **cannot be renewed**.

The applicants are requested to complete and submit their applications for access permit at: <https://permits.luka-kp.si/contractor>

**Applicants involved in construction projects lasting more than 3 months must apply for permanent access permits.*

1.2. Obtaining of access permit by **PERMANENT EXTERNAL USERS**

Access permits are issued to external users – shipping agents, freight forwarding agencies, tenants of port premises and others. The access permit allows entry, exit, movement and stay at the worksite. The validity of the access permit is for a **period of 1 year** from the date of issue, or for a maximum period of 2 years for the railway infrastructure operators, agents, freight forwarders and all those applicants who prove their eligibility to a 2-year access permit.

The applicants are requested to complete and submit their applications for permanent access permit at: <https://permits.luka-kp.si/external-user>

2) Execution of a written agreement

Depending on the purpose of entry, the obtaining of the access permit may be subject to a previous execution of a written *Agreement on safety measures* which is required when two or more firms or self-employed workers will be working on a common worksite at the same time (to be approved by the port's Health Protection and Ecology Department).

The written agreement is an agreement signed between different firms (employers) operating on a common worksite to ensure health and safety at work, fire safety and environmental protection, as laid down in the Rules on ensuring health and safety at work in the Port of Koper. A signed written agreement (**Attachment 1**) is a pre-condition for the issue of the access permit.

3) Instructions for completing e-application for new access permits

The applicant's e-application is considered correctly completed and submitted only when all required fields are filled in. After completing all required fields, the applicant is required to:

- attach a photo of the person,
- attach a signed *Statement of acknowledgement of Port Regulations* (for each person stated in the application),
- pay attention that all data are correctly written and spelled (personal data must be exactly the same as written in the person's personal document, including carons č, š, ž, etc.) since by submitting the application, the applicant expressly declares that the information provided is true and accurate,

- After being submitted, the e-application will be first examined by the port's contact person who will confirm the business cooperation with the applicant. If necessary, the e-application will go to the next stage of validation – to the Health Protection and Ecology Department (depending on the purpose of the applicant's visit),
- When the e-application is confirmed at both previous stages, the Port Security Department checks the application's accuracy and attachments. If everything is in order, it approves the application. The new access permit will be released within 3 working days.

Renewal of access permits for 2025

We kindly invite all our business partners to submit the applications for the renewal (extension) of their access permits for 2025 on time (this applies to those applicants whose permits expire on 31 December 2024).

4) Applications for renewal of access permits for PERMANENT EXTERNAL USERS and TRUCK DRIVERS (physical application)

4.1. Applications for the renewal of existing access permits by permanent external users still need to be submitted in the form of **OBR 536** which has to be accurately filled-in.

4.2. Applications for the renewal of existing access permits by truck drivers still need to be submitted in the form of **OBR 540** which has to be accurately filled-in.

The application must be filled-in by computer and completed in full. After being signed and stamped, the application and the confirmation by the port's contact person (including also other documentation, if required) has to be sent to the e-mail dovolilnice@luka-kp.si. Applications will be processed in the sequence in which they will arrive.

The fully completed applications and other required documentation for the issue or renewal of the permanent permits must be submitted on time, however at least three (3) working days before the desired renewal date. In the case of a large number of persons, the application must be sent one week in advance.

Instructions and requirements for the renewal of access permits:

- the fully completed application in PDF format;
- Confirmation of cooperation' paper (required by Permanent External Users);
- signed 'Statement of acknowledgement of Port Regulations' (if not submitted yet). The statement can be downloaded at <https://www.luka-kp.si/en/port-guide/port-regulations/>

Best regards,

Port Security Department