

The Landsec online Permit to Work form makes it easier for you to request permits to undertake work in Landsec properties.

Why do you need a permit?

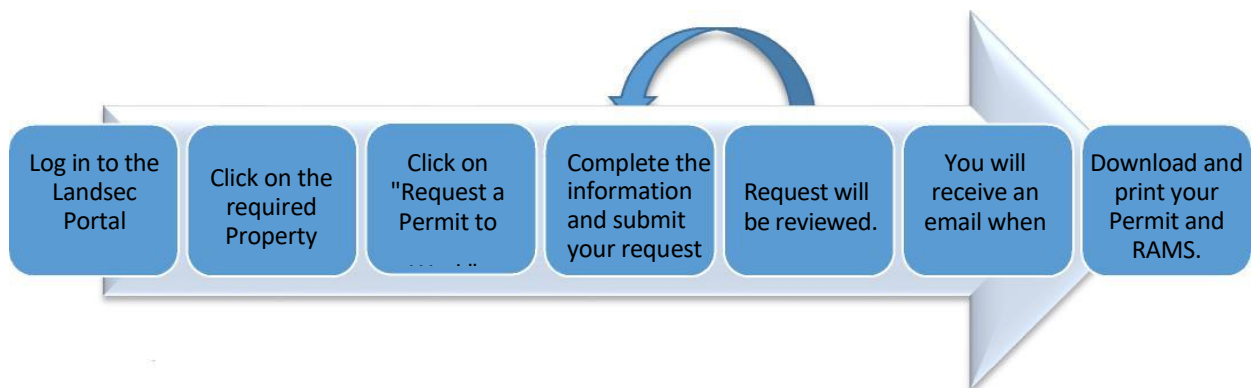
Landsec permit-to-work system is a formal written system used to control certain types of our work activities that are potentially hazardous. Our permits to work form an essential part of safe systems of work for many maintenance and building activities. They allow work to start only after safe procedures have been identified and they provide a clear record that all foreseeable hazards have been considered.

Request an account

To create a permit the contractor or retailer need to gain access to the LS Portal. To do this, click on the link below and complete the relevant information including: your full name, company and your primary sponsor within Landsec who will approve your account request.

Click to Request Account

The contractor or retailer will receive their account credentials within 48hrs of the request; if the matter is urgent please speak to your primary sponsor who may be able to expedite the request. Please note permit accounts that are not logged into for 6 months or more, will automatically be removed.





Overview of a Permit Request

Stage 1: Requesting a Permit

1. Log in to the Landsec Portal <https://landlink.landsec.com>
2. Once logged in you will see a list of sites you have access to including the Landsec ePermit.
3. On the ePermit Dashboard use the Search Box to find the relevant property. If you are having trouble click "View All" to see a full list of properties.
4. When you have found the property click on Request a Permit
5. An empty permit form will open.
6. Tick the required permits and complete all the information.
7. Enter each maintenance period that the permit is required for.
8. Upload your method statement and risk assessment.
9. When information is complete click SUBMIT at the top of the page.

If you have any questions on the information required in the form contact your Landsec primary contact.

Stage 2: Issuing a Permit

When you have submitted your request the relevant authorised person within Landsec will be alerted, allowing them to review the information you have provided.

If the authorised person is happy with the content of the permit and the works will not conflict with other works planned for that period they will Issue a permit. You will then receive an email notifying you of the permit.

If the permit is rejected, you will receive an alert notifying you of the issue and given the chance to correct the problem or supply further information.

Your responsibility

Once the permit is issued it will be your responsibility to give the permit to the person who is attending site.

The permit must be presented in full to the Security Control Office or equivalent persons, the Landsec Copy will be kept and should be signed by the supervisor while the contractors copy should be kept with the team at all times.



The Permit Dashboard: This screen will appear when you log in to the ePermit System



Welcome to the Landsec ePermit system.

Use this page to request and manage all of your permits to work within Landsec properties.

If you experience any issues whilst using the system, please contact the IS Service Desk on 020 7024 5100 or on is.helpdesk@landsec.com

If your permit request relates to a property within our Leisure portfolio, please re-direct your request to LSEnquiries@savills.com.

If you need to find an historical permit please use the Search Box and enter the Permit number. The results will be displayed on the right hand side of the page

To create a NEW permit:

- Enter the property name or number in the search
- When the correct property is displayed click **Request a Permit...**

Below are Landsec permit to work requirements which must be adhered to. This list is not exhaustive;

- **Your RAMS must be site and job specific**
- **Your details must give a clear understanding of the work involved**
- **Your details must clearly identify the area you will be working in / equipment you will be working on**
- **Insurance requirements of £10 m PLI must be included**
- **All permit related work certification must be included**
- **All relevant training certificates and evidence of training must be included**
- **Minimum of 48 hours' notice is required (excluding weekends)**

FAQ's

Name

[Internal Quick Start Guide](#)

[External Quick Start Guide](#)

[Uploading Documents to a Permit](#)

Enter the property or permit no. and click Search

[Click to View All Properties](#)

Property Results
Trinity Leeds
[Request a permit...](#)

In this area: use the search

On the required property click 'Create Permit' to load the permit form.

Requested Permits

Permit	Property	Types	Status	Company	Permit Start	Permit End	Submitted By
0077724	IS Test Property	CON,	Requested	LS	19/01/17 09:00	19/01/17 09:10	Ali, Behrat

This area will assist you in managing your permits by displaying all your permits that are currently, requested, have been issued or that are rejected and require your attention.



The Online Permit to Work Form: When you click on Create Permit the online permit to work form will be shown.

Use this action to 'Submit' your completed form upload RAMS and other supporting documents.

Please complete all questions (* indicates must be completed) Permit Status : Issued

Required Permits ...

Select the required permits:

<input type="checkbox"/> Permission to access the roof	<input type="checkbox"/> Permission to remove asbestos	Select ANY permissions required (more than one is OK)
<input type="checkbox"/> Permission to excavate	<input type="checkbox"/> Permission to survey and inspect	
<input checked="" type="checkbox"/> Permission for hot works	<input checked="" type="checkbox"/> Permission to work in confined spaces	
<input type="checkbox"/> Permission for live electrical works	<input type="checkbox"/> Permission to work at height	
<input type="checkbox"/> Permission to isolate an electrical sup...	<input type="checkbox"/> General permission to work	

Property Name: IS Test Property Site / Centre / Building

Property No.: 0000 PIMS No.

Exact location of required works: This is a single test permit added by Land Securities IS Please be exact for works

Details of the contractor completing the works ...

Company name: Land Securities Person in charge on site (mobile preferable)

On site supervisor: Beverley Downard

Supervisor telephone no.: 02000 000000

Tick one or more as required.

When adding the duration of the permit, please be aware that you are able to add each required 'maintenance period' individually. To add a new period, click 'Insert Item'.

Duration of permit:

From:	To:
01/12/2012 19:00	02/12/2012 04:00
02/12/2012 19:00	03/12/2012 04:00

Please enter each maintenance period required for this permit:

Insert item

Permit end date / time must be after permit start date / time