Trade Union Access Request Template

Note: Trade Union(s) should complete this form to notify the relevant business or businesses that they wish to negotiate an access agreement.

Legal Reference

This is a request for access under section 70ZB(1) of the Trade Union and Labour Relations (Consolidation) Act 1992.

Name of Trade Union:

Certificate of Independence: ☐

Reference Number and attach a copy of the certificate.

Reference Number:

Note: The Trade Union may issue this to an electronic communication address provided by the employer to the trade union, or where such an address has not been provided, to an electronic communication address made publicly available by the employer for communications with the employer.

Officials Information

Note: The Trade Union should indicate below which address is the relevant one for the employer to respond to for future correspondence or negotiations.

From:

Trade Union Official(s) submitting the access request on behalf of the trade union:

Name(s):

Address / Email:

Trade Union Official(s) authorised to conduct negotiations for an access agreement on behalf of the trade union:

Name(s):

Address/Email:

A Contact for Further Information

Name:

Address/Email:

Trade Union Official(s) who would have responsibility for the requested access under the proposed access agreement

Name:

Address/Email:

To:

Employer Name:

Employer Address:

Date:

1. Purpose of Access

State the purpose of the access request, in line with section 70ZA(6) of the Trade Union and Labour Relations (Consolidation) Act 1992. For example:

- To meet, support, represent, recruit, or organise workers (whether or not they are members of a trade union)
- To facilitate collective bargaining

2. Description of the workers

A general description of the workers to which access is being sought:

3. Type of Access Requested

Type of access requested:

☐ Physical

☐ Communications/Digital

☐ Both

Please state below if the access is to be on one or more occasions.

Please provide a description of the access being sought. An example may be access to a private room once per week or month.

Reasons why the access set out above is being requested. This includes if this is an application to multiple sites and the rationale for why the Trade Union is applying for multiple sites in one request.

4. Location(s) for Physical Access

If physical access is requested, specify and/or describe the workplace(s) involved (so far as known).

5. Assistance the Trade Union will need

Provide details of any assistance the TU anticipates they will need from the employer to facilitate the access. For example, this might be a room.

6. Frequency of Access

Specify the frequency and duration of each occasion of access requested and the reasons for each.

7. Practical Information for the Visit

Provide contact details for the trade union official responsible for the access (e.g., email address or alternative contact information).

8. Notice Period

State the notice period the trade union will give between access being agreed and the first access taking place, as well as arrangements for notice for subsequent visits.

Initial Notice Period

Notice for Routine Visits

9. Contact for Further Information:

[Name, Position, Email, Phone Number]

10. Repeat of a recent request for access

Where the access request is a repeat of a recent request and is substantially the same and concerns the same workers, please provide;

a. A statement that this is a repeat of a previous request for access with the date of that previous request; and
b. Where the trade union and the employer agreed in writing terms for access but not before the end of the negotiation period. A copy of the agreed terms either within the request or as an attached document.

11. Any Further information

Employers are encouraged to use the Employer Response Notice Template which can be found on the CAC's website at www.cac.gov.uk.