**About this form:** This form is to be completed when an employee or volunteer requires a key for the purposes of access to a council facility or reserve for employment or volunteer purposes. The form is to be forwarded to Risk Management Officer (Insurance).

**NOTE: Failure to provide adequate notice (5 business days) will delay your request**

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| **Part 1 : Council representative Requiring Key** |
| **Name:** |  { |
| **Job Title:** |  { |
| **Payroll Number:** |  { | **Key Number/s Required:** |  { |

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| **Part 2 : Access Requirements**  |
| **Name or description of building/s or asset/s where access is required:** |  { |
| **Manager Name :** |  { |
| **Manager Signature:** |  { | **Date:** |  { |

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| **Part 3 : Master Key**  |
| **Is a Master Key Required?** |  Yes [ ]  |  No [ ]  |
| If Yes, the Council representative must receive approval from both the Director and the CEO |
| **Director****Signed** |  { |
| **CEO** **Signed** |  { |

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| **Part 4: Acknowledgement of Receipt**  |
| **I have received the following keys:** |
| **Key Number/s** |  { | **Date Collected:** |  { |
| **Name:** |  { | **Signed:** |  { |

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| **Part 1: Office Use Only**  |
| **To be completed when issuing keys** |
| **Council Officer Issuing Key:** |  { |
| **Signature:** |  { |
| **Updated Key Register:** |  Yes [ ]   |

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| **Part 2 Office Use Only**  |
| **To be completed when keys are being returned** |
| **Employee Name:** |  { |
| **Signature:** |  { |
| **Key Number/s:** |  { |
| **Date Returned** |  { |
| **Updated Key Register:** | Yes [ ]   |
| **Saved document to TRIM:** |  { |