**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**

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

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

|  |  |  |
| --- | --- | --- |
| **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** | { | |

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

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

|  |  |
| --- | --- |
| **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:** | { |