Key Distribution Form

MLAK Stakeholder Agreement

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| *City of Darwin only collects personal information that is required for, or related to, its functions and activities. If you do not provide City of Darwin with the requested information, we may be unable to complete this process. The information collected will be used and disclosed as outlined in our Privacy Policy, which is available on our website. By providing your personal information in this form, you consent to the collection, use, storage and disclosure of your personal information as described in our Privacy Policy. You have a right to access and correct any information about you. If you require access to, or have concerns regarding your information, please contact the Information Officer on (08) 89300300 or via*  *email darwin@darwin.nt.gov.au* |



### DETAILS

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Phone Number |  |
| Email Address |  |

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### DOCUMENTS REQUIRED

City of Darwin will accept the following forms of documentation to provide evidence of eligibility.

Copy of a Disability Card  
 Disability Parking Permit  
 A letter from a doctor  
 A letter from a recognised disability organisation

**KEY COLLECTION LOCATION:**

In person

Civic Centre

Harry Chan Avenue, Darwin, NT 0800

Opening Hours

Monday to Friday

8.00am - 5.00pm

**Closed public holidays**

**RESPONSIBILITIES**

MLAK keys are issued only to eligible external stakeholders who meet the criteria for access. External stakeholders are responsible for the appropriate use and secure handling of MLAK keys issued to them. Keys must not be duplicated, shared, or left unsecured under any circumstances.

The City of Darwin, as the issuing authority, is responsible for ensuring that MLAK keys are issued only to authorised individuals or organisations with a verified and valid need for access. An accurate and up-to-date key register, detailing all issued MLAK keys, access locations, and recipient information will be maintained by the issuing authority.

**ACKNOWLEDGEMENT**

I declare that I am responsible for the key(s) issued to me and will use them only for authorised purposes related to the completion of designated works. I understand that keys must not be duplicated, shared, or left unsecured.

|  |  |
| --- | --- |
| Signature |  |
| Full Name |  |
| Date |  |



**Office Use Only**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Issuing City of Darwin Officer Name | | |  | | |
| Issuing City of Darwin Officer Signature | | |  | | |
| Key Tag |  | | Key Code |  | |
| Date Issued |  | Date Returned |  | CARR # |  |