

Key Distribution Form

MLAK Stakeholder Agreement

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	

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 #	