Key Distribution Form

External 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* |



### REQUEST DETAILS

|  |  |
| --- | --- |
| Key request for |  |
| Reason for request |  |
| Is this a replacement key? | Yes  No |
| *If* yes, please provide details | **Stolen** (please attach copy of Police report)  Yes  No  PROMIS (NT Police) #  **Lost** (please attach copy of Statutory Declaration)  Yes  No  **Other** (pleaseprovide details)  Yes  No  *Please note, a copy of your insurance report may be requested.* |
| Duration | Permanent  Temporary |
| *If* temporary, expected return date |  |



### DETAILS

#### Company

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

#### Supervisor

*(Delete if not applicable)*

|  |  |
| --- | --- |
| Surname |  |
| Given Name/s |  |
| Position Title |  |
| Work Phone Number |  |
| Work Email Address |  |

#### Employee

|  |  |
| --- | --- |
| Surname |  |
| Given Name/s |  |
| Position Title |  |
| Work Phone Number |  |
| Work Email Address |  |

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### RESPONSIBILITIES

External stakeholders are responsible for the proper use and safekeeping of any keys issued to them, ensuring they are used solely for the authorised purpose of completing designated works. Keys must not be duplicated, shared, or left unsecured at any time. Any loss or theft of a key must be reported immediately to the issuing authority. External stakeholders are required to return all keys immediately upon completion of works or at the end of their access period.

City of Darwin as the issuing authority, is responsible for ensuring keys are issued only to authorised external stakeholders with a valid need for access, and for maintaining an accurate and up-to-date key register that records all issued keys, key types, and access locations. City of Darwin will provide clear instructions and relevant procedures to external stakeholders prior to key issuance, outlining their responsibilities and expectations. In the event of a reported loss or theft, City of Darwin will investigate and document the incident, taking appropriate action to mitigate any security risks. Additionally, the City of Darwin is responsible for verifying the return of all keys, ensuring they are recorded and stored securely in accordance with key management protocols. **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, and I will immediately report any loss or theft to the issuing authority. I further agree to return all keys in my possession upon completion of works or at the end of my access period.

I acknowledge that, where my contract or agreement with the City of Darwin specifies that I am responsible for the cost of any issued key(s), payment must be made prior to the issuance of new and / or additional key(s). I also confirm that I have provided all relevant and required documentation to support this request.

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

**Office Use Only**

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