



Key Authorisation Form

Updated November 2025

Applicant/KT Staff to complete

Key Option/Type:	(Circle one)	Electronic	Standard	Both
Company/Crew Name:				
Key to be issued to: (name)				
Address:				
Email Address:				
Contact Phone Number:				
Forest Name:	# of Keys Required:			
Road Name:	Weekends:			Y/N
Period Required:	From: (dd/mm/yy)	To: (dd/mm/yy)		
Work hours:	From:	To:		

KT Staff Approval

Print Name: _____ Signature: _____ Date: _____

Fire & Security Manager or Sustainability Manager to complete

Key ID number: _____ Bond Required: \$ _____
Approved by: _____
Signature: _____ Date: (dd/mm/yy) _____

FIRST Security to Complete:

Date Authorisation form was received: (dd/mm/yy) _____
Approved via email by: Evan Rarere Colin Maunder
Key in stock: Y / N If No, Key ordered on: (dd/mm/yy) _____
Applicant informed key ready for collection: (dd/mm/yy) _____
Key collected: (dd/mm/yy) _____
Bond collected: Y/N Receipt #: _____