



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 #: