

Council Building Key Application 22/23



If you need help lodging your form, contact us		
Email	keyrequestreturn@northernbeaches.nsw.gov.au	
Phone	1300 434 434	
Customer Service Centres	Manly Town Hall, 1 Belgrave Street Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099
	Mona Vale 1 Park Street Mona Vale NSW 2103	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107

Office use only	
Form ID	4056
TRIM Ref.	
Last updated	June 2022
Business unit	Property
Application no.	
Receipt no.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Part 1: Application details

Name			
Organisation and ABN			
Address			
Position			
Phone		Mobile	
Email			

Part 2: Request details

Key type	Standard key	Master key			
Issuing fee to be paid on collection of keys. Key issuing charges: Master Key \$349, Standard Key \$88					
Reason					
Details of key(s) required		Building name	Building address	Area requiring access	Key number (if known)
	1				
	2				
	3				
	4				
	5				
Time required					
Lease or licence end date (if known)					

Part 3: Terms & conditions of use

When you are given access to Council owned buildings and/or padlocks by means of any key(s) provided to you, you become responsible for the security of the premises and any use or misuse of the key(s). You must return the key/s to Council at the end of employment in current position within your organisation as indicated above or otherwise upon demand by Council. You must not duplicate or pass on any key to any other person or body nor improperly store any key. While any key is in your possession and otherwise under your care you must take reasonable care to ensure its safety and proper security, and you are liable for any security breaches caused, as well as any loss or damage, traceable to you or your express authorisation. Lost or stolen keys, as well as any actual, suspected or likely misuse of any keys, must be reported immediately to Manager Facilities. By signing this form below I agree and bind myself to these Terms and Conditions of Use.

Signature	
Date	

Part 4: Key collection & key issuing fee

- Once your Application has been processed and the keys are available for collection, you will receive a Notification of Issued Keys email. The email will confirm the keys have been issued to you, the duration that the keys have been issued for and your Key Application Number. You will be requested to reply to the email to book a time to collect the keys from Customer Service at 725 Pittwater Road, Dee Why, Civic Centre.
- You can nominate someone else to collect the keys on your behalf by replying to the Notification of Issued Keys email with the details of your chosen nominee. Your nominee must bring all documentation confirming their authorisation to collect keys on your behalf.
- Upon collection of the keys you or your chosen nominee will be required to make payment by quoting the Key Application Number to Customer Service and provide Photo Identification for the collection of the keys.

Name	
Signature	
Date	
Council officer	
Receipt number	

Part 5: Information on return of keys

- Keys must be returned at the end of your lease or license period or upon demand by the Council.
- Keys can be returned to Customer Service, Northern Beaches Council, Civic Centre.

Part 6: Office use only

Applicant on AUL		Council officer	
TRIM reference		Task number	
Authorisation			
Asset owner		Approved	Rejected
Date		Application number	
Issuing fee			
Key details	Property ID number	Key number	Issue number
	1		
	2		
	3		
	4		
	5		
Key due date		Key return date	