



TIMBERLANDS

Key Authorisation Form

Updated October 2015

Applicant/TL 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: _____

(Required for Rotoehu Forest Only) Extended hours: Y/N

TL Staff Approval

Print Name: _____ Signature: _____ Date: _____

Fire & Security Manager or Forest Risk Manager to complete.

Key ID number issued: _____ 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 #: _____