

# Key Application Form

## Contractors/Companies

Council of the City of Gold Coast

ABN 84 858 548 460

PO Box 5042 GCMC Qld 9729

P 1300 GOLDCOAST

F (07) 5596 3653

E [mail@goldcoast.qld.gov.au](mailto:mail@goldcoast.qld.gov.au)

W [cityofgoldcoast.com.au](http://cityofgoldcoast.com.au)

**Note:** There is a \$200.00 deposit payable for all 'CLIQ' keys. Please pay at the City of Gold Coast (City) Customer Service Centre and quote 'Trust Fund Account Number 74648, item GCWKEYS'.

Applicant's/key-holder details					
Full name		Job title			
Organisation/Company		Mobile number			
Address		Email			
Postcode		Driver's licence #			
Name of Authorising Company person		Job title			
Site descriptor	Sewage pump station	Minor <input type="checkbox"/>	Major <input type="checkbox"/>	General <input type="checkbox"/>	Restricted <input type="checkbox"/>
	Reservoir	Minor <input type="checkbox"/>	Major <input type="checkbox"/>	General <input type="checkbox"/>	Restricted <input type="checkbox"/>
	Water Pump Stations	_____		General <input type="checkbox"/>	Restricted <input type="checkbox"/>
	Sewage Treatment Plant	_____		General <input type="checkbox"/>	Restricted <input type="checkbox"/>
Other nominated site			General <input type="checkbox"/>	Restricted <input type="checkbox"/>	
Gold Coast Water Induction completed	Yes / No	Permit to work	Yes / No		
		Reason for access			

If a contractor is applying to install a lock or requires a key, he/she must provide Gold Coast Water with written confirmation from the principal contractor or lessee giving names, period of agreement and their authorisation for the person to access the facility on their behalf.

Approved by City contract representative / project manager			
Full name			
Approved		Contract term	
Signature		Date	

Approved by Gold Coast Water asset owner			
Full name			
Approved		Contract term	
Signature		Date	

Gold Coast Water Issuing Officer		Applicant/keyholder: By signing this form, I acknowledge that I have read and agree to abide by the terms and conditions of an authorised person, and accept responsibility for the keys/codes nominated herein.	
Name		Name	
Signature	Date	Signature	Date

## Conditions of entry

- These terms and conditions are in addition to any other terms and conditions the applicant/keyholder/organisation may be required to comply with (for example under a Permit to Work or other contractual arrangement).
- The applicant/keyholder must provide to City written evidence of the authorised persons' authority to act on behalf of the organisation.
- The applicant/keyholder is responsible for all keys and codes issued to them herein, up and until they are returned to the City.
- The applicant/keyholder must use the keys at the nominated site(s) only.
- The applicant/keyholder must only use the key when undertaking official business and for the permitted purpose.
- The applicant/keyholder must comply with all Workplace Health and Safety legislation, policy guidelines and any directions given by the City and/or its officers or agents while at any City site or facility.
- The applicant/keyholder must notify Gold Coast Water's 24 hour Operations Room by calling (07) 5581 7949 before entering any City site or facility.
- The applicant/keyholder must ensure that the nominated site(s) remains secure from public access.
- Before departing a nominated site, applicant/keyholder must:
  - ✓ ensure the nominated site is left in a clean and tidy state
  - ✓ ensure that all doors and hatches are locked and secured
  - ✓ Contact Gold Coast Water's 24 hour Operations Room by calling (07) 5581 7949 to confirm that all onsite alarms are clear.
- The applicant/keyholder must keep a record of all personnel given possession of the key(s) at any time.
- The applicant/keyholder must produce the key(s) for inspection upon request by the City.
- The applicant/keyholder must immediately notify the City on (07) 5582 8997 if a key is no longer in the possession or control of the organisation, temporarily or permanently.
- The applicant/keyholder must pay a bond amount of \$200 or greater if so required, upon request from the City for keys to the site.
- The bond will be refunded by the City upon return of the keys and verification of such by the Operational Safety and Security team.
- If a key is lost or the failure to return a key requires the City to replace a lock or otherwise secure the site or facility, the costs associated with this will be a debt due and payable by the organisation to the City.
- If a key is lost the applicant/keyholder must immediately notify the City on (07) 5582 8997 and the deposit will be forfeited. A new Key Application is required to be submitted for a new key together with a new deposit.
- No locks other than those locks authorised or installed by the City are to be placed on City sites or facilities. All unauthorised locks will be removed by the City.
- The organisation must promptly notify the City in writing:
  - if the applicant/keyholder leaves the organisation or is otherwise no longer an authorised person; or
  - if registration of a new applicant/keyholder is required.
- Registration of a new applicant/keyholder will require a new Key Application Form to be submitted and may require the reissuing of new keys or codes.
- The organisation must immediately notify the City in writing if it commits an act of insolvency or bankruptcy or otherwise ceases to operate or trade, and must return all keys to the City within 24 hours of that notification.
- The organisation must promptly notify the City in writing of any change in the organisations' structure or contact details (including the assignment of any interest in the organisation in full or part or a change of name). These terms and conditions apply to the new entity as if it were the organisation.
- The applicant/keyholder/organisation must return all keys to the City at the completion of permitted use and for bond refund.

### Authorities: Company authorised person

I hereby have the authority, understand and accept all the conditions of entry for the keys which have been issued to me/my company.

<b>Name:</b>
<b>Signature:</b>
<b>Date:</b>

Office use only			
Date received		Received by	
Approved by authorised company person		Approved by asset owner / contract manager	
Approved by Operational Safety and Security Officer		Induction confirmed	
Induction expires		Key number / code	
Date issued		Key register updated	
Bond receipt number			

**Privacy statement** Council of the City of Gold Coast is collecting your personal information in accordance with the *Local Government Act 2009* and the *Water Supply (Safety and Reliability) Act 2008* in order to process the required documentation. This information will only be used by authorised officers to ensure records are accurate. Your information will not be given to any other person or agency unless you have given us permission or we are required or allowed to by law.