



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

Student Application

Keys Request Application

Return completed and signed
Original form to: **Infrastructure
and Facilities Services,
Services Building**

Copies or Faxes NOT accepted

This application involves security of University property. Please complete ALL information requested, failure to do so will delay processing of your request.

Personal Details

Family Name: Given Name:

Faculty: School:

University Email Address: Student No:

Work Phone: Mobile Phone: Student Type:

Justification for Access:

Details of Key Required

Newcastle Campuses

Central Coast Campus

Building: <input type="text"/>	Room Description: <input type="text"/>	Door Number: <input type="text"/>	Key Number: <input type="text"/>
Building: <input type="text"/>	Room Description: <input type="text"/>	Door Number: <input type="text"/>	Key Number: <input type="text"/>
Building: <input type="text"/>	Room Description: <input type="text"/>	Door Number: <input type="text"/>	Key Number: <input type="text"/>

** Is this a RESTRICTED Space? No Yes

Conditions of Use

It is the applicant's responsibility to return each key to Infrastructure and Facilities Services when it is no longer required. If the key or access card is lost it must be reported to Security immediately - Callaghan 49215888 or Central Coast 43484291. The key or access card must not be lent or shared with other people. The key or access card must be returned to Infrastructure and Facilities Services and not be passed on to any future occupant of the room. The key or access card must not be left unattended (on desks or in drawers). An *"After Hours Access Notification" form will need to be completed if entering Campus buildings outside of normal University hours*. If used after hours ensure all windows and doors are secured and that lights and A/C are turned off when leaving. At any time Usage of and access card can be monitored. Do not allow others to enter into buildings behind you. Should there be an incident in the building all cardholders shown present by the system will be questioned. Therefore for your own security you need to ensure that you don't allow people to enter behind you, as there will be no system record of them entering the building.

I have read and accept the conditions of use

Signature of Applicant: Date:

Authorisation/s

Academic Supervisor: Signature:

*Restricted Area approver: Signature:

End Date for Access: DD/MM/YYYY

Final approval of this form must be by a person in Delegation Band 1,2,3,4 or 5 of the University

Name of Approver: Signature of Approver:

Position of Approver: Phone: