

# Application to register or renew a commercial visitor accommodation business

All commercial visitor accommodation businesses in the Northern Territory (NT) must be registered.

An application fee must be paid for each premise you register. This fee is not refundable if your application does not proceed or is withdrawn.

Allow 30 days for the processing of your registration.

## Before you fill in the form

You should discuss your proposal with your closest environmental health office.

Top End region, email [envirohealthte@nt.gov.au](mailto:envirohealthte@nt.gov.au) or call 08 8922 7377.

Central Australia region, email [envirohealthca@nt.gov.au](mailto:envirohealthca@nt.gov.au) or call 08 8955 6122.

## Privacy statement

The Northern Territory Government values and is committed to protecting your privacy. Your personal information is kept in accordance with the information privacy principles in the [Information Act 2002](#).

Read the privacy policy on the [Department of Health website](#).

Fields marked with an asterisk (\*) are mandatory.

### Proprietor's details

Proprietor is the applicant and is the default contact for any premises or location.  
If you have additional proprietors, attach a separate form.

Company name*					
ACN*					
Identification type*			Identification number*		
Given name*			Family name*		
Phone number*				Mobile number*	
Email address*					
Postal address*					
Suburb*			State or Territory*		Post code*

Premises details				
You must enter details about each of your business locations.				
Trading name*				
Address*				
Suburb*		State or Territory*		Post code*
Site manager's details				
Given name*			Family name*	
Phone number*			Mobile number*	
Email address*				
Water supply				
<p>You have a responsibility under the <a href="#">Public and Environmental Health Regulations 2014</a> to demonstrate you have a potable water supply.</p> <p>Microbiological testing must be done every 12 months and chemical testing every 5 years.</p> <p>For more information, read <a href="#">private water supplies for businesses</a> or contact the Public Health Unit.</p>				
Does the premises use water from a private water supply?*				Yes/No
If yes, attach test the results to the application.				
If applicable, have you attached your microbiological test results?				Yes/No
If applicable, have you attached your chemical test results?				Yes/No
Wastewater disposal				
For businesses that are not connected to reticulated sewerage, indicate with an 'X' the type of onsite wastewater system that is used at the premises:				
Septic System		Aerated wastewater treatment system		
Other				
Description and fit-out of premises				
Is this application for a newly constructed premise?				Yes/No
If yes, you must provide a scaled drawing (not less than 1:100) of the premises, including bedrooms and ablution facilities.				

Information about the premises must include the following:		
Number of bedrooms		
Number of toilets		
Number of showers/bathing facilities		
What is the date you intend to start trading?* (for new businesses only)		
Provide a short description of the business and its operation, including normal trading hours, normal trading periods (for seasonal businesses) and the maximum number of guests that can be accommodated.		
<b>Fees</b>		
Fees are expressed as revenue units and are adjusted each financial year in line with increases in Darwin consumer price index. All fees are GST exempt. Find out about <a href="#">revenue units</a> and how to calculate your payment amount.		
<b>Type of business</b>	<b>Revenue units</b>	<b>Registration term</b>
Commercial visitors accommodation	250	5 Years
<b>Payment and submission</b>		
Fees can be paid over the phone, or in person at your nearest Receiver of Territory Monies (RTM) office. You must provide the premises trading name to RTM to ensure the details on your payment (receipt) match the details on your application form.		
RTM Darwin Ground Floor, Manunda Place 38 Cavenagh Street GPO Box 199 Darwin NT 0801 Phone: (08) 8999 1606 Email: <a href="mailto:rtmdarwin@nt.gov.au">rtmdarwin@nt.gov.au</a>	RTM Alice Springs 1 <sup>st</sup> Floor, Alice Springs Plaza Todd Street Mall PO Box 4037 Alice Springs NT 0871 Phone: (08) 89516491 Email: <a href="mailto:rtmalice@nt.gov.au">rtmalice@nt.gov.au</a>	
Once you've received confirmation of payment to RTM please submit this application to the nearest Environmental Health office.		

EH Top End Floor 2B, Casuarina Plaza 238 Trower Rd, Casuarina NT 0810 GPO Box 40596, Casuarina NT 0811 Phone: (08) 8922 7377 Email: <a href="mailto:envirohealthte@nt.gov.au">envirohealthte@nt.gov.au</a>		EH Central Australia Peter Sitzler building 67 Stuart Highway, Alice Springs NT 0870 GPO Box 721, Alice Springs NT 0871 Phone: (08) 8955 6122 Email: <a href="mailto:envirohealthca@nt.gov.au">envirohealthca@nt.gov.au</a>	
<b>Declaration</b>			
I hereby declare that the information contained in this application, or attached to this application, is accurate and correct to the best of my knowledge.			
<b>Full name*</b>		<b>Date*</b>	

## Further information

Email your completed form to your closest environmental health office.

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