

# Due diligence request – plant material

## Associated with the sale of NT properties with plant material

The Department of Industry, Tourism and Trade (DITT) receives requests for due diligence relating to current notices, orders and restrictions for plant material diseases/pests on properties under relevant legislation. With respect to plant material, the Chief Plant Health Officer (CPHO) advises:

- Departmental officers are able to provide information on orders or notices issued or proposed to be issued under the *Plant Health Act 2008*.
- Departmental officers are able to provide information on reports of notifiable pest or disease reports of plant material under the *Plant Health Act 2008*.
- Departmental officers are unable to provide other information except under a subpoena or freedom of information (FOI) request.

Your due diligence request should be directed to:

Plant Biosecurity

Email: [plantbiosecurity@nt.gov.au](mailto:plantbiosecurity@nt.gov.au)

Biosecurity and Animal Welfare, DITT

Enquiries: 08 8999 2118

GPO Box 3000, DARWIN NT 0801

### Fields marked with asterisk ( \* ) are mandatory

NT portion number/name of property *				
Land description *				
Requested by company/business *				
Postal address *				
Phone *		Email *		

### Privacy statement

The Department of Industry, Tourism and Trade respects and is committed to safeguarding the confidentiality and privacy of the information that it collects and handles, in accordance with the *Northern Territory Information Act 2002*.

You have been asked to provide personal information necessary for us to process this due diligence request. You do not have to provide your personal information but if you choose not to it may affect your ability to obtain this request.

The information you provide will be accessible to DITT and will only be used to provide a department service or program. We will not disclose your personal information to third parties unless:

- authorised or required by law to do so
- you have given us your consent to share your personal information for a specific purpose.

You may request access to the personal information we hold about you. To find out more read our [privacy policy](#)<sup>1</sup>.

If you want more information about the Northern Territory's privacy laws, please refer to the *Northern Territory Information on Act 2002*, or the [Office of the Information Commissioner NT](#)<sup>2</sup>.

<sup>1</sup> <https://industry.nt.gov.au/publications/corporate/privacy-policy>

<sup>2</sup> <https://infocomm.nt.gov.au/>

## How to submit

1. Email completed due diligence request – plant material to [plantbiosecurity@nt.gov.au](mailto:plantbiosecurity@nt.gov.au)
2. Select your payment option as shown below. Read below for payment instructions

### Payment instructions

Due diligence request – Plant material \$49 (incl GST) Note fees subject to change 1st July each year

#### Cheques

Must be made out to RTM (Receiver of Territory Monies) and can be posted to:  
Plant Biosecurity, DITT,  
GPO Box 3000,  
Darwin NT 0801

#### Cash/debit card

Payments may only be made in person at the RTM locations below.

Present this form.

**Credit card** payments may be made during business hours (8:30am – 4:00pm, Mon-Fri)

In person – Present this form at one of the RTM locations listed below.

By phone –

1. complete due diligence request form;
2. email form to one of the RTMs listed below;
3. phone that RTM to quote credit card details for payment.

#### RTM Darwin

Ground floor  
Manunda Place  
38 Cavenagh Street  
Darwin NT 0830  
GPO Box 199  
Darwin NT 0801  
[RTMDarwin@nt.gov.au](mailto:RTMDarwin@nt.gov.au)  
08 8999 1628 | 08 8999 1606

#### RTM Katherine

Counter 8, Ground Floor  
Big River Government Centre  
5 First Street,  
Katherine NT 0850  
PO Box 4037  
Alice Springs NT 0871  
[RTMKatherine@nt.gov.au](mailto:RTMKatherine@nt.gov.au)  
08 8951 6481

#### RTM Alice Springs

1st Floor  
Alice Springs Plaza  
Todd Street Mall  
Alice Springs NT 0870  
PO Box 4037  
Alice Springs NT 0871  
[RTMAlice@nt.gov.au](mailto:RTMAlice@nt.gov.au)  
08 8951 6491

### NTG Office Use only

\$49 (incl GST) Cost Code: 92HE1N01 Standard Class: 131111 Tax Code: S10 = GST. RTM – send original receipt to customer and email a copy of request and receipt to: [plantbiosecurity@nt.gov.au](mailto:plantbiosecurity@nt.gov.au)

Searches for other relevant information may include:

- Livestock Act NT Brands Register Search, DITT – Web: [brand.primaryindustry.nt.gov.au/](http://brand.primaryindustry.nt.gov.au/)  
GPO Box 3000, Darwin NT 0801 | T: 08 8999 2033 | E: [NTPIC.Brands@nt.gov.au](mailto:NTPIC.Brands@nt.gov.au)
- Livestock Act Due Diligence request, Livestock, DITT – Web: [nt.gov.au/industry/agriculture/livestock](http://nt.gov.au/industry/agriculture/livestock)  
GPO Box 3000, Darwin NT 0801 | T: 08 8999 2033 | E: [PooCERT.ntg@nt.gov.au](mailto:PooCERT.ntg@nt.gov.au)

Due Diligence Co-ordinator – Rangelands Division, DEPWS. Read more about due diligence on the DEPWS website<sup>3</sup>

<sup>3</sup> <https://depws.nt.gov.au/rangelands/information-and-requests/due-diligence>