

NT Waybill order form

Before you fill in the form

You'll need to identify if you want to pick up your waybill book from a regional office or have it posted to you. You can pay in person if you are collecting from an office. Offices and payment options are listed at the end of this form. Books cost \$27 each.

All fields are required unless indicated. Fields marked with a caret (^) are for office use only.	
Property details	
What is the property name?	
What is the Property Identification Code? (PIC) PICs begin with the letter T followed by three letters, followed by four numbers. For example, TCDG0066.	
Who is the primary contact? For example, property manager or representative	
Phone number for primary contact	
Email for primary contact	
Order details	
Where is your closest regional Livestock Biosecurity office? Offices are listed on page 3	
How many books would you like to order? The maximum number you can order is 2	
Would you like to receive your waybill book via post or collect it from the regional office identified above?	
Post	Yes/No
Collect from a regional office	Yes/No

If you want it posted, which postal address should it be sent to?	
Office use only	
Receipt or tax invoice number^	
Date^	
<p>RTM – Send original receipt to customer and email a copy of this form and the receipt to ntpic.brands@nt.gov.au. Include the relevant region in the subject line.</p> <p>Cost code - 92HF1N03D Standard Class: 131111 Tax Code: S10 = GST</p>	

How to submit

Submission and payment options depend on if you are collecting your book in person or having it mailed to you.

Collecting in person

Email your completed form to ntpic.brands@nt.gov.au or post it to your closest regional office using the relevant address on page 3.

You can pay when you collect using one of the payment methods below.

- Berrimah Farm (Darwin) – credit card only.
- Katherine Research Station (Katherine) – credit card, cheque or cash.
- Arid Zone Research Institute (Alice Springs) – cheque or cash.
- Tennant Creek – phone the office to confirm.

Cheque payments should be made out to 'Receiver of Territory Monies'.

Receiving via post

Follow the instructions below depending on payment option.

- Cash or debit card – Pay in person at a [Receiver of Territory Monies \(RTM\) office](#).¹ Present this completed form.
- Credit card – Pay in person at a RTM office. You can also email a copy of the form to the RTM and call them to pay over the phone.
- Cheque – Present this form in person or via post to an RTM. Include a cheque made out to 'Receiver of Territory Monies'.

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 issue you a Waybill book. You do not have to provide your personal information but if you choose not to, we won't be able to process your order. The information you provide will be accessible to the department 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. If you want more information about the Northern Territory's privacy laws, please refer to the Northern Territory Information Act 2002 or the Office of the Information Commissioner NT website.

Livestock Biosecurity offices

Darwin region	Katherine region	Tennant Creek region	Alice Springs region
John England Building Berrimah Farm 24/26 Makagon Road Berrimah NT 0828	Katherine Research Station (KRS) Stuart Highway Katherine NT 0852	Level 1 Barkly House 99 Paterson Street Tennant Creek NT 0861	Arid Zone Research Institute (AZRI) Kilgariff NT 0873
GPO Box 3000 Darwin NT 0801	PO Box 1346 Katherine NT 0851	PO Box 159 Tennant Creek NT 0861	PO Box 8760 Alice Springs NT 0871
Phone: 08 8999 2033 Fax: 08 8999 2146	Phone: 08 8973 9739 Fax: 08 8973 9759	Phone: 08 8962 4484 Fax: 08 8962 4480	Phone: 08 8951 8111 Fax: 08 8951 8123

¹ <https://nt.gov.au/industry/licences/receiver-of-territory-monies-contacts>