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|  | Questions are followed by answer fields. Use the ‘Tab’ key to navigate through. Replace Y/N or Yes/No fields with your answer | | | | | | | | |
| 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 Offer (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  Biosecurity and Animal Welfare, DITT  GPO Box 3000, DARWIN NT 0801 | | | | | | | | | **Email**: [plantbiosecurity@nt.gov.au](mailto:plantbiosecurity@nt.gov.au)  **Enquiries:** 08 8999 2118 |
| **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](https://industry.nt.gov.au/publications/business/policies/privacy-policy)[[1]](#footnote-1).  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](https://infocomm.nt.gov.au/)[[2]](#footnote-2). | | | | | | | | | |
| End of form | | | | | | | | | |

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| 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 $48 (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** | **RTM Katherine** | **RTM Alice Springs** |
| 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 | 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 | 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** | | |
| $48 (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/[[3]](#footnote-3)  
  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[[4]](#footnote-4)  
  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[[5]](#footnote-5)

1. <https://industry.nt.gov.au/publications/corporate/privacy-policy> [↑](#footnote-ref-1)
2. <https://infocomm.nt.gov.au/> [↑](#footnote-ref-2)
3. <https://brand.primaryindustry.nt.gov.au/> [↑](#footnote-ref-3)
4. <https://nt.gov.au/industry/agriculture/livestock> [↑](#footnote-ref-4)
5. <https://depws.nt.gov.au/rangelands/information-and-requests/due-diligence> [↑](#footnote-ref-5)