|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Questions are followed by answer fields. Use the ‘Tab’ key to navigate through. Replace Y/N or Yes/No fields with your answer. | | | |
| 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^ | |  | |
| RTM – Send original receipt to customer and email a copy of this form and the receipt to [ntpic.brands@nt.gov.au](mailto:ntpic.brands@nt.gov.au). Include the relevant region in the subject line.  Cost code - 92HF1N03D  Standard Class: 131111  Tax Code: S10 = GST | | | |
| 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](mailto: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](https://nt.gov.au/industry/licences/receiver-of-territory-monies-contacts).[[1]](#footnote-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  GPO Box 3000  Darwin NT 0801  Phone: 08 8999 2033  Fax: 08 8999 2146 | Katherine Research Station (KRS)  Stuart Highway  Katherine NT 0852  PO Box 1346  Katherine NT 0851  Phone: 08 8973 9739  Fax: 08 8973 9759 | Level 1 Barkly House  99 Paterson Street  Tennant Creek NT 0861  PO Box 159  Tennant Creek NT 0861  Phone: 08 8962 4484  Fax: 08 8962 4480 | Arid Zone Research Institute (AZRI)  Kilgariff NT 0873  PO Box 8760  Alice Springs NT 0871  Phone: 08 8951 8111  Fax: 08 8951 8123 | | | | |
| End of form | | | |

1. <https://nt.gov.au/industry/licences/receiver-of-territory-monies-contacts> [↑](#footnote-ref-1)