



## NT Police, Fire and Emergency Services

### General Property Report for Insurance Companies/Loss Assessors Application Form

#### Contact Us

Information Access Team  
PO Box 39764  
WINNELLIE NT 0821

Telephone: (08) 8985 8930  
[police.information@nt.gov.au](mailto:police.information@nt.gov.au)

Use this form if you are an insurance company or loss assessor acting on behalf of a client and are requesting a Police Report for information about property that has been lost, stolen or damaged.

This application form is **NOT** to be used when requesting Motor Vehicle Crash Reports. For further information in relation to your request, please do not hesitate to contact us.

General Property Insurance Reports attract a fee pursuant to the *Police Administration (Fees) Regulations of 50 Revenue Units* per report. Revenue Units are governed by the Northern Territory *Revenue Units Act 2009* and are subject to change 1 July each year.

The Northern Territory Department of Treasury and Finance determine the value of a Revenue Unit for all Northern Territory Government Departments.

Please refer to the current Fee Advice located at the below link if you are unsure of the fee associated with this request:

<http://www.pfes.nt.gov.au/Access-to-information.aspx>

Unfortunately, these fees can **NOT** be waived under any circumstances.

Please send your completed application form and proof of payment to the Information Access Team by email, fax or mail. If you submit your form at an NT Police Station, the receiving officer will forward your application to the Information Access Team for you.

#### Contact Details

Insurance Company/Authorised Loss Assessor: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Phone: (B/H) \_\_\_\_\_ (A/H) \_\_\_\_\_ Postal Address: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

**Insurance Details**

Claim Number: \_\_\_\_\_

**Property Details**

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Offence Details (enter as many fields as you are able)**

PROMIS or ICAD Number: \_\_\_\_\_

Date of Offence: \_\_\_\_\_

Place of Offence: \_\_\_\_\_

Name of Person who Reported Offence: \_\_\_\_\_

Date / Time of Report: \_\_\_\_\_

Description of Property (or attach list): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sign Here** \_\_\_\_\_ **Date** \_\_\_\_\_**Privacy**

Northern Territory Police, Fire and Emergency Services (NTPFES) is collecting this information to ensure that the correct person is entitled to receive the information requested. This collection is authorised or required by the *Information Act* (NT) and/or the Northern Territory *Police Administration Act*. The information provided on this form is only used to identify the applicant for the purpose of providing the information requested. You have the right to request access to any of your personal information held by NTPFES. For more information, please contact NTPFES by telephone on (08) 8985 8926.

**This must be completed by the Receiving Officer before forwarding to the Information Access Team**

Date application received: \_\_\_\_\_

Satisfied as to Identity of Applicant: Yes

Basis of Satisfaction of Identity: \_\_\_\_\_

Receipt Number: \_\_\_\_\_ Payment Amount: \_\_\_\_\_

Receiving Officer's Name &amp; Position (please print): \_\_\_\_\_

Signature of Receiving Officer: \_\_\_\_\_



## NT Police, Fire and Emergency Services

### General Property Report for Insurance Companies/Loss Assessors Payment Options

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#### Bank Transfer via Internet or Telephone Banking – only within Australia

Our bank details are:

National Australia Bank (NAB)  
Account Name: Receiver of Territory Monies (RTM)  
BSB: 085-461  
Account Number: 161610000  
Description: Applicant's/Your Name – 131141

You must also attach a copy of the transfer confirmation to this application form and send it to the Information Access Team at NT Police, Fire and Emergency Services.

#### Credit Card – this is the only method of payment for overseas customers

Credit card payments can be made to the Receiver of Territory Monies (RTM) over the telephone or by email. You must advise the RTM that you are paying for a General Property Report for Insurance, with the general ledger code **16JBDA02 - 131141** and tax code **N00**. You must also attach a copy of the RTM receipt to this application form and send it to the Information Access Team at NT Police, Fire and Emergency Services.

The RTM can be contacted during office hours on **(08) 8999 1606** or by email [RTMDarwin@nt.gov.au](mailto:RTMDarwin@nt.gov.au)

#### Cheque / Money Order

Cheques and money orders should be made payable to the Receiver of Territory Monies (RTM) and sent with the completed application form to the Information Access Section of NT Police, Fire and Emergency Services.