Northern Territory Police, Fire and Emergency Services



## **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

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:

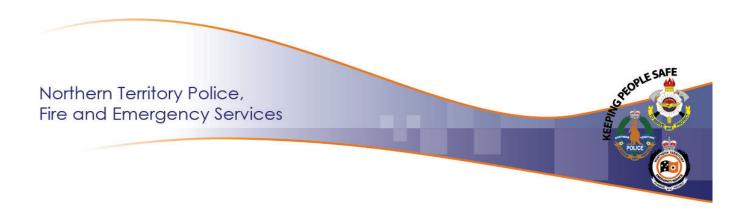
http://www.pfes.nt.gov.au/Access-to-information.aspx

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.

Postal Address:

Insurance Details	Property Details
Claim Number:	Owner:
	Address:
Offence Details (enter as many fields as you are ab	ole)
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
Deliverant	
the correct person is entitled to receive the informatio the <i>Information Act</i> (NT) and/or the Northern Territory this form is only used to identify the applicant for the p	es (NTPFES) is collecting this information to ensure that n requested. This collection is authorised or required by <i>Police Administration Act</i> . The information provided on urpose of providing the information requested. You have ormation held by NTPFES. For more information, please
This must be completed by the Receiving Officer b	efore forwarding to the Information Access Team
	and the state of t
Date application received:  Satisfied as to Identity of Applicant: Yes	
Basis of Satisfaction of Identity:	
	Payment Amount:
Signature of Receiving Officer:	



# NT Police, Fire and Emergency Services

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

Contact Us Information Access Team PO Box 39764

WINNELLIE NT 0821

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

#### 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

#### 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.