



DEPARTMENT OF PLANNING AND INFRASTRUCTURE

BUILDING CERTIFICATION – TRAVEL SUBSIDY

CLAIM FORM

Assistance with Costs for Travel to Regional and Remote Building Control Areas

To be eligible to claim this subsidy, you must have registered as a Claimant with Building Advisory Services Branch of the Department of Planning and Infrastructure. The completed claim form must be returned to:

**Building Advisory Services
Department of Planning and Infrastructure
GPO Box 1680
DARWIN NT 0801**

CLAIMANT DETAILS

Registered Claimant's Name		
Contact Name <i>If different from claimant</i>		
Contact Details	Phone	Fax
	Email	

Declaration

I, (*print name*) declare that:

- a) I have read and understood the Claim form including all the notes to it;
- b) I understand that, in offering a subsidy, the Government in no way warrants the work undertaken by me nor does the Government accept any liability for any accidents which may occur in the course of subsidised travel;
- c) I understand that I am responsible for maintaining my professional registration, the roadworthiness of my vehicles and to hold adequate insurances; and
- d) the details I have provided in the Claim Form are true and correct to the best of my knowledge.

Signature:

Date:

ACCOUNTABILITY

It is Government policy that the disbursement of public monies requires processes which are transparent and wholly accountable. You must list any and all inspections carried out in the course of the trip, regardless of whether these are eligible for the subsidy.

TRAVEL SUBSIDY SOUGHT

Please complete the following table providing details of the journey completed and odometer readings where required. For details of subsidy rates, please refer to the Table of Rates.

ACCOMMODATION DETAILS *(if accommodation subsidy claimed)*

If you are seeking additional subsidy for accommodation costs, your claim must include an explanation as to why overnight accommodation was required, together with receipt (accommodation does not include the cost of meals or beverages etc). If you stayed at more than one place of accommodation, separate details must be provided for each.

Dates of Stay	Check In	Check Out
Hotel/Motel etc	Name	Location
Amount Claimed	\$ (receipts attached)	
Reason Accommodation Required		