

BUILDING CERTIFICATION – TRAVEL SUBSIDY

## REGISTRATION FORM

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

In recognition of the additional costs associated with private building certification in regional and remote Building Control Areas (including Tennant Creek and Katherine), the Northern Territory Government has introduced a travel subsidy scheme. The subsidy is available for travel carried out from 1 July 2009 until 30 June 2011.

To be eligible for this subsidy, please complete and lodge this Registration Form with:

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

**CLAIMANT DETAILS**

*(May be a company or individual.)*

<b>Claimant</b>	Name	Registration No
<b>Contact Name</b> <i>If different from claimant</i>		
<b>Contact Details</b>	Name	
	Phone	Fax
	Email	
<b>Postal Address</b>		
<b>Certifiers included in this Registration</b> <i>(company only)</i>	Name	Registration No
	Name	Registration No
	Name	Registration No
	Name	Registration No



NTG GAS PAYMENT DETAILS - BUSINESS/COMPANY

With your letterhead or sample invoice signed and attached, please return this form to the Agency Authorising

AGENCY AUTHORISING PAYMENT - CONTACT DETAILS:

Department/Unit:
Name:
Phone: Fax:

BUSINESS/COMPANY TO COMPLETE:

Supplier's Name:
Company/Business Name:
ABN Number: Registered for GST?
Postal Address:
Suburb/City: State: Postcode:
Telephone No: Fax No: Mobile:
Email Address:

ELECTRONIC FUND TRANSFERS

The Northern Territory Government's preferred method of payment is Electronic Funds Transfer. This results in a more efficient and timely payment to suppliers. To enable payments to be effected in this manner please complete the following. Confirmation that the payment has occurred is faxed to the facsimile number detailed above.

Bank/Credit Society Details

Name of Financial Institution:
Bank account in the name/s of:
BSB number (branch number): Account number:

CREDIT CARD FACILITIES

Are you facilitated for credit card payments? Yes No

BUSINESS/COMPANY AUTHORIZATION

Privacy

The Department of Corporate and Information Services (DCIS) assists Northern Territory Government (NTG) Agencies in managing their tax and accounting needs. Information on this form is collected on behalf of NTG Agencies and maintained by DCIS who use the information to create a Payment Record. A Payment Record is required before payment can be made using Government Accounting System. NTG staff working in the accounting and purchasing areas of Government, the Australian Taxation Office, and the NTG's auditors have access to Payment Records. You may request access to your Payment Record by contacting DCIS Accounting Services on (08) 8999 1501 or (08) 8999 1693.

To be signed by Business/Company Representative, NOT authorising Agency.

I am authorised by the Business/Company to complete this form and the details specified in this document apply to any supply provided to the Northern Territory Government.

Signature: Date:
Name: Position:

NT GOVERNMENT USE ONLY

Authorising Agency Checklist

Please ensure the following items are attached to this form:

- Vendor Maintenance Request Form
Sample Invoice or Business/Company Letterhead
Additional Supporting Documentation

With the above paperwork, forward to:

Vendor and Compliancy Group - Accounting Services
Department of Corporate and Information Services
PO Box 1900, Palmerston NT 0831

Fax: (08) 8999 3488
Phone: (08) 8999 3438 or (08) 8999 4559

## WHAT IS THE SUBSIDY FOR?

The Northern Territory Government has introduced a subsidy to assist property owners in regional and remote building control areas with some of the costs associated with private certification. The subsidy is based on travel from the nearest centre where building certifiers are resident in connection with both existing and new buildings.

Where a building certifier engages an inspector who lives somewhere other than Darwin or Alice Springs, please contact Building Advisory Services for advice.

The subsidy will only apply to a reasonable number of inspections for each project. Re-inspections due to defective work or inspections resulting from failure to have work ready at the appointed time will not be subsidised. Further, the building certifier must make every endeavour to group inspections so that, where possible, several can be included during each subsidised trip. In particular this applies to inspections of buildings covered by the moratorium (ie existing buildings that are unauthorised or have incomplete certification).

In providing this subsidy, the Government in no way warrants the work undertaken by the building certifier nor does the Government accept any liability for any accidents which may occur in the course of subsidised travel. Building certifiers are responsible for maintaining their professional registration, the roadworthiness of their vehicles and holding adequate insurances.

## HOW MUCH IS THE SUBSIDY?

Whilst the property owner must pay inspection fees and any other costs associated with the actual building permit, the subsidy covers part of the costs associated with travel to and from remote locations.

The travel subsidy applies for travel related to inspections in **Tier 2 Building Control Areas** with the exception of Brewer Estate. The subsidy is based on an amount of \$2 per kilometre. Attached is a **Table of Rates** showing the amount which may be claimed. Whichever method the building certifier uses to travel to a given destination (ie by car or air), the rate of subsidy to that destination does not change.

Where appropriate, reasonable accommodation costs may also be claimed. The building certifier must provide receipts. Costs incurred for food and beverage are not covered by the subsidy.

## EXCEPTIONS TO THE \$2 KM FLAT RATE SUBSIDY

Where a building certifier travels to a location within the Highways Control Plan (HCP), he/she must state the distances travelled.

The Department has split the Territory into northern and southern regions (ie northern: Darwin to just north of Elliott and southern: Alice Springs to Elliott). By way of example, if a Darwin building certifier accepts work in Powell Creek (ie south of Elliott, so in the southern region), he or she will be entitled only to a subsidy for travel from Alice Springs to Powell Creek.

Borroloola is in a unique position, it is approximately 1,000 Km from Darwin so it is uneconomic to drive there. The **Table of Rates** lists a subsidy of \$3,500 which seeks to account for the fact that building certifiers are much more likely to travel there by air.

**WHAT IS NOT COVERED?**

The subsidy will NOT cover:

- inspections for single residential dwellings and associated sheds approved after 3 July 2006 (in Tier 2 areas, only a builder’s declaration is required to complete the certification);
- inspections in excess of the number stated on the building permit;
- re-inspections where work was found to be defective or was not ready at the arranged time;
- inspections on building work owned by Australian or Northern Territory Governments; and
- inspections on building work outside declared building control areas

**WHAT INFORMATION IS REQUIRED?**

The information required is detailed in the claim form.

If an additional subsidy for accommodation costs is sought, the claim must include an explanation as to why overnight accommodation was required, together with copies of receipts for the actual cost of accommodation (not including the cost of meals or beverages etc).

In accordance with Northern Territory Government policy the disbursement of public monies requires processes which are wholly accountable.

**HOW DO I MAKE A CLAIM?**

You must complete and submit a Claim Form. This form is available on the BAS website or from any BAS branch. Payments will be deposited directly into the nominated bank account.

<b>Declaration</b>	
<p>I, (print name) .....</p> <p>declare that:</p> <p>a) I have read and understood the Registration form including all the notes to it;</p> <p>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;</p> <p>c) I understand that I am responsible for maintaining my professional registration, the roadworthiness of my vehicles and holding adequate insurances; and</p> <p>d) the details I have provided in the Registration Form are true and correct to the best of my knowledge.</p>	
Signature: .....	Date: .....

## Table of Rates

Tier 2 – Building Control Areas	Kilometres (approx.)	Subsidy (per trip – not incl. accommodation)
<b>Darwin to:</b>		
• Adelaide River	110	\$440.00
• Batchelor	100	\$400.00
• Jabiru	260	\$1,040.00
• Katherine	320	\$1,280.00
• Katherine Gorge	350	\$1,400.00
• Larrimah	500	\$2,000.00
• Mataranka	420	\$1,680.00
• Namarada	150	\$600.00
• Pine Creek	225	\$900.00
• Timber Creek	600	\$2400.00
<b>Alice Springs to:</b>		
• Elliott	760	\$3,040.00
• Kings Canyon	230	\$920.00
• Tennant Creek	500	\$2,000.00
• Ti Tree	200	\$800.00
• Yulara	450	\$1,800.00
<b>Other destinations:</b>		
• Darwin to Borrooloola*	1,000	\$3,500.00
• Areas within the NT Highways Control Plan	per odometer reading	Rate of \$2 per Km

Tier 1 – Building Control Areas		
• Darwin	<i>excluded</i>	<i>excluded</i>
• Alice Springs	<i>excluded</i>	<i>excluded</i>
• Lake Bennett	<i>excluded</i>	<i>excluded</i>

Tier 2 – Building Control Area		
• Brewer Estate	<i>excluded</i>	<i>excluded</i>

\* The Borrooloola rate is an exception to the general rate.