

NORTHERN TERRITORY OF AUSTRALIA

Public Health Act

PUBLIC HEALTH (SHOPS, EATING HOUSES, BOARDING-HOUSES, HOSTELS AND HOTELS) REGULATIONS

APPLICATION FOR REGISTRATION AS THE PROPRIETOR OF A BOARDING-HOUSE

Name in Full of Proprietor _____

Postal Address _____

Name of Boarding-House _____

Previous Name of Boarding-House _____
(if name has changed in the last year)

Location of Boarding-House _____

Phone _____ Fax _____

Date _____

Signature of Applicant

	Living Rooms	Bedrooms	Bathrooms	Closets	Verandah Space
Available for Family					
Available for Boarders					
Totals					

Members of the proprietor's family -

Males	Females	Children under 7 years	Totals

I, _____, hereby declare that the above particulars are true in every particular, and I will comply with the provisions of the *Public Health Act* and the Public Health (Shops, Boarding-Houses, Hostels and Hotels) Regulations. I hereby apply for registration of my premises as a boarding-house under the said Regulations. The registration fee of \$100 / \$125 / \$150 / \$250 (delete whichever is inapplicable) is forwarded herewith in the form of a cash / cheque / postal order (GST exempt under Division 81 of the Commonwealth GST Act).

Note: Fees are based on the **number of bedrooms intended for boarders**, i.e. 2 to 10 bedrooms is \$100 p.a.; 11 to 20 bedrooms is \$125 p.a.; 21 to 40 bedrooms is \$150 p.a.; and 41 or more bedrooms is \$250 p.a.

Dated this _____ day of _____ 20____

Proprietor

OFFICE USE ONLY	
Comments _____	
Receipt number _____	Date paid _____
Recommended for registration:	Approved:
Environmental Health Officer	for Chief Health Officer
Licence No. _____	Issued on _____

**Please refer to attached Information Sheet for payment of fee:
*Payment Details for Environmental Health Registrations***

INFORMATION SHEET

No. 003

PAYMENT DETAILS FOR ENVIRONMENTAL HEALTH REGISTRATIONS

The Environmental Health Program charges fees (GST exempt under Division 81 of the Commonwealth *GST Act*) for Boarding House and Barber Shop registrations. These fees must be payable to the Northern Territory Government's 'Receiver of Territory Monies' (RTM) by one of the following methods:

PHONE

Payment by credit card (MasterCard, Bankcard and Visa credit cards only) can be made over the phone to the RTM (see RTM phone numbers below). Once a credit card payment has been made then please fax through a copy of the application form to the nearest Environmental Health office – see DHF contacts below) and state on the application how the payment was made. **Please request that the RTM records the name of the premises on the receipt.**

ONLINE PAYMENT

Environmental Health fees cannot be paid online.

POST

If posting your completed application to Environmental Health then include a cheque or money order made out to the 'Receiver of Territory Monies'.

IN PERSON

Cash, cheque (made out to the 'Receiver of Territory Monies') or credit card at the following Department of Business and Employment RTMs then post or deliver the completed application and RTM receipt to Environmental Health.

RTM LOCATIONS – DEPARTMENT OF BUSINESS AND EMPLOYMENT

CASUARINA

2nd Floor, Casuarina Plaza
258 Trower Rd, Casuarina
Phone:(08) 8922 7230

TENNANT CREEK

Government Centre
Peko Rd, Tennant Creek
Phone:(08) 8962 4666

KATHERINE

1st Floor, Government Centre
First St, Katherine
Phone:(08) 8973 8715

ALICE SPRINGS

1st Floor, Alice Springs Plaza
Todd Street Mall
Phone:(08) 8951 6491

NHULUNBUY

Arnhem Shopping Village
Arnhem Rd, Nhulunbuy
Phone:(08) 8987 0585

CONTACT DHF ENVIRONMENTAL HEALTH FOR MORE INFORMATION

GREATER DARWIN REGION & DARWIN RURAL

2nd Floor, Casuarina Plaza
258 Trower Rd, Casuarina
Phone:(08) 8922 7377
Fax: (08) 8922 7036

BARKLY

Health Development Building
Cnr Schmidt & Windley Sts,
Tennant Creek
Phone:(08) 8962 4302
Fax: (08) 8962 4420

KATHERINE

Ground Floor, O'Keefe
House
Katherine Hospital
Phone:(08) 8973 9061
(08) 8973 9062
Fax: (08) 8973 9063

CENTRAL AUSTRALIA

Mwerre House
60 Hartley St, Alice Springs
Phone:(08) 8955 6122
Fax: (08) 8952 5927

EAST ARNHEM

Community Health Building
Endeavour Square, Nhulunbuy
Phone:(08) 8987 0441
(08) 8987 0440
Fax: (08) 8987 0444