



NT Police, Fire and Emergency Services

CCTV Footage From City Safe Cameras Application Form

Contact Us

Information Access Team
PO Box 39764
WINNELLIE NT 0821

Telephone: (08) 8985 8926
police.information@nt.gov.au

Use this form if you are requesting to view or obtain a copy of CCTV footage taken from NT Police's City Safe Cameras.

This application form is **NOT** to be used when requesting CCTV footage that has been seized as part of an investigation. For further information in relation to your request, please do not hesitate to contact us.

An application fee of **\$115.00** will apply. If the footage is required for civil proceedings no fees will apply, however evidence of such proceedings will need to be included with the application.

Please note that most footage is only held for 30 days before being destroyed.

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

Your Name and Contact Details

Title (please circle): Ms / Mrs / Miss / Mr / Dr _____ Postal Address: _____
First Name: _____
Family Name: _____
Phone: (B/H) _____ (A/H) _____
Email: _____ Fax: _____

Preferred Form of Access (please tick relevant box)

- I wish to examine the information on NT Police, Fire and Emergency Services premises
 I would like a copy of the information sent to me

Application Fee - \$115.00 (please tick relevant box)

If you require this information for civil proceedings, there is no application fee.

- I attach a \$115.00 cheque / money order / receipt
 I require this footage for civil proceedings (please attach evidence of civil proceedings)

Details of Footage Required (enter as many fields as you are able)

PROMIS or ICAD Number: _____

Date of Incident: _____

Incident Time: _____

Description of Location: _____

Description of Incident Recorded (please include as much information as possible, so that our staff are able to locate the information you require):

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: _____

Photographic Identification of Applicant Attached: Yes

Evidence of Civil Proceedings Attached: Yes / No

Receipt Number: _____ Payment Amount: _____

Receiving Officer's Name & Position (please print): _____

Signature of Receiving Officer: _____

Northern Territory Police,
Fire and Emergency Services



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**CCTV Footage
From City Safe Cameras
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 – 166311

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 an application for CCTV Footage, with the general ledger code **16DGBA03 - 166311** 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.