

Biz Secure 2022 Individual Business Application Form

Form Preview

Business Details

* indicates a required field

The Biz-Secure Program ("Program") is intended to support Territory businesses to enhance the security of their premises against the risk of break-in. This initiative will also support the safety and security improvement sectors by requiring that businesses use other local businesses to carry out improvement works.

Important notes before you start

Eligible Recipient means a Territory Enterprise that:

- is a Territory Enterprise (either a for-profit or not-for-profit business); and
- is a legal entity (including a sole trader or partnership) trading under a business name registered in the NT that held and continues to hold a valid Australian Business Number (ABN); and
- is physically located in the Northern Territory, and
- services its customers or clientele from a shopfront premises or has at least one external publicly accessible entry/ exit point, and
- offers goods and/ or services to the public (and, in the case of a not-for-profit business enterprise it is a Not-for-Profit Organisation), and
- has no more than 100 persons engaged by the business (including any controlling entity/ies and including full-time and part-time proprietors and employees, including contract employees), and
- is an incorporated/ registered business, and
- holds a valid ABN in respect of the business, and
- if is a Not-for-Profit Organisation, is compliant and up to date with its legal obligations, and
- is not an Excluded Recipient.

Please refer to the [Terms and Conditions](#) for full details.

Applications received without all required documents will delay the assessment of your application.

You can save this application and come back to it at any time. You do not need to complete the form all at once.

Are you eligible?

I am an Eligible Recipient as defined under the Program Terms and Conditions *

- Yes No - ineligible - do not continue

This application is not submitted by anyone other than myself as the Eligible Recipient *

- Yes No - ineligible - do not continue

Do you service your customers or clientele from a shopfront premises? *

- Yes No

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Do you have at least one external publicly accessible entry/ exit point? *

- Yes No

I consent to my personal information being shared between/ with relevant NT Government and external agencies/ advisers/ bodies for the purposes of ascertaining and validating my eligibility under this program. *

- Yes No - ineligible - do not continue

Monitoring and evaluation of Biz Secure

These questions are for research and evaluation purposes only.

How did you hear about the Business Security Assistance Program *

- | | | |
|---|--|--|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> TV | <input type="checkbox"/> Friend/ family/ acquaintance |
| <input type="checkbox"/> Social media | <input type="checkbox"/> Radio | <input type="checkbox"/> Information from Security Auditor |
| <input type="checkbox"/> Internet search engine | <input type="checkbox"/> Press Release/ Announcement | <input type="checkbox"/> Other: <input type="text"/> |

Business/ organisation outlook: in the next 12 months, I expect business conditions to *

In the last 12 months, has your business been the subject of break-in(s)? *

- Yes No

How many times? *

- 1 2 3 4 5+

Estimated value of damage *

\$

Must be a dollar amount.

Applicant details

Are you an Aboriginal or Torres Strait Islander enterprise? *

- Yes No

Legal Entity Name/ Trustee Name/ Organisation Name *

Organisation Name

Legal entity name (not trading name). If a Trust, you must give the name of the Trustee of the Trust and attach a copy of the entire trust deed further below in this application form

Business Trading Name *

Can be the same as legal entity name

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Legal Entity Type *

- Company Sole Trader Trust Partnership Incorporated Association Aboriginal Corporation Not-for-Profit Organisation

If your entity is a trust you will need to provide details of who the trustee is

Incorporation Number

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Trust deed

If your Legal Entity is a **Trust**, you will need to upload a copy of the Trust Deed to provide confirmation of who your Trustee is.

Legal Entity name in the Business details section should be written as;

ABC Pty Ltd the trustee for ABC Family Trust

or

John Smith the trustee for ABC Family Trust

Please contact your accountant if you are unsure.

Upload copy of Trust Deed *

Attach a file:

Approval to participate

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Important note: if your organisation is not up to date with its legal obligations (AGM, annual return, etc.), your application will not be assessed until it is compliant.

Provide minutes of meeting approving Biz Secure application and security improvement works

Has the Board authorised works and co-contribution? *

Yes

No - ineligible

Evidence of approval by Board *

Attach a file:

Eg. Minutes of meeting or other relevant evidence.

Business contact details

The Department will use the below details to make contact with you, should we require anything further.

Phone Number *

Include area code if a landline. Must contain 10 characters eg 0889995511

Email *

Preferred email address for all written correspondence. If approved your voucher/s will be sent to this address

Website

Must be a URL.

Principal of the business contact details

Must be the principal of the business's contact details (owner, director, partner, chairperson of the Board).

Full name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position *

Phone number *

Include area code if a landline

Alternate phone number

Optional

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Email *

Must be an email address.

Eligible premises details

The eligible premises address MUST include shop/ office or unit numbers where applicable.

This MUST not be residential

Eligible premises address *

Address

The eligible premises address MUST include shop/ office or unit numbers where applicable

Do you own the eligible premises or are you a tenant with a lease agreement? *

I am the owner

I am a tenant

Evidence of ownership

Do you have evidence of ownership? *

Yes

No

Eg. rates notice etc.

Upload proof of ownership *

Attach a file:

Lease agreement

Upload lease agreement *

Attach a file:

Does your lease agreement state that you are allowed to carry out works to the premises (Landlord's permission)? *

Yes

No

If you answer 'no', you will need to upload your landlord's formal approval of the works.

Upload formal approval from the landlord to carry out works on the premises *

Attach a file:

Security Audit & Improvement Works 1

* indicates a required field

What is a Security Audit?

- A **Security Audit or CPTED Audit** means an audit of the Premises undertaken by a Security Audit Contractor that considers all aspects of the safety and security of the Premises within the broader environment where the Premises is located.
- As part of the Security Audit, the Security Audit Contractor will complete a detailed report which makes recommendations for Eligible Works to be carried out to the Premises.
- A Security Audit is required to be undertaken for all Eligible Works other than Standard Improvement Works.

Important note: If you are applying for works that require a security audit, this audit voucher will not count towards the maximum number of works allowed under your application.

Standard Improvement Works listed below do not require a security audit:

- Access door repairs
- Access door replacement with heavy-duty, secure alternatives
- Glass replacement with secure alternatives
- Lock works and hardware
- Lockable Fencing
- Roller shutters and associated works
- Security Screens
- Window replacement with more secure alternatives

Important: This application allows you to apply for your first voucher. For subsequent works, additional forms will be made available to you.

What are you applying for? (You can choose one of the following) *

- Standard improvement works only (as defined above); or
- Security audit (the recommendations in the audit report will determine the works you can apply for); or
- Your security audit has been completed in the last 12 months and you are applying for works in line with the report

Security Audit Voucher

Note:

- 1.If your business is assessed as an Eligible Recipient under the program, a registered security audit contractor will be nominated by the Department and a voucher issued to you.
- 2.Once a voucher has been issued to you, contact the security auditor and schedule a date and time for the audit to be conducted at your business premises.

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3. Once the audit is completed and the signed audit report has been provided to you, print out, sign and give this voucher to the security auditor as full payment of the invoice.
4. Contact the Biz Secure team and request that your application be re-opened so you can apply for the improvement works recommended by the auditor and submit quotations.

Upload the Security Audit Report *

Attach a file:

Improvement Works 1

The maximum grant amount is \$15,000. For details, refer to the terms and conditions.

Co-Contribution

- Standard Improvement Works or other works resulting from a Security Audit that physically fortify the business premises - 75% (Department) - 25% (Eligible Recipient) up to the maximum grant amount.
- All other vouchers will be issued for Eligible Works on a dollar-for-dollar co-contribution basis (50% - 50%) up to the maximum grant amount.

Important: You can only upload 1 quotation for one or more works from the lists below

Select the standard improvements for works 1 *

- | | |
|---|---|
| <input type="checkbox"/> Access door repairs | <input type="checkbox"/> Roller shutters and associated works |
| <input type="checkbox"/> Access door replacement with heavy-duty, secure alternatives | <input type="checkbox"/> Security screens |
| <input type="checkbox"/> Glass replacement with secure alternatives | <input type="checkbox"/> Window replacement with more secure alternatives |
| <input type="checkbox"/> Lockable Fencing | <input type="checkbox"/> None |
| <input type="checkbox"/> Lock works and hardware | |

You can select more than one.

Select the security improvements for works 1 *

- | | |
|--|--------------------------------|
| <input type="checkbox"/> CCTV | <input type="checkbox"/> Other |
| <input type="checkbox"/> Alarm systems | <input type="checkbox"/> None |
| <input type="checkbox"/> Securing stock of alcohol | |

If 'Other' works are selected, you MUST specify type of works in the box provided

Provide a short description of the other security improvements *

Word count:

Must be no more than 100 words.

CCTV

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Attach CCTV plan *

Attach a file:

Alarm systems

Attach a current floor plan *

Attach a file:

Securing stock of alcohol

Attach a copy of your current liquor licence *

Attach a file:

Attach a current floor plan showing the locations of all liquor stocks on the premises *

Attach a file:

Building Works - Important information

Applicants should note that if a building permit for the works is required by law, the recipient must obtain such permit and ensure the works are carried out strictly in accordance with its terms. You may need a building permit for renovations, alterations and extensions. An example of works that may require a building permit is the installation of roller shutters, windows, walls etc.

Refer to clauses [2.3](#) and [2.5](#) of the [Terms and Conditions](#) for further information.

Is a building permit required for the works? (eg. installation of roller shutters, windows and walls) *

Yes No

Building Certifiers are required to be registered in the Northern Territory, to check if your building certifier is registered, please visit the Builders Practitioners Board <http://www.ntlis.nt.gov.au/building-practitioners/>

I have engaged with a registered building certifier in the Northern Territory, and it has been confirmed that the proposed works will comply with the requirements under the Building Act (NT). *

Yes No

Upload evidence of engagement with a registered building certifier in the Northern Territory *

Attach a file:

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Works 1 Quotation

Works subtotal (excl. GST) GST amount

Works total (incl. GST)

	If the nominated business is not registered for GST, put \$0	This number/amount is calculated.

Are there rebates or other financial incentives included in the quote? *

Yes No

This can be solar rebates, government grants, etc.

Quotation number *

Include business quotation number

Is the supplied quotation itemised by type of works and show the labour component separately? *

Yes
 No - please source a compliant quotation before submitting

Attach itemised quotation *

Attach a file:

The quotation must have the correct business details and be fully itemised.

Nominated Service Provider

* indicates a required field

Nominated Service Provider for works 1 *

Organisation Name

Nominated Service Provider ABN (refer to your quotation) *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status

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Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type More information
ACNC Registration
Tax Concessions
Main business location

You are able to obtain their ABN from their quotation

Nominated Service Provider Business Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Nominated Service Provider Phone Number *

Must be an Australian phone number.

Nominated Service Provider Email Address *

Must be an email address.

Declaration

* indicates a required field

Unattested Declaration under the Oaths, Affidavits and Declarations Act

I (insert full name) *

Must be the Principal of the Business

solemnly and sincerely declare

- I am not submitting this application on behalf of another business/ organisation; and
- I have read, understood and agree to comply with the [Terms and Conditions](#) of the Business Security Assistance Program ("Biz Secure"/ "Program"); and
- I have read, understood and agree to the [Privacy Statement](#); and
- I understand and accept that Biz Secure is a **time-limited program**, that my application is **subject to funding** availability and that it may not be approved should there be no further funding available; and
- No offer of cashback or any other benefit (whether monetary or not) has been made to me, my business or any related third party as a condition of acceptance of a quotation given to for works undertaken on the premises during the course of the Program; and

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- My Business/ organisation is an Eligible Recipient as per the [Terms and Conditions](#); and
- No security audit or improvement works will commence/ have commenced before my application has been approved and a voucher issued to me by the Department; and
- I understand some business/ organisation and contact information that I give to the Department as part of this application may be listed publicly and I acknowledge the disclaimer regarding how the information I provide will be stored and used; and
- My business/ organisation meets and will continue to meet all its legal obligations throughout the Program; and
- By completing this declaration I confirm that my business is not under external administration or in liquidation, is not insolvent and I have no reason to believe that it will become insolvent during the course of the program; and
- My business/ organisation is not currently being investigated by any law enforcement agency for fraud, or by NT Worksafe or Licensing NT for non-compliance; and
- I understand and agree that the Department will conduct any due diligence it deems necessary to ascertain that my business/ organisation is an Eligible Recipient as defined in the [Terms and Conditions](#), including but not limited to site and spot audits; and
- I will advise the Department immediately if any details relating to my business/ organisation change during the course of the Program; and
- I am a Principal of the Business/ organisation and I am duly authorised to make this Declaration

This declaration is true and I know that it is an offence to make a declaration that is false in any material particular. *

(Yes)

This declaration is made at *

place, eg. Darwin

Name *

Title First Name Last Name

Must be the Principal of the Business

Date of birth *

Must be at least 18 years old

Position held *

Director/ Owner/ NFPO organisation office bearer

Date of declaration *