

# Individual Business Grant Application form - Biz Secure

## Form Preview

### Are you eligible?

\* indicates a required field

**IMPORTANT NOTE: Biz Secure is a time-limited program and your application is subject to funding availability. Once the program funding has been fully committed, no further applications will be assessed, even if they have already been submitted. For details, refer to the [Terms and Conditions](#).**

Territory businesses/ Not For Profit Organisations are able to make a range of permanent security improvements that reduce the risk and incidence of break-ins to their premises.

In addition to the cost of the Mandatory Security Audit, For individual business applicants, up to \$18,000 will be available in contribution toward the cost of eligible works on the basis that the program will contribute the first \$8,000, and the eligible recipient matches dollar-for-dollar the contribution sought from the program thereafter.

The works undertaken on each premises will vary depending on individual circumstances and the outcomes of the mandatory security audit. Works must be aimed at reducing the risks and incidences of break-ins.

The department reserves the right to conduct an audit at any time before, during and after approval of works or before, during and after redemption or attempted redemption of a voucher, as well as within twelve months after the program ends.

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

#### **Your Application for a grant is in two-steps:**

##### **Step 1: Apply for the Mandatory Security Audit**

- Fill out Pages 1-4
- Disregard pages 5-9
- Click Submit on the final page marked "Submit and Review". (You can use the left hand navigation bar to shortcut to the final page)

##### **Step 2: Once the Security Audit has been completed and you have received the Audit Report**

- Contact us at [bizsecure@nt.gov.au](mailto:bizsecure@nt.gov.au) to have this application form re-opened to apply for the actual improvement works
- Fill out Pages 5 onwards depending on the number of improvements jobs you are applying for
- Click Submit on the final page marked "Submit and Review". (You can use the left hand navigation bar to shortcut to the final page)

**My business/ organisation is either: (a) duly incorporated under an Act of the Northern Territory or the Commonwealth; or (b) a sole trader or partnership operating pursuant to a Northern Territory registered Business Name \***

- Yes
- No - Ineligible: do not proceed

**My business/ organisation is physically located in the Northern Territory \***

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- Yes
- No - Ineligible: do not proceed

**My business/ organisation services its customers from a shopfront premises or has at least one external publicly accessible entry / exit point \***

- Yes
- No - Ineligible: do not proceed

**My business/ organisation has fewer than 100 persons engaged in it (including directors, principals, etc.) \***

- Yes
- No - Ineligible: do not proceed

**Number of persons engaged by the business/ organisation (including any controlling entity/ies and including full-time and part-time proprietors and employees, including contract employees) \***

Must be a number.

**Not For Profit Organisation is compliant with Licensing NT and/ or ACNC requirements \***

- Yes
- No - Ineligible: do not proceed
- Not Applicable

Not For Profit Organisations must ensure they are compliant prior to submitting their application, including lodgement of required documents under relevant legislation

**Hold a valid ABN in respect of the business issued prior to the date of this application \***

- Yes
- No - Ineligible: do not proceed

**My business/ organisation is not an Excluded Recipient as defined in the terms and conditions \***

- Yes
- No - Ineligible: do not proceed

Please see Clause 2.2 of the terms and conditions for a full list of excluded recipients (link is at the top of this page). If you are unsure, please email us at [bizsecure@nt.gov.au](mailto:bizsecure@nt.gov.au) and we will reply/ call you to discuss

**I understand and accept that my business/ organisation information will be shared between relevant NT Government agencies for the purposes of assessing my eligibility under this program \***

- Yes
- No - Ineligible: do NOT proceed

**Do you own or lease your premises? \***

- My business/ organisation owns the premises
- My business/ organisation leases the premises

**Note:**

**You can save this application and come back to it at anytime.**

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**You do NOT need to complete the form all at once.**

**If you lease the premises, provide your current lease agreement. \***

Attach a file:

**If you lease the premises, provide a letter of permission from your landlord to carry out security improvement works (if it is not specified in the lease). \***

Attach a file:

**If your organisation is a not for profit, provide a letter from the committee permitting the works. \***

Attach a file:

Letter must be signed by a committee member.

## Monitoring and evaluation of the Business Security Assistance Program

These questions are for research and evaluation purposes only. Your answers are not used as part of your registration and will remain confidential.

**In which region are you located? Please choose from drop-down menu below \***

**How did you hear about the Business Security Assessment Program \***

- Newspaper
- Social media
- Internet search engine
- TV
- Radio
- Press Release/ Announcement
- Friend/ family/ acquaintance
- Information from Security Auditor
- Other:

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

- Improve substantially
- Improve somewhat
- Stay about the same
- Worsen somewhat
- Worsen considerably

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### Applicant Business/ Organisation Details

\* indicates a required field

#### Legal Entity 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

#### Trading Name/ Business Name \*

Can be the same as legal entity name

#### Legal Entity Type \*

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

#### If your legal entity is the trustee of a trust, attach the entire trust deed here

Attach a file:

#### 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

#### Incorporation Number

Not For Profit Organisation only

#### Postal Address \*

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## Form Preview

Address

  

Suburb State Postcode

  

Must be an Australian postcode.

### **Physical Address of business/ organisation \***

Address

  

Suburb State Postcode

  

Must be an Australian postcode.

### **Applicant Primary Website**

Must be a URL.

## Contact person

This will be the person responsible for the application.

### **Applicant Contact \***

Title First Name Last Name

  

### **Position \***

### **Phone Number \***

Must be an Australian phone number.

### **Email \***

Must be an email address.

## Your application

\* indicates a required field

This application is in 2 steps

# Individual Business Grant Application form - Biz Secure

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**Step 1:** Apply to confirm eligibility and receive a voucher for the Mandatory Security Audit

- Fill out Pages 1-4
- Disregard Pages 5-10
- Click Submit on the final page marked "Submit and Review". (You can use the left hand navigation bar to shortcut to the final page)

**Step 2:** Once the Security Audit has been completed and you have received the Audit Report

- Contact us at [bizsecure@nt.gov.au](mailto:bizsecure@nt.gov.au) to have this application form re-opened to apply for the actual improvement works
- Fill out Pages 5 onwards depending on the number of improvements jobs you are applying for
- Click Submit on the final page marked "Submit and Review". (You can use the left hand navigation bar to shortcut to the final page)

## Category of Application

**Maximum Eligible Amount** for an Individual Business/ Organisation, means the sum of \$20,000 (exclusive of GST) made up as follows:

- \$2,000 in contribution toward the cost of the mandatory Security Audit; and
- Up to \$18,000 in contribution toward the cost of up to four (4) Contracts for Eligible Works (in addition to the mandatory Security Audit) on a dollar-for-dollar matching basis as per [terms and conditions](#).

**Which category will you be applying for on this occasion? \***

- Mandatory Security Audit (Step 1 - This is the first time I am applying)
- Security Improvements (Step 2 - I have received a Security Audit Report and am applying for security improvement Works)

NOTE: if you have not had your premises audited or received your audit report yet, only choose 'Mandatory Security Audit'

## Step 1: Mandatory Security Audit

\* indicates a required field

### Mandatory Security Audit

**NOTE: THERE IS NO OBLIGATION TO FILL OUT THIS PART. YOU CAN STILL SUBMIT YOUR APPLICATION WITHOUT NOMINATING AN AUDITOR.**

If you are nominating a security audit contractor, please enter their details below.

**Registered** security audit contractor details are available at [bizsecure.nt.gov.au](http://bizsecure.nt.gov.au).

**If you do not wish to nominate an auditor, leave this part blank and we will nominate an auditor on your behalf. Continue to the declaration at the bottom of this page to submit your application.**

### Security Audit Contractor details - Business Name

Organisation Name

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### 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Business Address

Address

  

Suburb State Postcode

  

Must be an Australian postcode.

### Phone number

Must be an Australian phone number.

### Email

Must be an email address.

Step 1 Declaration (Security Audit): Unattested Declaration under the Oaths, Affidavits and Declarations Act

I (insert full name) \*

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### solemnly and sincerely declare

- I have read, understood and agree to comply with the [Terms and Conditions](#) of the Business Security Assistance Program ("Biz Secure"/ "Program")
- I have read, understood and agree to the [Privacy Statement](#).
- 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;
- My Business/ organisation is an Eligible Recipient as per the [Terms and Conditions](#);
- My Business/ organisation has been operating in the Northern Territory for at least 6 months;
- My Business/ organisation engages no more than 100 people;
- I understand that approved works must be completed within 3 months of the date of issue of the voucher;
- I understand the processes contained in the [Terms and Conditions](#), including the Northern Territory Government's 30-day payment terms, which may vary around public holidays, End of Financial Year and other shut-down periods;
- I understand the dispute resolution processes and agree to indemnify the Northern Territory Government and the Security Audit Contractor against any loss or damages sustained under or in connection to works undertaken as part of Biz Secure;
- 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;
- My business/ organisation meets and will continue to meet all its legal obligations throughout the Program;
- I agree that works must not commence until my application has been approved and a voucher(s) issued by the Department;
- 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;
- My business/ organisation is not currently being investigated by any law enforcement agency for fraud, NT Worksafe or Licensing NT non-compliance;
- 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;
- I will advise the Department immediately if any details relating to my business/ organisation changes during the course of the Program;
- 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

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Date of birth \*

Must be a date.

### Position held \*

Director/ Owner/ NFPO organisation office bearer

### Date of declaration \*

Must be a date.

## Submit your Audit application now

This is a 2-step application process. If you are applying for the 1st time and are required to have a Mandatory Security Audit conducted on your business/ organisation and have filled all details up to this point, please **GO TO THE FINAL PAGE MARKED "Submit and Review"**. (You can use the left hand navigation bar to shortcut to the final page). **Click on the submit button.**

## Step 2: Security Improvement Works

\* indicates a required field

Only to be completed once the Mandatory Security Audit report has been received by us

This section is only able to be completed when you have been approved for Step 2.

### Overall scope and cost of work

In this section, list all works you intend to apply for in this application. If using multiple contractors, upload each quote separately in the following pages.

The maximum value of the grant for improvements is \$18,000 in contribution toward the cost of up to four (4) Contracts for Eligible Works on a dollar-for-dollar matching basis. There is no limit to the total value of the works.

**Please note:** Works must not commence until the application has been approved.

### Please upload the Mandatory Security Audit Report here \*

Attach a file:

If you have not had a Security Audit done yet, you need to first apply for this by completing PHASE 1 of this application and submitting

### Total cost of your proposed works (EXCLUDING GST) \*

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\$

Must be a dollar amount.

This is the sum of all the jobs (if more than 1) you intend to complete at your premises. Details will be provided in the following sections.

### Value of goods/ materials (EXCLUDING GST) \*

\$

### Value of remainder, including labour (EXCLUDING GST) \*

\$

Must be a dollar amount.

### Expected start date \*

Must be a date.

If there are more than 1 job, this is the expected start date of the 1st job. Works must not commence before this application is approved.

### Expected completion date \*

Must be a date.

If you are applying for more than 1 job, this is the expected completion date of the last job.

### Select works being carried out under this application \*

- |  |   |
|--|---|
| <input type="checkbox"/> Bollards                    | <input type="checkbox"/> Monitoring systems                     |
| <input type="checkbox"/> Cabling/ electrical         | <input type="checkbox"/> Roller doors/ shutters                 |
| <input type="checkbox"/> Electronic security systems | <input type="checkbox"/> Security screens                       |
| <input type="checkbox"/> Fencing                     | <input type="checkbox"/> Signage                                |
| <input type="checkbox"/> Gates                       | <input type="checkbox"/> Window dressing (blinds/ curtains)     |
| <input type="checkbox"/> Landscaping                 | <input type="checkbox"/> Windows - Glazier                      |
| <input type="checkbox"/> Lighting                    | <input type="checkbox"/> Other structural security improvements |
| <input type="checkbox"/> Locksmith services          |   |

### Provide a short description of planned works \*

Word count:

Must be no more than 100 words.

## 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.

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**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

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/>

**Please upload evidence of engagement with a registered building certifier in the Northern Territory \***

Attach a file:

## Details of Security Improvement Works

You are able to carry out up to 4 different security improvement works at your premises.

You will need to complete a business nomination for each scope of works being undertaken as part of the Business Security Program.

**How many jobs do you intend to apply for \***

You can choose up to 4 jobs and you will need to complete nominated business details for each works.

## Works 1 - Nominated Business

\* indicates a required field

**Nominated business 1 that will be carrying out your work \***

Organisation Name

**Nominated business 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
Entity type
Goods & Services Tax (GST)

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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 business address \*

Address

  

Suburb State Postcode

  

### Nominated business phone number \*

### Nominated business email \*

### Cost of works 1 (EXCLUDING GST) \*

\$

Must be a dollar amount

### Quotation number 1 \*

Include business quotation number

### Value of goods/ materials (EXCLUDING GST) \*

\$

Must be a dollar amount

### Value of remainder, including labour (EXCLUDING GST) \*

\$

Must be a dollar amount

### Preferred Business Works 1: Itemised quotation attached \*

Attach a file:

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

### If works are for CCTV, provide a CCTV location plan showing the direction/ areas covered

Attach a file:

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### For Works 1: Are you receiving/ eligible for rebates or other financial incentives \*

- Yes  
 No

This can be solar rebates, government grants, etc.

### Provide details of any rebate/ other incentive if applicable

### Rebate/ incentive value

\$

Must be a dollar amount.

## Works 2 - Nominated Business

\* indicates a required field

### Nominated business 2 that will be carrying out your work \*

Organisation Name

### Nominated business 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	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Nominated business street address \*

Address

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Suburb State Postcode

Must be an Australian post code.

### **Nominated business phone number \***

Must be an Australian phone number.

### **Nominated business email \***

Must be an email address.

### **Cost of works 2 (EXCLUDING GST) \***

\$

Must be a dollar amount.

### **Quotation Number 2 \***

Include business quotation number

### **Value of goods/ materials (EXCLUDING GST) \***

\$

Must be a dollar amount.

### **Value of remainder, including labour (EXCLUDING GST) \***

\$

Must be a dollar amount.

### **Preferred Business Works 2: Itemised quotation attached \***

Attach a file:

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

### **If works are for CCTV, provide a CCTV location plan showing the direction/ areas covered**

Attach a file:

### **For Works 2: Are you receiving/ eligible for rebates or other financial incentives \***

Yes

No

This can be solar rebates, government grants etc

### **Provide details of any rebate/ other incentive if applicable**

# Individual Business Grant Application form - Biz Secure

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### Rebate/ incentive value

\$

Must be a dollar amount.

## Works 3 - Nominated Business

\* indicates a required field

### Nominated business 3 that will be carrying out your work \*

Organisation Name

### Nominated business 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	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Nominated business street address \*

Address

Suburb   State   Postcode

    

Must be an Australian post code.

### Nominated business phone number \*

Must be an Australian phone number.

### Nominated business email \*

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Must be an email address.

## **Cost of works 3 (EXCLUDING GST) \***

\$

Must be a dollar amount.

## **Quotation number 3 \***

Include business quotation number

## **Value of goods/ materials (EXCLUDING GST) \***

\$

Must be a dollar amount.

## **Value of remainder, including labour (EXCLUDING GST) \***

\$

Must be a dollar amount.

## **Preferred Business Works 3: Itemised quotation attached \***

Attach a file:

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

## **If works are for CCTV, provide a CCTV location plan showing the direction/ areas covered**

Attach a file:

## **For Works 3: Are you receiving/ eligible for rebates or other financial incentives \***

- Yes  
 No

This can be solar rebates, government grants etc

## **Provide details of any rebate/ other incentive if applicable**

## **Rebate/ incentive value**

\$

Must be a dollar amount.

## Works 4 - Nominated Business

\* indicates a required field

## **Nominated business 4 that will be carrying out your work \***



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Organisation Name

**Nominated business 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	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

**Nominated business street address \***

Address

  

Suburb State Postcode

  

Must be an Australian post code.

**Nominated business phone number \***

Must be an Australian phone number.

**Nominated business email \***

Must be an email address.

**Costs of works 4 (EXCLUDING GST) \***

\$

Must be a dollar amount.

**Quotation number 4 \***

Include business quotation number

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**Value of goods/ materials (EXCLUDING GST) \***

\$

Must be a dollar amount.

**Value of remainder, including labour (EXCLUDING GST) \***

\$

Must be a dollar amount.

**Preferred Business Works 4: Itemised quotation attached \***

Attach a file:

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

**If works are for CCTV, provide a CCTV location plan showing the direction/ areas covered**

Attach a file:

**For Works 4: Are you receiving/ eligible for rebates or other financial incentives \***

Yes

No

This can be solar rebates, government grants etc

**Provide details of the rebate/ other incentive if applicable**

**Rebate/ incentive value**

\$

Must be a dollar amount.

## Step 2 -Declaration: Improvement Works

\* indicates a required field

Unattested Declaration under the Oaths, Affidavits and Declarations Act

**I (insert full name) \***

**solemnly and sincerely declare**

- I have read, understood and agree to comply with the [Terms and Conditions](#) of the Business Security Assistance Program ("Biz Secure"/ "Program");
- I have read, understood and agree to the [Privacy Statement](#);
- 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;

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- The Mandatory Security Audit has been completed and is attached to this application;
- No offer of cashback or any other benefit (whether monetary or not) has been made to me, my business/ organisation 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;
- My business/ organisation is an Eligible Recipient as per the [Terms and Conditions](#);
- My business/ organisation has been operating in the Northern Territory for at least 6 months;
- My business/ organisation engages no more than 100 people;
- I understand that approved works must be completed within 3 months of the date of issue of the voucher;
- I understand the dispute resolution processes and agree to indemnify the Northern Territory Government and the Security Audit Contractor against any loss or damages sustained under or in connection to works undertaken as part of Biz Secure;
- 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;
- My business/ organisation meets and will continue to meet all its legal obligations throughout the Program;
- I agree that works must not commence until my application has been approved and a voucher(s) issued by the Department;
- 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;
- My business/ organisation is not currently being investigated by any law enforcement agency for fraud, NT Worksafe or Licensing NT non-compliance;
- 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;
- I will advise the Department immediately if any details relating to my business/ organisation changes during the course of the Program;
- 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

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Date of birth \***

Must be a date

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**Position Held**

Director/ Owner/ NFPO organisation office bearer

**Date of declaration \***

Must be a date