



Application for access Local Court Buildings, Northern Territory

Email: Listings.Registrar@nt.gov.au
cc: courtOfficers.doj@nt.gov.au
operations.localcourt@nt.gov.au

You MUST return all pages via email

Organisation Details			
Company Name			
Postal Address			
Description of Organisation			
Contact Officer		Email	
Phone		Mobile	
Date of Access		Time	
Reason for Access			
Is prior access required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Estimated persons attending names (if known)	
OFFICE USE ONLY			
<input type="checkbox"/> APPROVED	Signature		
<input type="checkbox"/> NOT APPROVED	Date		
<input type="checkbox"/> ROOM CONFIRMED	Venue/room hire		
<input type="checkbox"/> HALF DAY <input type="checkbox"/> FULL DAY			

In signing this application, I/we undertake to pay the cost of the afterhours security and if applicable any other cost as listed below.

The Local Court reserves the right to cancel a booking at short notice if the approved area requested by the applicant is required by the court.

Payment Details	Venue/Room hired				
	Fees				
Name					
Card number		EXP		CCV	
Signature		Date			

CATERING: Any required catering will need to be sourced from other locations. We are not able to recommend private companies, but will require that any arrangements are made in consultation with the Registrar.

SECURITY: After hours' security will be charged at \$50 per hour outside normal hours Monday to Friday and Saturday, \$65 per hour on Sunday and \$80 per hour on a public holiday. (After hours includes: Monday to Friday after 5:00pm, weekends and public holidays).

General Service Fees (Inc. GST)

General Fees	Fee (\$)	
Air-conditioning (after hours only) - per hour	65.00	<input type="checkbox"/>
General Services (*Min 1 hr.) – per hour	33.00	<input type="checkbox"/>
Court Officer (*Min 1 hr.) – per hour	33.00	<input type="checkbox"/>
Cleaning (*min 1 hr.) – Per hour	65.00	<input type="checkbox"/>
Security – Per hour (4 hr. min may apply if standalone shift required)	65.00	<input type="checkbox"/>

Court Hire – Darwin Local Court (Inc. GST)

Courtroom venue hire	Fee (\$)	
Scheduling fee - per booking	33.00	<input type="checkbox"/>
Amendment/cancellation fee - per change	33.00	<input type="checkbox"/>
Court room hire – half day	400.00	<input type="checkbox"/>
Court room hire - full day	600.00	<input type="checkbox"/>
Civil conference room hire - half hour	200.00	<input type="checkbox"/>
Civil conference room hire - full day	300.00	<input type="checkbox"/>
Vulnerable witness room hire – half day	150.00	<input type="checkbox"/>
Vulnerable witness room hire – full day	250.00	<input type="checkbox"/>
ACICA conference room hire – half day	400.00	<input type="checkbox"/>
ACICA conference room hire – full day	600.00	<input type="checkbox"/>
After hours room hire (5.00pm–8.00am, Monday to Friday) - additional fee per hour	100.00	<input type="checkbox"/>
After hours room hire (weekends or public holidays) - additional fee per hour (minimum of two hours)	129.00	<input type="checkbox"/>
Special function room hire (Foyer) – half day * (not available during court hours).	775.00	<input type="checkbox"/>
Special function room hire (Foyer) – full day * (not available during court hours).	1550.00	<input type="checkbox"/>

Videoconferencing Facilities (Inc. GST)

Videoconferencing hire	Fee (\$)	
Scheduling fee - per booking per site	33.00	<input type="checkbox"/>
Amendment/cancellation fee - per change per site	33.00	<input type="checkbox"/>
Room and equipment hire - per hour	252.00	<input type="checkbox"/>
After hours (5.00pm–8.00am, Monday to Friday) - additional fee per hour	99.00	<input type="checkbox"/>
After hours (weekends or public holidays) - additional fee per hour (minimum of two hours)	130.00	<input type="checkbox"/>

Court Hire – Regional (Inc. GST)

Courtroom venue hire * (fee per full day)	Fee (\$)	
Scheduling fee - per booking	33.00	<input type="checkbox"/>
Amendment/cancellation fee - per change	33.00	<input type="checkbox"/>
Alyangula – court room hire	300.00	<input type="checkbox"/>
Nhulunbuy – court room hire	300.00	<input type="checkbox"/>
Katherine – court room hire	400.00	<input type="checkbox"/>
Katherine - hearing room hire	400.00	<input type="checkbox"/>
Katherine - Special function room hire (Foyer)	900.00	<input type="checkbox"/>
Jabiru – Court room hire	300.00	<input type="checkbox"/>