



## Permit Administration System (PAS)

NLC's Permit Administration System (PAS) enables applicants to submit permit applications and to manage their permits and contact details online. Further functions will be added over time. To use the online system, applicants create an account in PAS by registering with an email and password that protects their information.

## Permit Application Form

Alternatively, applicants can complete this form and email it to [permits@nlc.org.au](mailto:permits@nlc.org.au) and NLC will manage your PAS account for you. You may activate your account at a later date.

## Permit Application Pack

This pack contains:

- |                                     |        |
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| 1. Terms of Use for PAS             | Page 1 |
| 2. Permit Application Form          | Page 3 |
| 3. Travel Declaration (Covid-19)    | Page 4 |
| 4. Further Conditions(Covid-19)     | Page 6 |
| 5. Standard and Specific Conditions | Page 7 |

Please tick this box if you agree to your personal details being managed in PAS.

Please tick this box if you agree to the PAS Terms of Use

## PAS Terms of Use

1. You will use NLC systems for the purposes for which they are intended and abide by any conditions of use.
2. All information held within the PAS is the property of NLC or acknowledged third parties and protected by copyright. Unauthorised usage or access to NLC information is strictly prohibited.
3. Your personal information can be viewed and updated by you via your secure PAS log-on.
4. You will keep private and confidential any passwords or other methods of accessing secure NLC systems and not disclose them to others. You will seek to change your NLC passwords should you suspect security to the system or your information is compromised and notify NLC accordingly.

## Permit Conditions

Permit conditions are a critical part of your permit and NLC will revoke permits where you, or members of your party, breach those conditions.



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1. Standard Conditions: The Standard Conditions (listed on page 7 & 8) apply to all permits issued by the Northern Land Council (NLC) unless they are contrary to a law of the Northern Territory or Commonwealth, or a Specific or Further Condition of this permit (in which case the Specific or Further Condition applies).
2. Specific Conditions: There are Specific Conditions for work, transit and residential permits that override the Standard Conditions. There also Specific Conditions for some locations.
3. Further Conditions: During the consideration process, traditional Aboriginal owners or the NLC may stipulate Further Conditions. Your entry onto Aboriginal land constitutes your acceptance of these conditions.

Permit Conditions are listed on your issued permit, and are highlighted on page 6, 7 and 8.

For clarification on any matters relating to your application, contact Northern Land Council via [permits@nlc.org.au](mailto:permits@nlc.org.au) or phone NLC on 1800 645 299.



# Permit Application Form

Issued under the *Aboriginal Land Act (NT) 1978*

- Please answer all questions unless stated otherwise (if provided space is insufficient an attachment is acceptable).
- Permits will not be processed without the relevant information.
- Processing the application may take up to 10 working days.

*Note: There are supplementary forms for research and media/filming purposes and the processing times can be longer.*

## I apply for permission to enter and remain on Aboriginal land or sea adjoining Aboriginal Land.

1. **Principal Applicant's Name:** *(including others accompanying the applicant)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **Principal Applicant's Address :**

Street: \_\_\_\_\_

Suburb/Town: \_\_\_\_\_

3. **Postal Address:**

\_\_\_\_\_  
\_\_\_\_\_

4. Phone Business Hours: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

5. Email Address: \_\_\_\_\_

6. **Please supply specific details for the purpose of entry:** *(i.e. type of activities)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. **Are you applying for a WORK permit?**

- Yes *continue with number 8*  
 No *go to number 11*

8. **Organisation / Company:**

\_\_\_\_\_

9. **Position held:** \_\_\_\_\_

10. **Government Contract No:** \_\_\_\_\_

**NLC Mining or s19 Agreement No:** \_\_\_\_\_

11. **Accommodation details:** *\*(please refer below)*

Community Resident  Invited Visitor

Tourist  Commercial  Other

12. **Areas to be entered:** *(please provide exact locations and dates)*

Destination 1: \_\_\_\_\_

Entry:  Exit:

Destination 2: \_\_\_\_\_

Entry:  Exit:

13. **Method of Transport:**

Vehicle  Vessel  Aircraft

Make & Model: \_\_\_\_\_

Reg. No: \_\_\_\_\_ State: \_\_\_\_\_

Colour: \_\_\_\_\_

14. **Indicate where permit will be collected from:**

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Darwin       | <input type="checkbox"/> Borroloola    |
| <input type="checkbox"/> Nhulunbuy    | <input type="checkbox"/> Tennant Creek |
| <input type="checkbox"/> Timber Creek | <input type="checkbox"/> Jabiru        |
| <input type="checkbox"/> Katherine    | <input type="checkbox"/> Ngukurr       |

15. **Proposed date when permit will be collected:**

**Applicant's Signature:** \_\_\_\_\_

Date Signed:

**Traditional Owner's Approval:**  Yes  No  
**Permit Delegate's Signature:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

*\*Point 11. For verification purposes, please provide accommodation details, contact name & number of who you are visiting in the community.*

For all permit enquiries, please contact the relevant office, phone 1800 645 299, or email [permits@nlc.org.au](mailto:permits@nlc.org.au)

<b>Darwin</b> (Head Office) PO Box 1222 45 Mitchell Street, Darwin NT 0801 Phone: (08) 8920 5100 Fax: (08) 8920 5255	<b>Jabiru</b> (West Arnhem) Unit 3 Government Building Flinders St, Jabiru NT 0886 Phone: (08) 8938 3000 Fax: (08) 8979 2650	<b>Katherine</b> (South Region) PO Box 396 5/29 Katherine Terrace, Katherine NT 0851 Phone: (08) 8971 9899 Fax: (08) 8972 2190	<b>Nhulunbuy</b> (East Arnhem) PO Box 820 Endeavour Square, Nhulunbuy NT 0881 Phone: (08) 8986 8500 Fax: (08) 8987 1334
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# Travel Declaration

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Due to the ongoing COVID-19 Pandemic, NLC is taking additional measures to “stop the spread” and protect vulnerable Communities. All persons seeking permission to access Aboriginal land and waters must complete this form. You must attach a completed and signed Travel Declaration to your permit application for each person(s) that is seeking permission to enter Aboriginal Land.

## Person Details

First Name:

Last Name:

**Photo/scan of my license or photo ID is uploaded in the Permit System?**

Yes

No

## Visitor Declaration

I hereby declare that:

- I have not been in a lockdown area, hot spot or exposure site declared anywhere in Australia, or entered Australia from overseas, in the past 14 days.
- I have not been in close contact with a confirmed coronavirus disease 2019 (COVID- 19) case in the past 14 days.
- I have not developed respiratory illness (with or without fever) or severe pneumonia where there is no clear cause.

## Visitor Disclosure

Help keep our communities safe:

- If you have been in a lockdown area, hot spot or exposure site declared anywhere in Australia, or entered Australia from overseas, in the last 14 days, you must disclose details of prior travel and any isolation and quarantine arrangements required by the Northern Territory Government. If relevant, please upload your NT Border Entry Form.
- If you had any respiratory illness (with or without fever) or contact with a confirmed coronavirus (Covid-19) case within the last 21 days, you must disclose when and where the illness/contact was, and under what circumstances. If relevant, please upload your Covid-19 test results.

**Enter your Disclosure here**

Signature

Date



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## Further Conditions (Covid-19)

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### Further Conditions (to minimise exposure)

You agree that:

1. You will take reasonable steps to minimise the extent to which anyone else in the area is exposed to you.
2. You must at all times comply with any relevant directions from the Chief Health Officer and SecureNT.
3. If you begin to present symptoms consistent with the coronavirus disease 2019 (COVID-19) (i.e. sore throat, headaches and fever), or come into contact with a person who has, or is suspected to have, COVID -19:
  - i) You must immediately notify the relevant Permit Officer at the Northern Land Council by emailing [permits@nlc.org.au](mailto:permits@nlc.org.au);
  - ii) The permit is immediately revoked and you must not travel to or remain on Aboriginal land;
  - iii) If you are already on Aboriginal Land, you must immediately notify the Department of Health - Pandemic Clinic on 8922 8044 and take all necessary and reasonable steps to leave Aboriginal land with minimal interaction with any other person, and keep a record of all persons you have interacted with and places you visited; and
  - iv) You must not approach any local remote community health care centre without first contacting the centre via telephone and speaking to a health professional.
4. If you travel overseas or to a lockdown area, hotspot or exposure site declared anywhere in Australia, your permit is immediately revoked and you must notify the relevant Permit Officer at the Northern Land Council.
5. When travelling on Aboriginal land, you must:
  - i) Travel to your destination using the most direct and efficient route; and
  - ii) Not make any additional or unnecessary stops.
6. When on Aboriginal land, you must:
  - i) Not allow yourself to come within 1.5 metres of a community member;
  - ii) Wipe down the areas in which any work is undertaken with an appropriate disinfectant before commencing and after concluding the works; and
  - iii) At all times carry hand sanitiser and regularly use it.
7. If you are staying overnight on Aboriginal Land, you must, except in cases of emergencies, remain at your accommodation or campsite outside working and meal times:
  - i) If staying in accommodation, at all times confine yourself to your room or accommodation, except when undertaking the works or at meal times; and
  - ii) If camping, ensure that your campsite is outside of town and not allow community members to enter the campsite, and remove all rubbish, waste, camping equipment and any other objects when you leave the camp site.
8. You are prohibited from entering any building or structure on Aboriginal land, with the following exceptions:
  - i) The works require a permit holder to be in a building or structure;
  - ii) In the case of an emergency;
  - iii) If the building or structure is your accommodation; or
  - iv) If the building or structure is a place where fuel or food may be purchased.



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# Standard and Specific Conditions

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## Standard Conditions

You agree that:

- 1 This permit allows you to enter and remain on the locations specified in this permit.
- 2 This permit is specific to the purpose, persons, vehicles, locations and dates specified in the permit and is not transferable.
- 3 This permit is issued on the basis that you undertake to provide a copy of the terms and conditions of the permit to each person specified in the permit. You agree that you must not enter Aboriginal Land unless and until each person specified in the permit agrees to be bound by and comply with the terms and conditions of this permit.
- 4 All vehicles must adhere to the load limits and other requirements set by the Northern Territory Government, including the requirement that the vehicles be registered and roadworthy.
- 5 It is your responsibility to check road conditions and other access restrictions prior to traveling to and on Aboriginal Land. Factors such as road maintenance, weather, funerals and ceremonies may affect your journey.
- 6 Entry to Aboriginal Land is at your own risk. You agree that the NLC and the relevant Aboriginal Land Trust shall not be under any liability of any kind to you whether in negligence, under statute, or otherwise, in respect of death, injury, loss or damage of any kind whatsoever and howsoever arising and which occurs during or as a result of entry upon Aboriginal Land.
- 7 You indemnify, on demand, the NLC, the relevant Land Trust and traditional Aboriginal owners, and each of their agents, employees and officers from and against any loss, damage, liability, cost or expense that you, the relevant Land Trust and traditional Aboriginal owners, and each of their agents and officers suffers directly or indirectly because of you accessing Aboriginal Land.
- 8 The NLC retains the right to vary the terms and conditions of this permit by notifying you at any time.
- 9 If the NLC provides notice of any additional terms and conditions of this permit prior to your entry onto Aboriginal land, then your entry to or continued presence on Aboriginal Land constitutes your acceptance of those additional terms and conditions.
- 10 This permit may be revoked, cancelled or suspended at any time in accordance with the *Aboriginal Land Act 1978* (NT).
- 11 The NLC may revoke this permit if you, or any of your passengers, breach its terms and conditions, or any legislation of the Territory or the Commonwealth.
- 12 The NLC may share personal information collected through the application process with third parties for the purposes of managing permit compliance and enforcement and in emergency situations and otherwise in accordance with the *Privacy Act 1988* (Cth). A copy of the NLC's privacy policy is available on its website.

You agree to:

- 13 Carry your permit at all times and show it to NLC staff, traditional Aboriginal owners, rangers, or police on request. A digital or paper copy of your permit is acceptable.
- 14 Obtain the NLC's permission prior to publication of any materials concerning Aboriginal Land for commercial purposes including but not limited to: film, video, book, magazine, blog post, photo or report.
- 15 Travel directly to your destination on approved roads in accordance with this permit and not divert or use other private roads.
- 16 Observe all traffic and warning signs and comply with all directions of the NLC, traditional Aboriginal owners, rangers and police in respect to entry.
- 17 Remove waste and dispose of waste in accordance with the *Waste Management and Pollution Control Act 1998* (NT).
- 18 Check whether you are entering a Volatile Substance Abuse management area (see list on the Northern Territory Government's Department of Health website) and your responsibilities if you travel through or visit that area.
- 19 Take reasonable precaution to ensure transport, machinery and camping gear are free of soil, weed seeds and pests prior to entry of Aboriginal Land.
- 20 Leave gates opened or closed as found.
- 21 Use only dry, fallen wood for cooking fires.





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# Standard and Specific Conditions

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You agree not to:

- 22 Enter or remain on areas of Aboriginal Land, or undertake activities that are not specified in this permit, including any dangerous or offensive activity which may become a nuisance to persons living in the vicinity.
- 23 Enter any buildings, dwellings, living areas or camps without the consent of the owner or occupier.
- 24 Interfere with the activities of Aboriginal people or other persons in the area.
- 25 Conduct trade or work activity including business negotiations.
- 26 Enter, remain, photograph nor interfere with sacred sites or sites of significance as set out in the *Aboriginal Sacred Sites Act 1989* (NT) and the *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth).
- 27 Enter, remain, photograph nor interfere with heritage sites, including Aboriginal or Macassan archaeological places or objects as set out in the *Heritage Act 2011* (NT) and significant Aboriginal areas or objects as set out in the *Aboriginal and Torres Strait Islander Heritage Protection Act 1984* (Cth).
- 28 Take, use, copy, photograph, record nor reproduce Aboriginal cultural heritage, traditional knowledge and traditional cultural expressions and any intellectual property arising from that heritage, knowledge and expressions.
- 29 Carry or use alcohol without a liquor permit or licence in accordance with the *Liquor Act 2019* (NT).
- 30 Shoot nor discharge any firearms or weapons.
- 31 Disturb the environment, including wildlife, vegetation, water, rocks and soils.
- 32 Cut nor remove trees or flora.
- 33 Burn rubbish or light fires, except for cooking.
- 34 Take animals from the land, rivers or seas.
- 35 Bring animals onto Aboriginal Land.
- 36 Fish, boat, camp, hunt, swim nor land on beaches or riverbanks.
- 37 Take photographs, audio or video recording for commercial purposes.
- 38 Use drones.
- 39 Use helicopters in the air space above Aboriginal Land, or to access Aboriginal Land.
- 40 Park vehicles or trailers on boat ramp areas.
- 41 Ride motorbikes, trail bikes or quad bikes.

## **Specific Conditions (Work Permit only)**

You agree to conduct trade or work activity only in accordance with the purpose specified on your permit.

Where the work is for an entity (Employer) that has a lease, licence or other agreement (Agreement) with the NLC that permits the Employer's employees, agents and contractors to enter Aboriginal Land:

- You agree to abide by all relevant conditions of the Agreement
- You agree that this permit is conditional upon you being employed or contracted by the Employer.
- You agree that this permit will terminate should your employment or contract with the Employer cease, or if the Agreement between the NLC and the Employer expires, terminates or otherwise ends.