

EXPLANATORY NOTES - PIC REGISTRATION AND AMENDMENT SYSTEM

PROPERTY REGISTRATION

APPLICANT

Name of the person applying for a Property Identification Code (PIC) and the contact details such as postal address, telephone and fax numbers. Indicate what capacity of involvement in the main property e.g. owner, manager etc., and residency details of main property.

MAIN PROPERTY DETAILS

Insert the location of the **MAIN** property (e.g. home farm) including leased, rented or agisted land. Details must include the physical address and the Property Identification Number (PID).

PROPERTY IDENTIFICATION NUMBER (PID)

Property Identification Number (PID) is a 7 digit number allocated to a property and can be found on recent valuation/rate notices, or can be obtained from your local council office.

ADDITIONAL PROPERTIES

One Property Identification Code (PIC) can be allocated to a property consisting of more than one block of land provided the blocks are part of the one business. Each block of land must be listed in the application together with address and PID. Up to 5 blocks may be listed. Contact DPIPWE if more than 5 blocks are required to be registered under one PIC.

HOW IS A PROPERTY IDENTIFICATION CODE (PIC) ALLOCATED?

The PIC allocated to your property will commence with the prefix 'M' which is specific to Tasmanian properties only. The 'M' will be followed by another letter which is used to check the validity of each PIC then another two letters for your locality and then four numbers for your property, eg. MABC1234

ENTERPRISES

Add or amend enterprises that are applicable to your property and enter details.

AMENDMENTS TO A PIC

MAIN PROPERTY

A PIC allocated to the main property remains with this property and cannot be transferred to another property. Contact DPIPWE if PID of main property or the property address is to be changed.

ADDITIONAL PROPERTIES

Properties that operate under a PIC can be amended other than the main property. Add or remove these properties and indicate the reason e.g., sold, purchased, leased etc.

ENTERPRISES

Amend enterprises that are applicable to your property and enter details.

FURTHER INFORMATION

For more information contact DPIPWE. Select '**contact**' located on Welcome page of this website for details.