

UNCLASSIFIED

REQUEST FOR NON-DEFENCE AIRCRAFT  
TO ACCESS RAAF AERODROME

**APPLICANT**

<u>Operator:</u> <u>Contact Person:</u> <u>E-mail:</u> <u>Phone:</u>	<u>Mobile:</u>
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Request Type:		
Operator Type:		
Origin Of Operator:		
Operation Dates:	Start	Finish

**PROPOSED AIRCRAFT TYPES, SCHEDULE AND TECHNICAL DETAILS**

Aircraft type	Day of week/date/sector	Airfield / ERSA code (e.g. LMO / YPLM)	Estimated max weight (kg)	Aircraft Classification Number (ACN)	Tyre pressure (kPa or PSI)	

**By lodging this form the applicant notes and agrees to the following:**

1. If this application is approved, the applicant may operate at the Defence aerodrome using extant infrastructure, noting this may not fully comply with civilian aerodrome standards including MOS 139.
2. If this application is approved, the applicant may operate at the Defence aerodrome within the extant levels of airfield services, noting Defence is not expected to provide fuel or ground handling services.
3. Any customs, quarantine and ground handling requests must be arranged directly by the applicant. At RAAF Bases Learmonth and Curtin, all requests must be directly arranged with the Aerodrome Reporting Officer (ARO).
4. Aerodrome contact procedures and contact details are published in ERSA. The applicant must comply with local aerodrome access procedures published in ERSA.
5. Services provided to the applicant that expend additional Defence resources will be recovered by Defence at full cost as required by the Defence Civil Use of the Defence Estate Manual (CUDEM).

**The applicant also agrees to the following if nominating a Defence aerodrome as an alternate aerodrome:**

1. A flight will only divert to a Defence aerodrome if the primary destination becomes unavailable after the point of safe return. Prior to the point of safe return the aircraft will divert to a civilian aerodrome.
2. Unless ERSA has published other procedures, the applicant must provide a minimum of 60 minutes notice for activation of the airfield if an aircraft is required to divert to a Defence aerodrome. Local contact procedures are in ERSA. The minimum information to be provided is the estimated time of arrival and expected duration of stop.
3. In normal circumstances no personnel are to exit the aircraft. If the stop is expected to require disembarkation of personnel the applicant must advise this when providing notification of the divert to local aerodrome contacts.

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**DEFENCE APPROVALS**

**BAEO assessment (Include Pavement Concession approval reference number from EIG-DEEP (if overload))**

<u>Name:</u>	<u>Recommended:</u>	
<u>Comments:</u>		<u>Signature:</u>

Once complete, send to SADFO or delegate (through ABXO)

**SADFO or delegate recommendation (over 30 days) or approval (up to 30 days)**

<u>Name:</u>	<u>Recommended (&gt;30d) / Approved :</u>	
<u>Comments:</u>		<u>Signature:</u>

Once complete, send to HQ96WG (see distribution addresses below)

**OC/XO 96WG recommendation for request periods longer than 30 days**

<u>Name:</u>	<u>Recommended:</u>	
<u>Comments:</u>		<u>Signature:</u>

Once complete, send to SO2 ABS, cc: 96WG Airbase Systems

**HOAC A3 (DRN email: HQJOC AOC CCO) for request periods longer than 30 days**

<u>Name:</u>	<u>Register updated (date):</u>	
	<u>Recommended (as required):</u>	
<u>Comments:</u>		<u>Signature:</u>

Once complete, send to DGACOPS (for periods > 30 days) or 96WG Airbase Systems (for periods < 30days)

**APPROVAL (SADFO<sup>1</sup> or DGACOPS<sup>2</sup>)\***

<u>Name:</u>	<u>Approved:</u>	
<u>Comments:</u>		<u>Signature:</u>

Once complete, send to HQ96WG (see distribution addresses below)

<sup>1</sup> IAW AC(SI) OPS 05-06, SADFO is the approval authority for non-Defence aircraft access requests for periods 30 days or less (approval may be be delegated e.g. to ABXO)

<sup>2</sup> IAW AC(SI) OPS 05-06, DGACOPS is the approval authority for non-Defence aircraft access requests for periods longer than 30 days and requests for permanent access.

After approval decision, this application is to be returned to HQ 96WG who will distribute to affected Airbase Operations Squadron (AOS)

When sending to HQ96WG, use the following contact details (current Mar 2019):

To: 96WG Air Base Systems: amb.hq96wg.airbase.systems@defence.gov.  
Cc: 96WG Plans: au amb96wg.plans@defence.gov.au