

Tuesday Booking Request Form

**must be submitted 7 days prior to planned visit
(14 days for International visitors)**

This booking request form is used to request a visit to RAAF Amberley Aviation Heritage Centre on Tuesday Open Days

Instructions on how to complete the form

- Select your group size
- Choose your preferred available visit date and arrival time
- Enter the total number of adults and total number of children for the visit
- If you are part of an organised group, enter the group name
- Fill in the required identification details for **all** adults (including point of contact – if visiting) within the group as per the below:
 - ❖ ID type must be a government issued Photo ID – such as:
 - Australian Drivers Licence (current)
 - Date of Birth
 - Proof of Age Card
 - Passport - noting International visitors require 14 days processing
 - Student Photo Identification Card (16 and 17 year olds only)
 - Australian Firearms Licence (current)
 - Australian Security Licence (current)
 - Commonwealth High Risk Work Licence (current)
 - ❖ If your ID document is not listed, please contact us to confirm if it is suitable
 - ❖ Full first and last names as they appear on your Photo ID must be entered
 - ❖ In the “State Issued By” field, enter either the State or Territory for the ID issued within Australia, or the country when using a foreign passport
 - ❖ For the “ID Number”, enter the full number including any zeros at the start of it
 - ❖ All adults must have an individual contact phone number (can be either a mobile or a landline)
 - ❖ To add a new row, click the plus Icon at the end.

Other important information

- The Heritage Centre can support a maximum of 30 adults as part of a group, however we may have arrival time limitations, based on group size:
 - ❖ Small groups (1-5 adults)
 - ❖ Medium group (6-20 adults)
 - ❖ Large groups (21-30)
- For base security requirements, all persons 16 years and over are considered an adult
- Due to all adult visitors requiring to be issued a base visitor pass, we expect it to take a minimum of 2 minutes per adult for processing through our front gate
 - ❖ This estimated processing time does not account for any delays such as:
 - Online base induction not being completed by all adults prior to arrival
 - High level of visitors requiring processing
 - Unexpected workload of access control staff
- Consideration is to be given for base processing when arranging your visit.

Form submission: (must be submitted 7 days prior to planned visit, 14 days for international visitors)

Once this form is completed, please forward to: raaf.aahc@defence.gov.au

For any assistance with the completion of this form please ring 1800 623 306 or email the above address

Please select your group size (noting group sizing restrictions above):

What is your preferred Visit Date? (Open Tuesdays excluding public holidays or unless otherwise advertised)

What is your preferred time slot? (Noting the time slots below, the selected arrival time is the time that your group is expected to arrive and the Amberley Pass Office located at the front gate of the RAAF Base)

- Large groups (21-30) can only choose 9.30am
- Small groups (1-5 adults) can choose 9.30am or 12.15pm
- Medium group (6-20 adults) can choose 9.30am or 12.15pm

Who is the point of contact for the visit?

First name:

Last name:

Email address:

Contact number:

Total number of adults (16 years old and over):

Total number of children (15 years and under):

Organisation / club name (if applicable):

Adult Identification Details:

WARNING: All adults must bring their nominated **PHYSICAL** valid photo ID on the day of the visit. Visitors who are not in possession of their valid photo ID will not be allowed onto the RAAF Base.

To ensure you complete the below information correctly, please read the form instructions provided at the start of this form.

First Name	Last Name	ID Type	State/Country Issued By	ID Number	Phone number
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