

**REQUEST FOR  
CEREMONIAL SUPPORT FROM  
DEFENCE**

Ceremonial Registration Number:  
(JOSS Use Only)

**JOSS-WA**

**C**

**FY**

**SECTION 1 - ORGANISATIONAL REQUEST**

**Before Submitting a Request for Ceremonial Support from Defence, please read the following:**

Defence resources are intended for internal use only. Any use of Defence resources by external organisations is extraordinary and should be regarded as **the exception not the rule**.

The granting of ceremonial support for an activity does not entitle requesters of the event to receive the same support for their next activity, i.e. there is **NO** precedent set.

**Public Safety**

Events at which there are expected to be over 2000 people attending (participating and spectating) large gatherings and/or high-risk events, event organisers must liaise with the relevant state/ territory Government event planning authorities to ensure that proper stakeholder consultation has occurred.

**Lead Time**

To allow sufficient time for the required authorisations and approvals to be obtained, a minimum of six weeks (eight weeks for Flypasts) before the planned date of your event is to be factored into your application.

**Submission of Ceremonial Requests**

All sections are to be completed before submitting your application to your regional JOSS WA. Failure to do so will result in your application being returned to you for further explanation/comments and may result in your application being submitted without sufficient lead time to complete the approval / authorisation process which may lead to your application being **NOT APPROVED**.

Name of Organisation:	
Organisation Type:	Federal Government Agency Government Business Enterprise/ Statutory Authority State/ Territory Government Agency Non-Profit Organisation/ Community Group/ Charity School/ Educational Institution Commercial Enterprise Other:
Organisation's Address:	
Contact Officer Name:	

Contact Officer Details:	BH Ph:		Mobile:	
	E-Mail:			
Event Name:				
Date of Event:		Time From – To:		
Location of Ceremonial Assistance:				
Activity or Event Type:	Guest Speaker Wreath Layer Catafalque party	Bugler Drummer Piper	Band Flypast	Other:
Purpose / Description of the Event:				
Service Requested:	ARMY Tri-Service	RAAF No Preference	NAVY	Cadets ARMY RAAF NAVY No Preference
If requesting Flypast:	Description to be flown over (i.e. oval, memorial)			
Direction of Flypast:	(i.e. E-W)			
	Latitude		Longitude	
Ceremonial Support Description:	Please describe what effect you are seeking in the form of ceremonial support for your activity and provide any additional information.			

## Acknowledgement

In submitting this request, I agree that:

- Defence may withdraw the support at any time if there is higher priority, operational requirement for the support; and
- If this request is supported, I understand that this does not set a precedent for future activities.

Name:			
Position:		Date:	
Signature:			

Please send your completed Ceremonial Request to [joss.wa@defence.gov.au](mailto:joss.wa@defence.gov.au)