

# VIP Airport Facilitation

In addition to Appendix 19 *Airport facilitation application for exempt/non-exempt foreign dignitary and accompanying spouse and children* form to be completed and provided to Department of Foreign Affairs & Trade (DFAT) for Group A facilitations and for Group B facilitations, Perth Airport seeks provision of the information below to ensure that we can provide a seamless facilitation process to dignitaries arriving at the airport.

Please complete and return to [vipfacilitation@perthairport.com.au](mailto:vipfacilitation@perthairport.com.au) by using the 'submit form' button at end.

Please note that requests received with less than 48 hours notice may not be able to be facilitated.

1. DIGNITARY INFORMATION			
<b>Guest:</b>	Title	Surname	Given Name(s)
<b>Official Title &amp; Country:</b>			
<b>Position:</b> <i>Recognising that some countries use different titles</i>			
<b>Facilitation group:</b>			
<b>Type of Visit:</b>			
<b>Guest of Government?</b>	Government Contact & Organisation		
<b>Exempt from security screening?</b> <i>Refer to Aviation Transport Security Regulation 4.12 &amp; 4.12A for exempt persons</i>			
<b>Is the visit part of an event?</b>	Name of Event		
<b>Accompanying family members:</b> <i>Click 'Add' for additional if necessary</i>			
<b>Accompanying delegation:</b> <i>Click 'Add' for additional if necessary.</i>  <i>Note: Delegation members are <u>not</u> exempt from security screening unless determined by the Regulations or granted status by AMS.</i>	Facilitation Type		
<b>Contact Person for visit:</b>	Title	Surname	Given Name(s)
	Telephone		Mobile Telephone
	Email		Fax

2. KEY CONTACTS					
Agency	Facilitation preparation			Day of facilitation	
	Name	E-mail	Phone	Name	Phone
DFAT					
PMC - CERHOS					
ABF					
DAWR					
Airport					
Ground Handler					
AFP					
AMS					
WA Police					
Airline					

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<b>3. ARRIVAL INFORMATION</b>		<i>Please use local time where applicable</i>					
<b>Flight information:</b>							
Arriving flight:	Date	Expected time of arrival			Arriving from		
Type of flight:	Aircraft operator		Aircraft type		Aircraft Rego.		
Arriving as:	Flight No.		Aircraft Rego.		Aircraft Rego.		
Being handled by (ground handling agent):	at		on bay/hangar				
<b>Type of facilitation requested:</b>							
<b>Contact(s) meeting guest?</b> <small>(including government agency representatives)</small>  <small>Click 'Add' for additional if necessary.</small>	<i>Representative of</i>						
<b>Vehicle access required?</b>  <small>Click 'Details' for airside pickup facilitation vehicle details.</small>			Number of vehicles		Arrival time		
<b>Will media be present?</b>  <small>Select or enter number applicable.</small>	Visiting country's media			Camera operators			
	Australian Government media			Photographers			
	Commercial media						
<b>Will security be present?</b>  <small>Select applicable and provide detail as requested.</small>	<i>Number / Who (agency) / Details / Call sign for guards</i>						
	Visiting country's security						
	Australian security						
	Weapons on board						
	Guarding of aircraft / zone						
	Any additional security measures required?						
<b>Will there be any animals on board?</b>  <small>Select applicable and provide detail as requested.</small>	<i>Details</i>						
<b>Who have you notified:</b>	ABF	DAWR	AFP	WA Police	AMS	Airline	Ground Handling Agent

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ADDITIONAL ACTIONS (Y/N)				NOTIFICATIONS			
VIC passes required		OTC approval received		AOM		ABF	
Airline liaison required		Border Agencies informed		TDM		AFP	
Bay allocation		SEZ required		Security		WA Police	
VIP room booked		SEZ approved & plan attached		Corporate Affairs		AMS	
Baggage arrangements		Govt. documentation attached		Airfield Operations		Ground handling agent	
Parking or escort arranged		Additional resources		Screening Provider		Airline	

ADDITIONAL INFORMATION

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4. DEPARTURE INFORMATION <span style="float: right; font-weight: normal; font-size: small;">Please use local time where applicable</span>			
<b>Flight information:</b>			
Departing flight:	Date	Expected time of departure	Departing to
Type of flight:	Aircraft operator		Aircraft type
Departing as:	Flight No.		Aircraft Rego.
Being handled by (ground handling agent):	at	on bay/hangar	
<b>Will bags be checked in?</b>			
<b>Contact(s) farewelling guest?</b> <small>(including government agency representatives)</small>  <small>Click 'Add' for additional if necessary.</small>  <small>Note: Maximum of 20 people in VIP room.</small>	<i>Representative of</i>		
<b>Vehicle access required?</b>  <small>Click 'Details' for airside pickup facilitation vehicle details.</small>	Number of vehicles		Arrival time
<b>Will media be present?</b> <small>Select or enter number applicable.</small>	Visiting country's media	Camera operators	
	Australian Government media	Photographers	
	Commercial media		
<b>Will security be present?</b>  <small>Select applicable and provide detail as requested.</small>	<i>Number / Who (agency) / Details / Call sign for guards</i>		
	Visiting country's security		
	Australian security		
	Weapons on board		
	Guarding of aircraft / zone		
	Any additional security measures required?		
<b>Will there be any animals on board?</b>  <small>Select applicable and provide detail as requested.</small>	<i>Details</i>		
<b>Who have you notified:</b>	ABF	DAWR	AFP
	WA Police	AMS	Airline
	Ground Handling Agent		

**Office Use Only**

ADDITIONAL ACTIONS (Y/N)				NOTIFICATIONS			
VIC passes required		OTC approval received		AOM		ABF	
Airline liaison required		Border Agencies informed		TDM		AFP	
Bay allocation		SEZ required		Security		WA Police	
VIP room booked		SEZ approved & plan attached		Corporate Affairs		AMS	
Baggage arrangements		Screening exemptions approved		Airfield Operations		Ground handling agent	
Parking or escort arranged		Additional resources		Screening Provider		Airline	
ADDITIONAL INFORMATION							



## Group B VIP Facilitation Authorisation

The following person(s) have been permitted Head of Queue facilitation by Australian Border Force and Department of Agriculture & Water Resources.

VIP name:

Family /Delegation members:

Arriving                      on                      at

Departing                    on                    at

Authorised by:

Date:

Airport Operations Manager