

## **PROCEDURE FOR BOOKING DEFENCE TRAINING AREAS AND NON-DEFENCE TRAINING AREAS**

### **Overview**

1. The process for booking [Defence Training Areas \(DTA\)](#) and Non Defence Training Areas (NDTA) can be complicated and will require the support of ADF members working within ADF Cadets.
2. Wherever there is a likelihood that Commonwealth resources will be expended in the process of booking/securing or using a DTA or NDTA only a Commonwealth Official may commit to the booking.

### **Application**

3. ADF Cadets Booking Application form for DTA and NDTA is at Appendix 1 to Annex A. This form should be submitted through the chain of command well in advance of the proposed activity date in order to secure the DTA or NDTA. Where possible, a six (6) month lead time of DTA and an eight week lead time for NDTA bookings is recommended in order to allow [Directorate of Operations and Training Area Management \(DOTAM\)](#) staff time to undertake the necessary clearances.
4. ADF Cadets are to be aware that each region is unique and timelines for the submission of bookings for access to an NDTA vary. Guidance on these timelines is generally listed in the regional NDTA Standard Operating Procedures. ADF Cadets are advised to check the relevant regional NDTA Standard Operating Procedure prior to the submission of any DTA or NDTA booking. This will assist with forward planning of activities in particularly large attendance annual camps and bivouacs.
5. ADF Cadets use of DTA and NDTA and ranges is to be booked in accordance with extant ADF Cadets and [DOTAM](#) arrangements and the Standing Orders / Standard Operating Procedures applicable for that particular DTA, range or NDTA. Early contact should be made with the respective Range Control for the DTA or range to be utilised.
6. Bookings which also require the supply of ammunition must be made, at least three (3) months in advance.
7. Confirmation of booking and possible de-confliction of Training Areas (TA) must be done four weeks prior to the activity date.

### **Environmental Clearance Certificate and Declaration**

8. Regional Training Area Managers or Non-Defence Training Area Manager will assist ADF Cadets in developing and submitting an Environmental Clearance Certification (ECC) Form and a Declaration from any NDTA consenting to the use of the TA, which is not a declared Defence Practice Area (DPA), for the proposed ADF Cadets activity.

9. The ECC form and Declaration for use of a NDTA are available through the relevant Regional Training Area Managers or Non-Defence Training Area Managers and from TASMIS for those units with access.
10. ADF Cadets agree to comply with all environmental responsibilities relevant to them in [Defence Instruction \(Army\) ADMIN 70 – 7 – Environmental Responsibilities in the Planning, Conduct and Post Conduct of Army Training Activities](#), the applicable Standing Orders.
11. ADF Cadets must submit, when required, the ECC Post Activity Report within ten working days of the conclusion of the activity.
12. DOTAM will advise the ADF Cadets if any further paperwork is required to complete the booking upon submission of the ADF Cadets Booking Application.
13. Activities on a NDTA which is a private or commercial live-fire range usually have their environmental clearances in place as standing arrangements. Therefore, when notifying the use of a private or commercial live fire range, ECC and other pre-activity site inspections for potential insurance purposes are not required.
14. Use of a live-fire private or commercial range by ADF Cadets must have a current Certificate of Range Safety Compliance issued by the [Directorate of Estate Engineering Policy \(DEEP\)](#).

**Appendix 1:** ADF Cadets Booking Application – Defence Training Areas and Non-Defence Training Areas

**ADF CADETS BOOKING APPLICATION – DEFENCE TRAINING AREAS AND NON DEFENCE TRAINING AREAS**

*(Please submit this form to the Regional Training Areas Manager<sup>1</sup> / ADF Cadets Liaison Officer as early as possible (6 months prior if possible))*

UNIT NAME \_\_\_\_\_ PLANNED ACTIVITY LOCATION \_\_\_\_\_

ACTIVITY NAME \_\_\_\_\_

ACTIVITY START DATE/TIME \_\_\_\_\_ ACTIVITY END DATE/TIME \_\_\_\_\_

PERSONNEL: Cadet Numbers \_\_\_\_\_ Adult Numbers \_\_\_\_\_ Total Numbers \_\_\_\_\_

DESCRIPTION OF ACTIVITY (eg field training, navigation, watercraft, gliding, live firing etc): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EQUIPMENT / VEHICLES (eg, 4x4, light vehicles, trailers, generators, weapon or firearm types etc): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACTIVITY INSTRUCTION ATTACHED: (YES/NO)      ACTIVITY RISK ASSESSMENT ATTACHED: (YES/NO)

AUTHORISING OFFICER / ADF CADET POC

NAME: \_\_\_\_\_

RANK: \_\_\_\_\_

APPOINTMENT: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

CONTACT EMAIL ADDRESS: \_\_\_\_\_

<sup>1</sup> Or Non-Defence Training Area Manager

**OFFICIAL**