

# APPLICATION FORM

## FLAGPOLE HIRE



Please complete this form in **BLOCK LETTERS** and return to: PORT AUGUSTA CITY COUNCIL  
4 Mackay Street, PORT AUGUSTA SA 5700  
Phone: (08) 8641 9100 / Email: [admin@portaugusta.sa.gov.au](mailto:admin@portaugusta.sa.gov.au)

Please ensure that the application form is completed entirely and all requested documentation is attached to avoid delays in processing your application. Please return Pages 1 & 2 "Application Form - Flagpole Hire" and keep "General Conditions of Flagpole Hire" & "Australian National Flag Protocols" sections for your information.

Please note if you also wish to hire a park to hold a ceremony to commemorate the flag raising, please instead complete "Application Form – Park Hire".

### Part 1 – Contact Details

Contact Person:	
Organisation:	
Position:	
Address: (Unit/House)	(Street)
Address: (Suburb & Post Code)	
Phone:	Email:

### Part 2 – Request to Raise/ Lower an Existing Flag

Flag to be Raised/ Lowered:			
Relevance for Raising/ Lowering:			
Date Flag Required to be Raised:	Time:		
Date Flag Required to be Lowered:	Time:		
Location: Civic Centre	Gladstone Square	Westside Memorial	Other_____

### Part 3 – Request for Flag to be Flown

Flag must be provided to Council one week before flag is to be raised. Flag must be 1800mm wide x 900mm high and be able to be mounted on a flagpole.			
Council will only raise and retire flags during ordinary business hours.			
Flag Description:			
Relevance for Flying Flag:			
Date Flag Required to be Raised:	Time (if applicable):		
Date Flag Required to be Retired:	Time (if applicable):		
Location: Civic Centre	Gladstone Square	Westside Memorial	Other_____

I hereby acknowledge that the details outlined in this application are subject to Council approval.

I confirm that the information provided is accurate at the time of application.

I agree to my contact email and/or telephone details be provided to the public on enquiries relating to this application only.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

COUNCIL AUTHORISATION					
File Number:		I.D. Evidence:			
Insurance:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Application Approved:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature:		Date Issued:		Expiry Date:	

## GENERAL CONDITIONS OF FLAGPOLE HIRE

1. The application holder, agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the application (where applicable).
2. Application to be submitted with minimum 3 weeks notice (if possible) being required to be given by the proposed user. Bookings will be confirmed no later than 7 days from application.
3. The application holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this application.
4. The application is not transferable.
5. The application holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
6. Consideration must be given to any Aboriginal cultural sensitivities that may be relevant to the activity taking place. If applicants are unsure of how the activity may affect Aboriginal cultural sensitivities, the applicant must seek advice from a relevant member of the Aboriginal community.
7. User will be liable for any facilities damaged.
8. This application may be revoked by Council if the application holder fails to comply with a condition of the application and may be revoked in any other justifiable circumstance.
9. There is no fee for the use of the flagpoles or to have your flag raised and retired by Council.
10. The applicant must comply with the "General Conditions of Flagpole Hire" and the "Australian National Flag Protocols", where applicable.

## AUSTRALIAN NATIONAL FLAG PROTOCOLS

The below information and protocols have been adopted from the Australian Government issued Australian National Flag Protocols. For further information or clarification on an issue please visit: <https://www.pmc.gov.au/government/australian-national-flag/australian-national-flag-protocols>

### Flying the flag

- Raise the flag briskly and lower it ceremoniously
- Do not raise the flag earlier than first light or lower the flag later than dusk
- When the flag is raised or lowered or is carried in a parade or review, everyone present should be silent and face the flag and people in uniform should salute
- The flag should always be flown freely and as close as possible to the top of the flagpole with the rope tightly secured
- The Australian National Flag should be raised first and lowered last, unless all other flags at the ceremony are raised and lowered simultaneously
- When the Australian National Flag is flown with flags of other nations, all flags should be the same size and flown on flagpoles of the same height
- The Australian National Flag should fly on the left of a person facing the flags, when it is flown with one other national flag
- Do not fly two flags from the same flagpole
- Only fly the flag at night when it is illuminated
- Do not fly the flag if it is damaged, faded or dilapidated
- Do not fly the flag upside down, even as a signal of distress.
- Do not allow the flag to fall or lie on the ground or be used as a cover (although it can be used to cover a coffin at a funeral)

### Order of precedence

- When the flag is flown in Australia or Australian territory it takes precedence over all other national flags and should be flown in the position of honour.
- After the Australian National Flag, the order of precedence of flags is: national flag of other nations, state and territory flags, other Australian flags prescribed by the Flags Act 1953, ensigns and pennants.
- The flag should not be flown in a position inferior to any other flag or ensign and should not be smaller than any other flag or ensign.

### Flying the flag at half-mast

- Flags are flown at half-mast as a sign of mourning.
- The half-mast position will depend on the size of the flag and the length of the flagpole. The flag must be lowered to a position recognisably half-mast to avoid the appearance of a flag which has accidentally fallen away from the top of the flagpole. An acceptable position would be when the top of the flag is a third of the distance down from the top of the flagpole.
- There are times when direction will be given by the Australian Government for all flags to be flown at half-mast and you can receive email notifications when this happens by registering for the Commonwealth Flag Network.
- Flags in any locality can be flown at half-mast when someone local dies, or on the day of their funeral.
- When lowering the flag from a half-mast position it should be briefly raised to the peak and then lowered ceremoniously.
- The flag should never be flown at half-mast at night even if it is illuminated.
- When flying the Australian National Flag with other flags, all flags in the set should be flown at half-mast.

### Flag raising ceremonies

- Schools or organisations wishing to hold a flag raising ceremony should follow the protocols outlined under the flying the flag section.