Community Bus Scheme Booking Application

CITY OF SYDNEY

About this form

You can use this form to apply for a bus booking. Organisations must apply for accreditation by Council before a Council bus can be booked through the Community Bus Scheme.

Please note: A separate application form needs to be completed for each different purpose or project/journey.

How to complete this form

1: Ensure that all fields have been filled out correctly.
2: Please note that fields on this form marked with an * are mandatory and must be completed before submitting the application.
3: Once completed you can submit this form by mail, e-mail and in person. Please refer to the Lodgement details section for further information.

Part 1: Applicant Details

Name of Organisation/group*

Street Address*

Postal Address (if different to above)

Contact Name*

Position* | Phone* | Mobile Number

Email Address

Part 2: Application Details

1. Type of project. (please tick box below)

Joint project with Council ☐ New project ☐

Continuation of current project ☐

2. If your project does not fit into the above categories please provide a description (in the box below)

3. Purpose of bus use (please provide a description in the box below)

4. Are wheelchair facilities required (please tick box below) No ☐ Yes ☐

Part 3a: Booking Requirements

Departure Location:

Destination Location:

Name of Driver/s # (see note at bottom of section 3)

Departure Date

Return Date

Nbr of passengers

Departure time

Return time

Part 3a: Booking Requirements.....continued

Departure Location:

Departure Date

Departure time

Destination Location:

Return Date

Return time

Name of Driver/s #(seen note)

Nbr of passengers

Please Note: If there is a change in Driver you must notify Council immediately

Part 3b: Repeat Booking Requirements

For anyone making the same regular bookings, please click on the appropriate box and give the details in the space provided below: Daily ☐ Weekly ☐ Fortnightly ☐ Monthly ☐

Repeat booking details:

Part 4: Applicant Declaration

In making this application, I declare that to the best of my knowledge the above information is a true and correct record. I have read the conditions of use and fully understand them and undertake to ensure that they are observed. I accept full responsibility for the conduct of those persons using the Council bus and agree to pay for any damage, insurance excess, repairs or cleaning required as a result of the use.

Applicant Name*

Applicant Signature *

Date

Part 5: Privacy & Personal Information Protection Notice

Purpose of collection: This information is being collected for the purpose of delivering community bus services in the Council area (Council Land).

Intended recipients: City of Sydney employees. Any approved contractors required to provide this service.

Supply: The supply of this information is voluntary. If you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.

Access/Correction: Please contact Customer Service on 02 9265 9333 or at council@cityofsydney.nsw.gov.au to access or correct your personal information.

Storage: The City Life Unit at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.

Other uses: The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.

For further details on how the City of Sydney manages personal information, please refer to our Privacy Management Plan cityofsydney.nsw.gov.au/policies/privacy-management-plan.

Part 6: Lodgement details

You can lodge the completed application by:

EMAIL: communitybuses@cityofsydney.nsw.gov.au

MAIL: City of Sydney GPO Box 1591, Sydney NSW 2001

IN PERSON: Town Hall House - Level 2, 456 Kent Street, Sydney
See our website for details of all customer service centres and opening hours:
cityofsydney.nsw.gov.au/customer-service-centres

For further information regarding your application please contact us by visiting cityofsydney.nsw.gov.au/contact-us

Office Use Only

Receiving Officer (print name)

Date Received

Please Note: This application must be sent to the Over 55s Services Manager, Town Hall House, Level 5.