Community Bus Scheme Accreditation Application

CITY OF SYDNEY

About this form

This form is part one of a two stage process. You can use this form to apply for accreditation for your group / organisation to access the City of Sydney Community Bus Scheme. You must nominate authorised drivers on this form. The second stage of the process is that each nominated driver must apply for authorisation to drive Council vehicles by completing the "Community Bus Scheme Driver Authorisation Application".

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: Type of Organisation

1. Please advise what type of organisation your group is (please tick box below)

Church ☐	Non-profit community organisation ☐	Social Club ☐
Community child care ☐	Playgroup ☐	Youth group ☐
Cubs/Scouts/Guides etc ☐	Seniors group ☐	Service for people with disabilities ☐
Registered club ☐	Sporting group ☐	Other ☐

Schools

Primary school ☐	Public ☐	Disadvantaged school ☐
Secondary school ☐	Private ☐	
Other (school) ☐	Pre-School ☐	

If your organisation/group does not fit into the above categories please provide a description in the box below

Part 3: Organisation/Group Details

1. Is your organisation/group (please tick box applicable box below)

A registered charity	☐	Incorporated organisation	☐
A registered co-operative	☐	An informal group	☐

If your organisation does not fit into the above catergories please provide a description

2. Please provide a brief history of your organisation/group

3. What are the main aims of your organisation/group?

4. What services and activities does your organisation/group provide?

5. How many members are in your organisation/group?

6. In which suburbs do the members of your group live?

7. Does your organisation/group provide services for any of the following groups? (Please tick box(es) below)

Aboriginal or Torres Straight Islander	☐	Disabled	☐
Aged	☐	LGBTIQ community	☐
Culturally and linguistically diverse	☐	Youth	☐
Children and Families	☐	General	☐

If your group does not fit into the above catergories please provide a description (in the box below)

8. How does you organisation/group obtain funds? (please tick box below)

Government finding	☐	Fund raising	☐
Charging fees	☐	Seeking donations	☐

if you raise funds in other ways, please provide a description below.

Part 4: Organisation/Group Requirements

1. Please advise of the purpose/s for which the bus/es will be used

2. Does your organisation/group already have access to other bus/es? eg community transport, shared bus, own bus.

3. If you do not obtain a community bus when required, what transport will your organisation/group use?

4. Please provide any other information which could be useful in assessing your application for use of the bus, e.g. need for wheelchair spaces.

Part 5: Nominated Drivers

Please note: Organisations are required to supply their own driver. Please nominate your driver/s below.
Each driver must complete a seperate Driver Authorisation Application form and lodge it in person, before being allowed to drive a Council bus.

DRIVER ONE

Given Name/s *

Family Name *

Address *

Business Number

Mobile Number

Licence Number

Licence class (eg LR)

Licence expiry date

DRIVER TWO

Given Name/s *

Family Name *

Address *

Business Number

Mobile Number

Licence Number

Licence class (eg LR)

Licence expiry date

Please Note: If there are additional drivers, please photocopy this page and attach their details with this application.

Part 6: Applicant Declaration

I have read and agree to abide by Council's "Community Bus Scheme Procedure", and 'Instructions for Drivers of Motor Vehicles" understanding that both the community organisation/group and our nominated driver/s take responsibility when in possession of a Council bus. I understand that failure to comply with Councils policies/procedures and instructions so may result in the suspension of future use of the Scheme by my organisation/group and that we may be required to cover costs if the vehicle is returned in an unsatisfactory condition.

Applicant Name*	Applicant Signature *	Date

Part 7: 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 8: How and Where to Lodge your Application

You can lodge the completed application by:

MAIL: City of Sydney
GPO Box 1591
Sydney NSW 2001

E-MAIL: **council@cityofsydney.nsw.gov.au**

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

WHAT NOW: Once your application is received a Council Officer will contact you within 7 working days if further information is required. Please Note: Applicants will be advised in writing of the outcome of their Accreditation Application.

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