**Community Bus Scheme Accreditation Application**

**About this form**
This form is part 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

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<th>Name of Organisation/group*</th>
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<th>Street Address*</th>
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<th>Postal Address (if different to above)</th>
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<th>Contact Name*</th>
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<tr>
<th>Position*</th>
<th>Phone*</th>
<th>Mobile Number</th>
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<th>Email Address</th>
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### Part 2: Type of Organisation

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

- Church
- Community child care
- Cubs/Scouts/Guides etc
- Registered club
- Schools
  - Primary school
  - Secondary school
  - Other (school)

- Non-profit community organisation
- Playgroup
- Seniors group
- Sporting group
- Public
- Private
- Pre-School
- Social Club
- Youth group
- Service for people with disabilities
- Other
- Disadvantaged school

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

```markdown
Disadvantaged school
```
Part 3: Organisation/Group Details

1. Is your organisation/group (please tick box applicable box below)
   - A registered charity
   - Incorporate organisation
   - A registered co-operative
   - An informal group
   - If your organisation does not fit into the above categories 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
   - Gay, Lesbian and Transgender
   - Culturally and linguistically diverse
   - Youth
   - Children and Families
   - General
   - If your group does not fit into the above categories please provide a description (in the box below)

8. How does your 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, eg. 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 separate 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 Council's 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.

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<tr>
<th>Applicant Name*</th>
<th>Applicant Signature *</th>
<th>Date</th>
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### Part 7: Privacy & Personal Information Protection Notice

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<tr>
<th>Purpose of Collection:</th>
<th>For delivery of community bus services in the City of Sydney Council area.</th>
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<td>Intended recipients:</td>
<td>Council staff and approved contractors of the City of Sydney Council.</td>
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<td>Supply:</td>
<td>Voluntary, however a completed application is required for delivery and</td>
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<td></td>
<td>management of community bus hire in the City of Sydney Council area.</td>
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<tr>
<td>Access/Correction:</td>
<td>Contact the City of Sydney Council Customer Service Team to access or</td>
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<td>correct this information.</td>
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<td>Storage:</td>
<td>City of Sydney Council, 456 Kent Street Sydney NSW 2000.</td>
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### 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  

**DX:** 1251

**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:  

**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.

**TELEPHONE:**
(02) 9265 9333  or visit our  
**WEBSITE:**
www.cityofsydney.nsw.gov.au

### Office Use Only

<table>
<thead>
<tr>
<th>Receiving Officer (print name)</th>
<th>Date Received</th>
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