



COMMUNITY BUS BOOKING APPLICATION FORM

Please refer to the *Inner West Council Bus Conditions of Hire* and *Council Schedule of Fees and Charges* before completing this application. You may wish to complete this Booking Application Form online via our website by visiting

<https://www.innerwest.nsw.gov.au/explore/getting-around/community-buses>

SECTION 1. Group Details

Is this a booking for an Inner West Council activity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, what account number should be charged for the booking? <i>Please go to Section 2:</i>	-----	
Is the group not-for-profit and non - government? If yes, please give details:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the group located in the Inner West LGA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do the group's members predominantly live in the Inner West LGA	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What is the purpose of the group?		
Please describe how the group is transport disadvantaged:		
Please describe how you group meets the needs of aged, disabled, children, young people or disadvantaged residents:		

SECTION 2. Booking Details

Activity name for which you are requesting to use the Community Bus:

Coordinator of the trip:

Name:

Phone:

Email:

SECTION 3. Bus Details

Which bus would you like to hire?

- 21 seat bus – *please complete section 3a.*
- 19 seat bus – *Please complete section 3b.*

SECTION 3a. 21 Seat Bus

*Hiring time starts from the Balmain Depot (where a 30 minute bus safety check is undertaken prior to the bus trip).
Hiring time finishes when the bus returns to the Balmain Depot.*

How many people will be transported on the Community Bus?

How would you like the bus configured?

- Option A – 21 seats
- Option B – 19 seats and one wheelchair
- Option C – 17 seats and space for cargo
- Unknown

Will your group require the use of the bus hoist? (The hoist is suitable for people in a wheelchair or people who have difficulty climbing stairs).

Yes

No

SECTION 3b. 19 Seat Bus

*Hiring time starts from the Balmain Depot (where a 30 minute bus safety check is undertaken prior to the bus trip).
Hiring time finishes when the bus returns to the Balmain Depot.*

How many people will be transported on the Community Bus?

Are you applying for: *Please refer to the applicable fees and charges for each type of hire*

Dry hire (hire of the bus without an operator) – Please complete an *Application for Dry Hire* and submit with this form. Please continue to Section 4.

Wet Hire (hire of the bus with an operator – *Please continue to Section 4.*

Please nominate any child restraints to be fitted for your booking.

Please note that the following seats are available:
2 x restraints 0-4yrs, 2 x restraints 4-8yrs

SECTION 4. Booking details

Please note: The minimum hire period is 3 hours.

Activity date/s: Please attach a list of specific dates and times if required.			
Pick up location:		Pick up time:	am/pm
Destination for trip:			
Drop off location:		Drop off time:	am/pm
Date exclusions (i.e. public holidays, school holidays):			
	Please Note: Bus bookings are not available for Public Holidays and there is restricted bus availability during School holiday periods.		

SECTION 5. Contact details

Organisation or hirers name:			
Contact name:			
Street Address:			
Suburb:		Postcode:	
Postal Address (if different to street address):			
Suburb:		Postcode:	
Phone No:		Mobile:	
Email:			

SECTION 6. Invoicing details (if different to Contact details)

Organisation name (if applicable):			
Contact Name:			
Street Address:			
Suburb:		Postcode:	
Postal Address (if different to street address):			
Suburb:		Postcode:	
Phone No:		Mobile:	
Email:			

Participants Details

Proportion of participants that live in the Inner West Council area *?	<input type="checkbox"/> 10% or less <input type="checkbox"/> Approximately 25% <input type="checkbox"/> Approximately 50% <input type="checkbox"/> Approximately 75% <input type="checkbox"/> 100%
<p>*This includes the suburbs of Annandale, Ashfield, Balmain (including Balmain East), Birchgrove, Dobroyd Point, Dulwich Hill, Enmore, Haberfield, Leichhardt, Lewisham, Lilyfield, Marrickville, South Marrickville, Petersham, Rozelle, Stanmore, St Peters, Summer Hill, Sydenham, Tempe. Inner West Council also includes parts of Ashbury, Camperdown, Croydon, Croydon Park, Hurlstone Park and Newtown.</p>	
Who is the activity primarily targeted at? (Please (✓) <i>one or more boxes</i>)	<input type="checkbox"/> Aboriginal and/or Torres Strait Islander peoples <input type="checkbox"/> Children 0 – 11 years <input type="checkbox"/> Lesbian, gay, bisexual, transgender, intersex, queer communities <input type="checkbox"/> Older people (55 years and over) <input type="checkbox"/> People from culturally and linguistically diverse backgrounds <input type="checkbox"/> People with a disability <input type="checkbox"/> Residents of boarding houses <input type="checkbox"/> People who are homeless <input type="checkbox"/> Women <input type="checkbox"/> Youth (12-24) <input type="checkbox"/> Activity not targeted: aimed at general population <input type="checkbox"/> Other – Please specify
Is the activity free to participants? (Please (✓)) If no, what is the cost per person per session?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Under \$5 <input type="checkbox"/> \$5- \$10 <input type="checkbox"/> \$11- \$15 <input type="checkbox"/> \$16- \$20 <input type="checkbox"/> Over \$20 (Please Specify).....
Approximately what proportion of your participants hold low-income or pensioner Health Care Cards? Do you offer concessional/lower fees for people with a Health Care Card? (Please (✓))	<input type="checkbox"/> 10% or less <input type="checkbox"/> Approximately 25% <input type="checkbox"/> Approximately 50% <input type="checkbox"/> Approximately 75% <input type="checkbox"/> 100% <input type="checkbox"/> Yes <input type="checkbox"/> No

Declaration

I have read and understand the Inner West Council Community Bus Conditions of Hire and the relevant Community Bus Fees and Charges.

I understand that information provided with this application (including the application form) and any subsequent information submitted as part of this application, may be disclosed under the provisions of the Government Information (Public Access) Act 2009 and correspondence from Council may be made available for viewing by the general public.

Applicant's signature:		Date:	___ / ___ / _____
------------------------	--	-------	-------------------

Office use only

Checked by Officer:		Receipt No:	
Date received:		Amount Paid:	
DWS No:		Initial of Officer:	

Lodgement

Lodgement

Lodge in person – All applications may be lodged at Inner West Council -Leichhardt Administration building, 7-15 Wetherill St, Leichhardt. Council's opening hours are Monday - Friday, 8.30am – 5.15pm.

Lodge by mail – Inner West Council PO Box 14, Petersham NSW 2049

Lodge via email – council@innerwest.nsw.gov.au

Once your application has been received and processed, you will be notified of your booking status

Privacy Statement

Application forms and/or names and addresses of people making an application is information that is publicly available. In accordance with section 18(1)(b) of the Privacy and Personal Information Protection Act 1998 (NSW), you are advised that all application forms received by Council will be placed on the appropriate Council file and may be disclosed to Councillors, Council officers, consultants to Council or members of the public. Pursuant to the provisions of the Government Information (Public Access) Act 2009, Council is obliged to allow inspection of its documents, including any application you make. However, should you wish for your contact details to be suppressed, please indicate such on the application form.