

INNER WEST

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:

www.innerwest.nsw.gov.au/explore/getting-around/community-buses

Section 1 – Group details		
Is this a booking for an internal Inner West Council staff activity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what account number should be charged for the booking? <i>Please go to Section 2:</i>	-----	
Is this booking for a non-profit or non-government organisation/group?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the organisation or group located in the Inner West Council Local Government Area (LGA)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
What is the purpose of the booking? Tell us about your group/booking, including if you work with culturally and linguistically diverse (CALD) communities, Aboriginal & Torres Strait Islander people, older adults, LGBTQ+ people, people living with a disability, children, youth, or people experiencing some form of disadvantage e.g., boarding house residents.		

Section 2 – Booking details

Activity name for which you are requesting to use the Community Bus:		
Coordinator of the trip:	Name: Phone: Email:	
Will the coordinator be accompanying the group on the bus?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, who will be the staff person accompanying the group:		
Name:		
Role/title:		
Phone:		
Email:		

Section 3 – Bus details

Which bus would you like to hire?	
<input type="checkbox"/> 21 seat bus Option A: 21 passengers and 1 driver Option B: 17 passengers, space for cargo and 1 driver <i>- please complete section 3a</i>	<input type="checkbox"/> 19 seat bus Option A: 19 passengers and 1 driver Option B: 14 passengers, space for cargo and 1 driver <i>- please complete section 3a and 3b</i>

Section 3a

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 would you like the bus configured?	<input type="checkbox"/> Option A - All seated passengers	
	<input type="checkbox"/> Option B - Seated passengers and space for cargo	
Will you require the use of the bus hoist? (The hoist is suitable for people with access needs or for loading cargo. If you have access needs, please discuss with Council staff. Buses cannot accommodate wheelchairs or mobility aids that cannot be folded and stored).	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 3b

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?		
Will you be transporting children on the community bus? If yes, please indicate age and number of children.	Age range	Number of children
	<input type="checkbox"/> Aged 4 to under 7 years	
	<input type="checkbox"/> Aged 7 years and over	
NOTE: The minimum height for children to be well protected by a lap sash seatbelt alone without a booster seat is 145cm tall. Council buses are not currently equipped for booster seats.		
Are you applying for: <i>Please refer to the applicable fees and charges for each type of hire</i>	<input type="checkbox"/> Dry hire (hire of the bus without an operator) <i>Please complete an Application for Dry Hire and submit with this form. Please continue to Section 4.</i>	
	<input type="checkbox"/> Wet Hire (hire of the bus with an operator) <i>Please continue to Section 4.</i>	

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 if different to pickup	Pickup 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:			
ABN			
Contact name:			
Street Address:			
Suburb:		Postcode:	
Postal Address (if different to street address):			
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):			

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><i>*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.</i></p>	
Is the activity free to participants? (Please [✓])	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what is the cost per person per session?	<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?	<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%
Do you offer concessional/lower fees for people with a Health Care Card? (Please [✓])	<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	____/____/____
Print name			

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.

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

Office use only

Checked by Officer:		Receipt No:	
Date received:		Amount Paid:	
DWS No:		Cashier Code: A114-5123-00000 CBUS	
Events Perfect No:		Initial of Officer:	