



## BUS BOOKING APPLICATION FORM 2023

### 1. CONTACT INFORMATION *(Please complete all sections)*

Name of Organisation / Community Group	
Street Address	
ABN	
Contact Person 1	
Contact Phone	(W) (M)
Email Address	
Contact Person 2	
Contact Phone	(W) (M)
Email Address	
<b><i>Accounts contact responsible for ensuring that payment is made upon receipt of invoice.</i></b>	
Accounts Contact	
Postal Address	
Accounts Contact Phone	(W) (M)
Email Address	

### 2. ELIGIBILITY *(Please complete all sections)*

Please indicate whether your group meets any of the following eligibility criteria: *(Tick all that apply.)*

- People over 65 years of age and living independently.
- People from Aboriginal or Torres Strait islander communities.
- People from culturally and linguistically diverse backgrounds.
- People who live in rural and remote areas.
- People who are financially or socially disadvantaged.

Community Transport: Wollongong-Shellharbour is funded through the Commonwealth Home Support Program (CHSP) and the NSW Community Transport Program (CTP).

Please note that subsidised Community Transport is not available to people on a Home Care Package, in receipt of NDIS funding or those in residential care. Please provide details if this applies to any members of your group.



Does your group receive funding for transport?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your group have Public Liability Insurance?  Please ensure a copy of your Public Liability Insurance Certificate of Currency is provided with this application.	<input type="checkbox"/> Yes <input type="checkbox"/> No – Your group is not eligible to use CTWS.

### 3. BOOKINGS *(Please complete all sections)*

Regular Booking Yes <input type="checkbox"/> No <input type="checkbox"/>	Irregular/one-off Booking Yes <input type="checkbox"/> No <input type="checkbox"/>
Frequency: <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly  Preferred day of the week: Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/>	Date/s required:
Any flexibility the days / dates?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please give alternate days /dates:	
Size of the group – how many people?	

### 5. CARER / ASSISTANT DETAILS

Nominated Carer/Assistant	
All groups MUST provide at least one Carer / Assistant per bus. The Carer / Assistant cannot be a client in the group. All Carers / Assistants are required to be on the bus for the entire service, including pick-ups and returns.  If your group is funded under the Commonwealth Home Support Program (CHSP) for older people, each Carer / Assistant must have a current certified First Aid Certificate. Please provide a copy of this Certificate for each Carer / Assistant.	
Carer/Assistant Name	
Address	
Contact Phone	(W) <input type="text"/> (M) <input type="text"/>



## 6. CLIENT INFORMATION

In order to meet funding obligations, CWTS must collect specific information about each client that uses this service. This information is used for service delivery and statistical purposes only.

## 7. AGREEMENT

On behalf of \_\_\_\_\_ [insert group], I agree:

- to only use CTWS buses for the purpose stated in this Application;
- that if I return the bus in less than a clean and tidy condition, an additional cleaning fee will be charged by CTWS;
- in the event of a CWTS bus being off the road due to unforeseen circumstances, CTWS reserves the right to cancel a service.
- I have read and agree to abide by this Agreement and the terms and conditions of the **Community Bus Hire Bookings: Procedures and Guidelines for Use 2023**.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

### Please complete and return all forms to:

Community Transport: Wollongong-Shellharbour  
Wollongong City Council  
PO Box 693  
WOLLONGONG NSW 2500  
Phone 1300 987 422 | Email [communitytransport@wollongong.nsw.gov.au](mailto:communitytransport@wollongong.nsw.gov.au)  
[www.ctws.com.au/](http://www.ctws.com.au/)