



# UPPER HUNTER SHIRE COUNCIL

MERRIWA OFFICE, PO BOX 111, MERRIWA 2329

Phone 6521 7000 ♦ Fax 6545 2671

## MERRIWA COMMUNITY BUS

### ENQUIRY/BOOKING FORM

*I, the undersigned, wish to make application for the use of the Merriwa Community Bus*

On behalf of (User Group)

To travel to (Destination)

For (Purpose)

Date(s) required

To

Transporting (Number of persons)

Name of LR Licensed Driver

I/we accept:-

1. that prompt payment will be forwarded to Council upon Council issuing a Tax Invoice for the hire;
2. liability for any damage and will reimburse Council for any excess incurred through my/our use of the Community Bus;
3. the bus will be returned after use in a clean condition;
4. the driver must hold a LR licence;
5. the rate charged is as per that listed in Council's annual Delivery Program & Operational Plan.

Name:

Signed:

Address:

Date:

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The intended recipients of the personal information are officers within Council

The supply of the information by you is voluntary. If you cannot provide or do not wish to provide the information sought, Council will be unable to process your application.

Council is collecting this personal information from you to process your hire application.

You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the Act.

#### OFFICE USE ONLY

Availability checked by Customer Service Officer [ ] Booking recorded in register [ ]

Licensed checked (LR required) and photocopied [ ]

Condition Report start ..... finish .....

Odometer reading start: ..... km finish: ..... km

Kilometres travelled: ..... x \$..... = \$ ..... charge inc. gst

Receipt No: ..... Date: .....