

1. THE APPLICATION FORM

- a) This application form contains 4 parts to be completed by all applicants:

PART A – Student Details

PART B – Education and Journey Details

PART C – Parent or Guardian Details

PART D – Payment Details and Applicants Declaration

- b) Parts A, B and C need to be completed by the Parent/Guardian. Part D to be completed by the recipient of the PVC Subsidy payment and authorised by the Parent/Guardian.
- c) Block letters using black or blue ink must be used to complete the PVC Subsidy application form.
- d) Complete ALL fields requested in the application form.

Note that if any information is missing, the application form will not be processed and will be returned to you for completion and may result in a delay to your approval.

2. COMPLETING THE APPLICATION FORM

PART A: STUDENT DETAILS (one application form per student)

- a) Please fill in the Student's Details including the residential address/rural address number where available.
- b) Note the following:
- I. Where a residential address or rural address number is unavailable, provide your Lot Number, Section Number (where applicable) and Deposited Plan Number. This information can be found on your rates notice or by contacting your local council office. This information will assist the Department of Transport in determining eligibility and distance assessments.
 - II. A PO Box will NOT be accepted as a residential address. If the address has a property name, please record it in the property name field.

PART B: EDUCATION AND JOURNEY DETAILS

- a) Application Commencement Date - Please advise us of the commencement date of this application.
- Note that you cannot back date your application form.
- b) Student's Year – Please advise us of your student's school year at the time the application is to commence.
- c) Distance (kilometres) – Please advise us of the one-way distance measured from your residence to the nearest transport pick up point or, if there is no public transport, the distance to the school via the shortest route.
- d) Eligibility – Please select the appropriate option.
- I. Distance – Where no public transport is available and the measured one way distance between the nominated residence and the nearest transport pick up point or school exceeds 1.6 kilometres. Refer to the Eligibility Criteria in the PVC Subsidy Terms and Conditions for Infant students.
 - II. Medical – Where the student cannot utilise the available public transport services for medical reasons.

- III. Walking Route Grounds – Where a parent/guardian considers that the walking route does not comply with the Department of Transport's guidelines. (The guidelines can be found at: www.transport.nsw.gov.au/ssts/guidelines-on-safe-walking.html)

- e) Travel By – Please select the appropriate option.

- I. Own Car – Where the parent or guardian personally transports the student between the residence and the nearest transport pick up point or school via the shortest route.
- II. Informal Third Party Arrangement – Where a neighbour or friend transports your student to the nearest transport pick up point or school via a carpool arrangement.¹
- III. Formal Third Party Arrangement – For example where a school or bus operator provides a vehicle or bus on a regular basis to transport students to the nearest transport pick up point or school.¹
- IV. Motorcycle – Please refer to PVC Subsidy Terms and Conditions for further details if needed.
- V. Boat – A private motor vessel required to transport the student for a segment of the journey over water.

- f) Frequency of Travel – Please select the appropriate option.

- I. Daily (2 return trips) – Where a student is transported to the nearest transport pick up point or school in the morning and afternoon.
- II. Single (1 return trip) – Where a student is only transported to the nearest transport pick up point or school in the morning OR afternoon.
- III. Boarder (Weekly) – Where a student resides at the nominated school during the school week and returns to the family home on weekends.
- IV. Boarder (Term) – Where a student resides at the nominated school during the school term and only returns to the family home during school holidays.
- V. Irregular (Flood) – Where the normal transport of the student to the nearest transport pick up point or school is disrupted due to flooding. For the application to be considered written evidence from your local council to support the claim must be included.
- VI. Irregular (Mini-School) – Education and Training NSW operates a number of distance education centres (mini-schools). Only those students who are full time, geographically isolated, distance education students are eligible for the PVC Subsidy. A new application form must be provided for each activity along with the location details.
- VII. Irregular (Other) – Where the normal transport of the student to the nearest transport pick up point or school is disrupted due to an unplanned event such as damage to infrastructure. For the application to be considered written evidence from your local council to support the claim must be included.

¹ The Department of Transport reserves the right to determine if a third party arrangement is informal or formal.

- g) Public Transport – Please select the appropriate option.
- I. Yes – A public transport service is available to transport your student between your residence and the nearest transport pick up point or school. Available public transport service(s) may include one or more segments or modes of travel.
 - II. No – Where your investigations have identified that no public transport service(s) are available for any part of the journey being claimed.
- h) Journey To – Please select the appropriate option.
- I. School - If the journey is to school, tick the box next to “School” and enter the name of the school in the blocked space provided below.
 - II. Transport Pick up Point - If the journey is to a transport pick up point, tick the box next to “Transport Pick up Point” and enter the location of the nearest transport pick up point in the blocked space provided below.
- i) Joint Custody Application – Please refer to the PVC Subsidy Terms and Conditions for more details if needed.

PART C: PARENT OR GUARDIAN DETAILS

- a) Please fill in the Parent or Guardian details by first selecting whether you are the parent or guardian of the student to which the application refers.
- b) Note the following:
- I. If the preferred method of correspondence selected is “Mail”, all correspondence will be sent to the postal address provided.
 - II. If the preferred method of correspondence selected is “Email”, correspondence may be sent to the email address provided in the blocked space below. Some mail may still be sent to the postal address provided.
 - III. At least one phone number where you can be contacted must be provided.

PART D: PAYMENT ACCOUNT DETAILS AND DECLARATION

- a) Please fill in the Payment Account Details and double check to ensure accuracy as incorrect details may delay or suspend payment.
- b) Carefully read the Declaration, and be sure to sign and date the application in the appropriate field. Your signature is required to attest to the accuracy of the details provided and to acknowledge acceptance of the Terms and Conditions.

IMPORTANT NOTE:

Please ensure that all required fields in the Application Form are complete and that any additional required supporting documentation is included before sending to the Department of Transport.

Incomplete applications will be returned to sender and will not be processed until the completed Application Form and supporting documentation is received.

HOW TO CONTACT US

PVC Subsidy Applications
Department of Transport
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PARRAMATTA NSW 2124
Telephone: 02 9891 8900 Fax: 02 9891 8985
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