

1. THE APPLICATION

PVC Subsidy applications can be lodged online at <http://www.transport.nsw.gov.au/pvc> or using the paper form. Where applicable online PVC Subsidy applications will receive an immediate determination. If an immediate determination cannot be provided Transport for NSW will normally provide a determination within 6 weeks of date of receipt.

- a) The application form contains four parts to be completed by all applicants:
 - Student Details
 - Education and Journey Details
 - Parent or Guardian Details
 - Payment Details and Applicants Declaration
- b) The application form must be completed in full. Failure to provide all requested information in the application form and/or supporting documentation will result in your application being declined.
- c) For paper based applications:
 - I. Block letters using black or blue ink must be used to complete the PVC Subsidy application form.
 - II. Complete ALL fields requested in the application form.
 - III. Send the completed form to Transport for NSW at the address provided below.

2. COMPLETING THE APPLICATION

(these instructions follow the paper form; the online form differs)

STUDENT DETAILS (one application per student)

- a) Ensure that the school details provided on the application are correct for the student.
- b) Complete the student's details including the residential address where available.
- c) Note the following:
 - IV. Where a residential address or rural address number is unavailable, you must 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 Transport for NSW in determining eligibility and distance assessments.
 - V. 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.

EDUCATION AND JOURNEY DETAILS

- a) Application Commencement Date - Provide the commencement date of this application.
- b) Student's Year – Provide the student's school year at the time the application is to commence.
- c) Distance (kilometres) – Provide 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 – 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 Transport for NSW's guidelines. (The guidelines can be found at: www.transport.nsw.gov.au/ssts/guidelines-on-safe-walking.html)
- e) Travel By – 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 – Select the appropriate option.
 - I. Daily (2 return trips) – Where a student is transported to and from 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 and from the nearest transport pick up point or school in the morning OR afternoon. Applications submitted by paper must be accompanied by a covering letter detailing the reason of the single journey.
 - 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) – NSW Department of Education and Communities 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.
- g) Public Transport – Select the appropriate option.

Note that the PVC Subsidy cannot be claimed in preference to using an available public transport service.

- I. Yes – A public transport service is available to transport the student for part or all of the journey between your residence and the school. Available public transport

¹ Transport for NSW reserves the right to determine if a third party arrangement is informal or formal.

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 – 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 space provided.
 - 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 space provided.
- i) Joint Custody Application – Refer to the PVC Subsidy Terms and Conditions for more details if needed.

PARENT OR GUARDIAN DETAILS

- a) Complete the Parent or Guardian details by selecting whether you are the parent or guardian of the student to which the application refers.
- b) Note the following:
 - I. If the postal address is not the same as the student’s residential address provide the postal address details.
 - II. If the preferred method of correspondence selected is “Mail”, all correspondence will be sent to the postal address provided.
 - III. If the preferred method of correspondence selected is “Email”, remittance advice will be provided by email. Some mail may still be sent to the postal address provided.
 - IV. Online based applications require the applicant to confirm their e-mail address.
 - V. At least one phone number must be provided.

PAYMENT ACCOUNT DETAILS AND DECLARATION

- a) Complete Payment Account Details and double check your details 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 or if online check box. This 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 are complete and that any additional required supporting documentation is included before submitting your application.

Incomplete applications will be declined.

Paper based applications should be sent to Transport for NSW at the address provided below.

HOW TO CONTACT US

PVC Subsidy Applications
Transport for NSW
Locked Bag 5085
PARRAMATTA NSW 2124
Telephone: 02 9891 8900 Fax: 02 9891 8985
Toll-Free: 1800 010 123
Website: www.transport.nsw.gov.au
Email: pvc@transport.nsw.gov.au