

Application for approval to collect charitable donations

Collections for Charities Act 2001, Section 5(1)(a) and 5 (2)(c)

For use by a non-incorporated association or community group located within Tasmania

You must get approval to collect charitable donations in Tasmania if you are an organisation, which is not an incorporated association or a corporation within Tasmania.

NOTE: Interstate organisations should NOT complete this form. You should complete 'Form 1 - For use by organisations or corporations located outside of Tasmania'.

1. Details of organisation

Name of organisation

Principal organisation address or residential address of public officer

Telephone number

Fax number

Email address

2. Contact details of executive committee (attach a separate sheet if necessary)

Public officer (full name)

Date of birth

Place/country of birth

Residential address

Telephone number

Fax number

Email address

President (full name)

Date of birth

Place/country of birth

Residential address

Telephone number

Fax number

Email address

Treasurer (full name)

Date of birth

Place/country of birth

Residential address

Telephone number

Fax number

Email address

3. Criminal history

Has the public officer or any member of the executive committee been convicted of a criminal offence in the last five years?

☐ Yes ☐ No

If you have ticked 'Yes', you need to attach a National Police Criminal History record dated within the last 3 months for the person(s). To get this certificate you will need to apply to the Tasmanian Police Criminal History Service on 03 6230 2928 or www.police.tas.gov.au

4. Appeal information

Description

Please give a description of the reasons for the appeal (e.g. to provide emergency shelter for bushfire victims)

Who will benefit from the appeal?

(e.g. the names of the families whose homes were destroyed by the bushfire)

Where will this appeal take place?

(e.g. town or general description of the locality)

Starting date for donation collection

End date for donation collection

What activities will you conduct for this appeal?

(e.g. door knocking, or approaching people with tins for coin donation)

How will donations raised from this appeal be distributed to the beneficiaries?

(e.g. money handover or purchase of equipment)

Are you aware of any incorporated organisation, which is assisting the same cause?

☐ Yes ☐ No

If you selected 'Yes', provide the name

5. Privacy and declaration**Personal Information Protection Statement**

Consumer Building and Occupational Services Division of the Department of Justice will collect personal information from you for the purpose of processing this application. You are required to provide this information by the *Collection for Charities Act 2001*. Failure to provide this information may result in your application not being processed. Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to other authorised organisations. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to Consumer Building and Occupational Services. You may be charged a fee for this service.

Declaration - Please note if you do not complete the following section your application may not be processed.

- ☐ I have authority to provide the information contained in this application and to submit this application for or on behalf of the applicant.
- ☐ I have read, understand and am able to comply with all the criteria, terms and conditions contained in this application.
- ☐ I declare the information provided in this application is true and correct to the best of my knowledge and belief. I understand penalties may apply for providing false and misleading information.

Provide full name

Provide residential address

Date

Checklist

- ☐ The application form has been fully completed
- ☐ A National Police Record dated within 3 months is attached, if required
- ☐ It is recommended you read the [Information Guide to the Collections for Charities Act 2001](#)

6. Lodging the form

By Mail: Registration Services
PO Box 56
ROSNY PARK TAS 7018

By Fax: 03 6173 0205

By Email: Registration.Services@justice.tas.gov.au

7. Enquiries

Telephone: 1300 65 44 99

Email: Registration.Services@justice.tas.gov.au

Website: cbos.tas.gov.au

Submit by email

Attach any relevant documents with the email.
We recommend you save a copy of this form for your own records.