

FORM CC1

Application for a charitable collections licence

Charitable Collections Act 1946 (WA) Section 11

How to use this form

Organisations that are not registered with the Australian Charities and Not-for-profits Commission (ACNC) use this form to apply for a licence to collect money or goods for charitable purposes in Western Australia under the *Charitable Collections Act 1946* (the Act).

Do not use this form if your organisation is registered with the ACNC or is a deemed licence holder.

To complete this form you will need:

- the organisation's name, address, ABN and nominated contact person's details.
- the name, address, and contact details of the members of the organisation's governing body.
- you will also need to attach supporting documents. Refer to **Attachments** at the end of this form.

Fees

There are no fees for submitting this form.

Important Information

Who can become a charitable collections licence holder

An organisation can apply for a licence if it:

- is a not-for-profit legal body; and
- collects or solicits money or goods from the public to support one or more charitable purposes recognised under the Act.

What is a charitable purpose?

The Act defines charitable purposes as:

- the relief of the sick, infirm, incurable, poor, destitute, helpless or unemployed people or their dependants;
- the relief of distress caused by war and the support of people who have been members of the armed forces;
- the support of hospitals, infant health centres and other activities of a social or welfare character;
- animal welfare, conservation and environmental causes; or
- any benevolent, philanthropic or patriotic purpose.

When a licence is not required

Generally, a charitable collections licence is not required where the funds or goods solicited aren't used to benefit a recognised charitable purpose or are used for private benefit. Examples where one may not be required include:

- sporting and recreational organisations, unless the sporting activities are conducted to support a charitable purpose such as for people with disabilities or the aged;
- community service clubs or social clubs, unless their activities are used to provide support to a charitable purpose;
- individuals raising funds on their own behalf or parents and guardians on behalf of a child or dependant family member;
- receiving funds or goods from non-public sources (for example, Commonwealth, State or local government grants or membership fees only); or
- funds or goods are received and used by a religious organisation for worship.

If you are unsure whether a licence is required, contact Consumer Protection before completing this form.

How to return this form

Once completed, you can return this form:

By email charities@lgirs.wa.gov.au

By post Department of Local Government, Industry Regulation and Safety
Associations and Charities
Locked Bag 14
CLOISTERS SQUARE PERTH WA 6850

Keep a copy of this form for your own records.

What happens next

- Consumer Protection may contact the organisation if clarification or additional information is required.
- Any incomplete applications will not be considered. No funds or goods may be solicited or collected for charitable purposes unless a charitable collections licence is issued.
- This application may be presented to the Charitable Collections Advisory Committee, to make recommendations to the Commissioner about whether a licence should be granted. The Committee currently meets on a monthly basis.
- If granted, the organisation will be advised in writing that it may begin collections in WA.

Privacy Collection Notice

LGIRS collects the personal information you provide through this notice to administer the [Charitable Collections Act 1946 \(WA\)](#), including assessing applications, processing notifications and monitoring compliance with licensing obligations.

For more information about how your personal information is handled, including disclosures and your privacy rights, please see the full [Privacy Collection Notice](#) on our website.

Contact

For help with completing this form, information about the progress of your application, or general information about charities, please contact:

Telephone **1300 30 40 74 or (08) 6552 9300** (8:30 am to 4:30 pm weekdays)

Email charities@lgirs.wa.gov.au

Website www.consumerprotection.wa.gov.au/charities

The above information is intended as a guide only and is included to assist you in completing and lodging this notice. This page is not part of the form. If required, professional advice should be obtained regarding the matters dealt with in this form



FORM 1

Application for a charitable collections licence

Charitable Collections Act 1946 (WA) Section 11

When completed this form is classed as "OFFICIAL SENSITIVE"

STEP 1 – DETAILS OF ORGANISATION

Organisation name

Organisation Type

Trustee/s name *(if applicable)*

Australian business number (ABN) *(optional)*

ACN / Registration number / ICN

Postal address

Suburb or town

State or Territory

Postcode

Business hours telephone

Email address

Website *(optional)*

STEP 2 – NOMINATED CONTACT FOR ORGANISATION

Title

First name

Family name

Position held with organisation

Telephone

Email address

STEP 3 – CHARITABLE PURPOSES AND ACTIVITIES

Which charitable purpose is your organisation collecting for?

Only select the options that reflect the objects or purposes stated in your organisation's governing document.

- ☐ Relief for the sick, infirm, incurable, poor, destitute, helpless or unemployed people or their dependants.
Examples include health services, mental health support, food banks, homelessness services, poverty relief, emergency relief and assistance for unemployed people.
- ☐ Relief of distress caused by war.
Examples include providing relief, aid and support to people affected by war or armed conflict.
- ☐ Support for veterans and current or former members of the armed forces.
Examples include support services for veterans, current or former members of the armed forces, and their families.
- ☐ Support of hospitals, infant health centres, and other social or welfare activities.
Examples include support of hospitals, medical research, aged care services, disability services, Indigenous services, refugee assistance, infant health services and community welfare programs.
- ☐ Animal welfare, environmental or conservation causes.
Examples include animal sanctuaries, veterinary care and treatment, assisting mistreated or lost animals, addressing animal cruelty, preserving native flora and fauna, habitat protection and rehabilitation, conservation projects and environmental education.
- ☐ Any other benevolent, philanthropic or patriotic purpose.
Examples include economic, social and community development, activities that benefit the general public, and other benevolent, philanthropic and patriotic purposes.

If the organisation is not collecting for one of the above charitable purposes, it is not required to have a licence in Western Australia and does not need to give this notice.

How do the organisation's activities or services advance the selected charitable purpose?

Who are the main beneficiaries of the organisation's charitable collections?

For example, the general community of Australia, adults aged 65 and older, people with disabilities, financially disadvantaged people, veterans or their families, people at risk of homelessness or people experiencing homelessness, overseas communities or other charities

STEP 4 – COLLECTION ACTIVITIES

Does or will the organisation provide funds, goods or other resources to an organisation operating overseas or conduct its collection activities overseas?

(Select all that apply)

☐ No

☐ Yes

If yes, list the countries outside of Australia below

OR

☐ The organisation has not yet determined the overseas countries.

What collection activities will be conducted?

(Select all that apply)

☐ Face to face collections in public places (street appeals)

Street appeals require a separate permit under the Street Collections (Regulations) Act 1940. More information is available from our [Street collections](#) page.

☐ Door-to-door appeals

☐ Telemarketing

☐ Product sales

☐ Opportunity shops

☐ Clothing bins

☐ Events (for example, auctions and quiz nights)

☐ Online donations or direct payments through own website

☐ Online donations or direct payments through an online platform (crowd fundraising)

☐ Bequests

☐ Capital or major gifts

☐ Raffles, lotteries or gaming activities

Raising funds through the sale of raffles, lotteries or gaming activities may require a permit. More information is available from our [Gaming types](#) page.

☐ Other

Provide details of any collection activities not listed above that will be conducted.

STEP 5 – EXECUTIVE OFFICERS

List all of the organisation's Executive Officers. An Executive Officer is any person holding an executive position in the organisation. For example, a director, secretary, chairperson, president or committee member. *If more than three, copy this page then fill in with the additional executive officer details.*

EXECUTIVE OFFICER 1

Title	First name	Family name
Date of birth	Position held with organisation	Date started
Residential address		
Suburb or town	State or Territory	Postcode
Telephone	Email address	

EXECUTIVE OFFICER 2

Title	First name	Family name
Date of birth	Position held with organisation	Date started
Residential address		
Suburb or town	State or Territory	Postcode
Telephone	Email address	

EXECUTIVE OFFICER 3

Title	First name	Family name
Date of birth	Position held with organisation	Date started
Residential address		
Suburb or town	State or Territory	Postcode
Telephone	Email address	

STEP 5 – EXECUTIVE OFFICERS (continued)

Are there any personal relationships between the Executive Officers and any of the other members of the organisation's governing body?

- ☐ No
- ☐ Yes

Provide names of the related executive officers and describe how they are related

Is any individual currently serving as the organisation's executive officer a disqualified person?

A Disqualified Person is any person who:

- *is disqualified from managing corporations under the Corporations Act 2001 (Cth) Part 2D.6; or*
- *must not accept appointment or act as a member of a management committee of an incorporated association under the Associations Incorporation Act 2015 (WA) Division 1; or*
- *has been disqualified from acting as a responsible person of a charity by the Commissioner of the Australian Charities and Not-for-profits Commission under the Australian Charities and Not-for-profits Commission Regulation 2013 (Cth) Subdivision 45- B- Governance Standards.*

- ☐ No
- ☐ Yes

Provide names of all disqualified executive officers and how they are disqualified

Why were these individuals chosen as executive officers and permitted to be members of the governing body?

STEP 6 – FINANCES & REPORTING

When does the organisation's next financial year end?

This date influences when your annual financial report is due

Day and month

Year

Choose an item.

What is the estimated total revenue the organisation expects to receive in its next financial year?

Total revenue includes income received both from ordinary activities and charitable collections.

- ☐ \$0 to \$499,999
- ☐ \$500,000 to \$2,999,999
- ☐ \$3,000,000 or above

Provide details of the bank account where money from the collection activities will be deposited

Financial institution name

Account name

BSB

Account number

All collection proceeds must be banked into an account from which it is only possible to withdraw money by authorisation of at least two people.

Full name of bank signatory 1

Full name of bank signatory 2

REVIEWER OR AUDITOR DETAILS (do not complete if estimated total revenue is \$0 to \$499,999)

Based on your selected revenue range, select one:

- ☐ Reviewer (required for revenue \$500,000 to \$2,999,999)
- ☐ Auditor (required for revenue of \$3,000,000 or above)

Title

First name

Family name

Firm name (If applicable)

Postal address

Suburb or town

State or Territory

Postcode

Telephone

Email address

Professional qualification (Select one)

- ☐ Registered Company Auditor (RCA)
- ☐ Member of the Institute of Chartered Accountants (CA)
- ☐ Member of the Australian Society of Certified Practicing Accountants (CPA)
- ☐ Member of the Institute of Public Accountants (IPA)
- ☐ Member of the Association of Taxation and Management Accountants (ATMA)

RCA No:

STEP 7 – DECLARATION AND SIGNATURE

Who must sign this notice

To be completed by an executive officer named in this form or the organisation's nominated contact.

Declaration:

- I am 18 years or older and I am authorised to make this application as, or on behalf of, the organisation named in this form.
- The organisation consents to the making of enquiries, the exchange of information, and obtaining any document, record, file or information for any matters necessary or relevant for determining the organisation's eligibility to hold a licence under the *Charitable Collections Act 1946*.
- The information in this application, and any supporting documents, is true, correct and complete to the best of my knowledge, and I understand it is an offence to make a declaration knowing it is false or misleading.

Signature

Date signed (dd/mm/yyyy)

Full name of person signing

Position of person signing

Who should be contacted if there is a query about this form

- ☐ The organisation's nominated contact
- ☐ The person named below

Title

First name

Family name

Suburb

State

Postcode

Telephone

Email address

ATTACHMENTS

This form may not be processed without the following documents

- ☐ **The organisation's certificate of incorporation or registration**
Not required if organisation is incorporated in WA under the Associations Incorporation Act 2015
- ☐ **An up-to-date copy of the organisation's governing document** e.g. rules/constitution, trust deed
Not required if organisation is incorporated in WA under the Associations Incorporation Act 2015
- ☐ **The organisation's conflict of interest policy**
Not required if there are no personal relationships between the organisation's executive officers
- ☐ **A copy of the organisation's most recent income and expenditure account and balance sheet.**
If the organisation commenced recently and has not completed a full financial year at the time of making this application, provide:
- a statement of its current financial position (for example, a balance sheet or statement of affairs) and details of any income or expenditure to date; or .
 - If no financial activity has occurred, provide a statement confirming this.