



FORM CC3

Notice of intent

Charitable Collections Act 1946 (WA) Section 6

How to use this form

Australian Charities and Not-for-profits Commission (ACNC) registered charities use this form to notify Consumer Protection of their intention to collect money or goods for charitable purposes in Western Australia and be taken to hold a licence under the *Charitable Collections Act 1946* (the Act).

Do not use this form if your organisation is not registered with the ACNC or already has a charitable collection licence and does not want to switch to a deemed licence holder.

Check if your organisation is registered with the ACNC by visiting www.acnc.gov.au before completing this form.

1. Registered charities that **do not have** a charitable collections licence **complete steps 1 to 5**
2. Registered charities that have a charitable collections licence **complete steps 1 to 3 and 5**. When submitting this notice you will also need to attach confirmation that you agree to having your charitable collections licence revoked in order to be taken to hold a licence.

Fees

There are no fees for submitting this notice.

Important Information

Who can become a deemed licence holder

An organisation can give notice of intent to become a deemed licence holder if:

- it is registered with the ACNC; and
- it is collecting for a charitable purpose recognised under the Act.

Meaning of 'being taken to hold a charitable collections licence'

An organisation 'taken to hold' a charitable collections licence can collect money as if it had a WA charitable collections licence, without being issued one.

An organisation taken to hold a licence is referred to as a 'deemed licence holder'.

Difference between being a deemed licence holder and holding a WA licence

Some requirements applicable to charitable collection licence holders do not apply in the same way to deemed licence holders. Deemed licence holders do not need to provide Consumer Protection with its annual financial reports or notifications about changes of circumstances.

Deemed licence holders must meet the ACNC's registration, reporting and record-keeping requirements and follow the [Code of Conduct](#) together with any conditions imposed on the deemed licence.

Charitable collections licence holders becoming a deemed licence holder

Charitable collections licence holders are already authorised to collect in WA and do not need to give this notice of intent, unless they want to become a deemed licence holder.

Becoming a deemed licence holder requires any charitable collections licence in force to be revoked. Charitable collections licence holders that complete this notice should include a statement in writing that confirms if they agree with having their charitable collections licence revoked. **If a licence holder does not agree with revocation, do not complete this notice.**

Registration with the ACNC

The ACNC is a Commonwealth Government agency that regulates access to charity tax concessions and other benefits. Registration with the ACNC is voluntary.

Organisations *do not need to register* with the ACNC to collect in WA. Organisations that aren't registered with the ACNC can apply for a WA charitable collections licence.

How to return this notice

Once completed, you can return this notice:

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 notice 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 the organisation is taken to hold a charitable collections licence.
- If the notice is accepted, the organisation will be advised in writing when it becomes a deemed licence holder and 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



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When completed this form is classed as "OFFICIAL SENSITIVE"

STEP 1 – DETAILS OF ORGANISATION

Organisation name

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 – EXISTING AUTHORISATION DETAILS

Does your organisation currently hold a WA charitable collections licence?

If selected, to operate as a deemed licence holder your charitable collections licence must be revoked.

☐

Yes, enter your **WA licence number** below then go to Step 5

CC

☐

No ► Go to Step 4

STEP 4 – CHARITABLE PURPOSES AND ACTIVITIES

What are the organisation's objectives or purposes as stated in its governing document?

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.

STEP 4 – CHARITABLE PURPOSES AND ACTIVITIES *(continued)*

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 – DECLARATION AND SIGNATURE

Who must sign this notice

To be completed by the person identified as the organisation's nominated contact

Declaration:

- I am 18 years or older and I am authorised to provide this notification as, or on behalf of, the organisation named in this form.
- The organisation is a Commonwealth registered entity with the ACNC, within the meaning of the *Australian Charities and Not-for-profits Commission Act 2012* (Cwth).
- I, on behalf of the organisation, give notice of its intention to do one or more things in section 6(1) of the *Charitable Collections Act 1946* (Act) in Western Australia and acknowledge:
 - the organisation is only **deemed to hold a licence** under the **Act while** it remains ACNC-registered; and
 - while the organisation is deemed to hold a licence, it agrees to comply with the standard WA licence conditions and the Code of Conduct.
- The organisation consents to the making of enquiries, the exchange of information, and obtaining information with or from the ACNC for any matters relevant to this notice and for administering the *Charitable Collections Act 1946*.
- The information in this notification is true, correct and complete to the best of my knowledge and belief, 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

Given name

Family name

Address (Street or PO Box)

Suburb

State

Postcode

Telephone

Email address

ATTACHMENTS

- ☐ A statement confirming the organisation's agreement to the revocation of its WA charitable collections licence (if applicable).