

Charitable Collections Act (1946) Sections 6 & 11

Charitable Collections Regulations (1947) Regulation 3

Important - funds may not be collected for any charitable purpose until a charitable collections licence is issued. "Charitable purpose" is defined in Section 5 of the Charitable Collections Act (1946).

Please use
a pen and
write neatly using **BLOCK LETTERS**

Tick where appropriate

Applicant

(Name in which licence will be issued)

Tick whichever box applies:

- Body corporate (company or association)
 Trustees (operating a Trust)
 Individual

Name to appear on licence: _____

If Applicant Is Not An Individual, Details of Person Authorised to Make Application

Name: _____

Position in organisation: _____

Postal address: _____

_____ Postcode _____

Contact numbers (please provide all those that are applicable):

Work: () _____

Fax: () _____

Home: () _____

Mobile phone: _____

Email: _____

**Charitable Collections
Advisory Committee**
Ground Floor
"Forrest Centre"
219 St George's Terrace
Perth WA 6000

Postal Address:
Locked Bag 14
Cloisters Square
WA 6850

Charities Advice Line
8.30am to 5pm
Monday to Friday
(excluding Public
Holidays)
Tel: 08 9282 0832
Fax: 08 9282 0948
Email:
consumer@docep.wa.gov.au

Country Callers:
1300 304 054
(local call cost)

TTY
Tel: 08 9282 0900

General Advice Line:
1300 304 054
During normal office
hours only

Web Site:
www.docep.wa.gov.au/
charities

Address of Applicant

Street address: _____

_____ Postcode _____

Postal address (If the same as street address, please write "as above"):

_____ Postcode _____

Contact Details of Applicant

Please provide all those that are applicable


Telephone: () _____

Facsimile: () _____

Email: _____

Website: _____

Constitution/Rules/Memorandum/Articles of Association/Trust Deed

 *If the applicant is an incorporated body or a Trustee(s), please attach a certified copy of the rules governing the affairs of the organisation or Trust (this could be a Constitution or Articles of Memorandum and/or a Trust Deed if the applicant is a Trustee) **AND***

 *A copy of the Certificate of Incorporation or Registration of the organisation.*

Principal Executive Officer Details

- If the applicant is an incorporated body or a Trustee(s), please provide the following details of the Principal Executive Officers, or the Trustees. The Principal Executive Officers include an organisation's President/Chairperson, Secretary, Treasurer, Chief Executive Officer and Chief Financial Officer (by whatever titles they may be known).
- If the applicant is an individual, that individual is considered to be a Principal Executive Officer. Please provide your details and those of any others who will be assisting you to run the charity.


Full Name	Position Held In Organisation

 Important note: A completed Principal Executive Officer - Declaration and Consent for each of the persons named above must accompany this application.

Charitable Purpose(s)

Outline the charitable purpose(s) for which the licence is sought (eg. the objects of the organisation).

The Charitable Collections Advisory Committee is required by Section 11 of the Act to consider whether these purposes or objects would be more effectively or economically carried out by an existing licence holder or license applicant.

 In order to assist the Committee with this assessment, please attach a supporting statement that

- details any contact made/discussion with relevant existing licence holders*, and/or
- presents evidence that the objects would not be more effectively or economically carried out by any other existing licence holder or applicant.

* *Please attach any supporting documents you may have from these organisations*

Fundraising Activities

Please tick which activities the applicant will be conducting:

Seeking bequests

Telemarketing

Volunteer fundraising

Street collections

Door to door collections

Clothing bins

Opportunity shops

Badge/flower/pin day

Dinner dance/ball/luncheon

Film night

Sports day


Sponsored activities

Internet donations (provide website/s)

Merchandise sales (provide details)

Any other activities not listed above:


If the applicant is to conduct any activities where the applicant's name will not be obvious, please advise the name of the activity/appeal(s) (e.g. "Red Nose Day" conducted by SIDS and Kids WA Inc.).

 *If there is insufficient space here, please attach an annexure labelled "ACTIVITIES".*

Financial Position

Date when the applicant's financial year ends: _____ (e.g. 31 December)

Amount of money or value of goods expected to be raised in the first 12 months after being licensed: \$ _____

 *Please attach a certified copy of the applicant's last income and expenditure account and balance sheet (where applicable) [Regulation 3, Charitable Collections Regulations (1947)].*

Bank Account Details

Regulation 11, *Charitable Collections Regulations (1947)* requires monies collected or received for any charitable purpose to be deposited in a bank account opened for that purpose.

Name of the account: _____

Name of bank: _____

Branch: _____

Names of persons authorised to operate the account (*at least two signatories [Regulation 11]*)

(Name printed)

(Name printed)

Auditor

The Charitable Collections Act requires a licensed charity to have its accounts audited by an approved auditor as detailed below [Section 15]:

- If the applicant is a company or Australian Registrable Body the auditor must be a Registered Company Auditor.
- If the applicant is an incorporated or non-incorporated association, a trust, or an individual, the auditor must be a Registered Company Auditor or a member of one of the four accounting bodies listed below.
- If the applicant is a small charity, located in the country, and unable to access an auditor who falls into one of the listed categories, the Minister may give special approval to appoint an auditor outside this group.

Category of auditor (tick which box applies)

Registered Company Auditor (RCA)

* RCA Registration No. _____

Member of:

Institute of Chartered Accountants

Australian Society of Certified Practising Accountants

National Institute of Accountants

The Association of Taxation and Management Accountants

Special Ministerial Approval *

*[If you tick this box, please contact the Charities Administrative Officer before proceeding]

Auditor's full name: _____

Accounting firm: _____

(if applicable)

Postal address: _____

Postcode: _____

Phone: () _____

*You can search the Australian Securities and Investment Commission's website to determine whether an auditor is a registered company auditor and to find the registration number. www.search.asic.gov.au/pro.html

Authority To Obtain Information

The applicant **AUTHORISES** the Charitable Collections Advisory Committee (the "Committee") and the Department of Consumer and Employment Protection (the "Department"), or the persons they may direct, to make such further inquiries as they deem necessary, to assess the suitability and fitness of the applicant to hold a licence under the Charitable Collections Act (1946). This general consent includes specifically authorising the Committee and the Department, or the persons they direct, to obtain on the applicant's behalf:

- copies of any transcripts from any criminal court, disciplinary board or committee, or interviews or hearings relating to bankruptcy or insolvency, in which the applicant has been a defendant/respondent to proceedings;
- copies of any statement of fact in any criminal proceedings in which the applicant has been a respondent/defendant;
- copies of any decision of any Board in proceedings in which the applicant has been a respondent/defendant;
- historical records of any licence applications, disqualifications or suspensions by any Board or licensing authority in WA or any other state or territory relating to the applicant.

I acknowledge that the Committee can use any or all of the information or documentation it receives pursuant to this authority for the purpose of assessing this application.

Name of person authorised to make application: _____

Signature: _____ Date: _____

Statutory Declaration

I _____ of _____
(Insert Full Name) (Insert Address)

_____ (Insert Occupation)

do solemnly and sincerely declare that the particulars given in this application for a Charitable Collections Licence are true and correct and that the attachments hereto are what they purport to be **and** I make this solemn declaration by virtue of Section 106 of the *Evidence Act (1906)*.

Declared at _____ this _____ day of _____ 200 _____

Signature... _____

Witness Signature _____ (JP, CD or Authorised Person*)
Strike out those which do not apply

Printed Name of Witness _____

If Authorised Person, state occupation _____

* For a list of persons authorised to witness a statutory declaration in Western Australia, refer to page 6.

PLEASE NOTE that an incomplete application will not be submitted to the Committee for consideration.

If you need any help completing this application form please contact the Charities Administrative Officer on (08) 9282 0832 or if you are a country caller 1300 304 054.

LIST OF AUTHORISED PERSONS

Authorised Persons who may witness Statutory Declarations **in addition** to a Justice of the Peace for Western Australia:

1.	The CEO or deputy CEO of a local government
2.	A member of the council of a local government
3.	An electoral registrar appointed under the Electoral Act 1907
4.	A person appointed to take charge of a post office in the State
5.	An officer of the State or Commonwealth public service
6.	A person employed as a member of the teaching staff within the meaning of the School Education Act (1999) or as a teacher of a non government school within the meaning of that Act
7.	A police officer
8.	A person appointed to take charge of the head or any branch office in the State of an authorised deposit taking institution carrying on business under the Banking Act (1959) of the Commonwealth
9.	A secretary of an organisation of employees or employers registered under the Industrial Relations Act (1979) or of an organisation registered under the Conciliation and Arbitration Act (1904) of the Commonwealth
10.	A legal practitioner as defined in the Legal Practice Act (2003)
11.	A medical practitioner registered under the Medical Act (1894)
12.	A pharmaceutical chemist within the meaning of the Pharmacy Act (1964)
13.	A member of the academic staff of an institution providing courses at post-secondary education level.
14.	The holder of a licence under the Real Estate and Business Agents Act (1978) or Settlement Agents Act (1981)
15.	A financial services licensee (within the meaning of the Corporations Act (2001) of the Commonwealth), who is, in effect, authorised to carry on the business of an insurance broker
16.	A regulated principal (within the meaning of section 1430 of the Corporations Act (2001) of the Commonwealth), who is authorised to carry on the business of an insurance broker under Part 10.2 Division 1 Subdivision D of that Act
17.	A person registered as an auditor or a liquidator under the Corporations Act (2001) of the Commonwealth
18.	A person who is accredited as a chartered accountant or a certified practising accountant
19.	A surveyor licensed under the Licensed Surveyors Act (1909)
20.	A patent attorney registered under the Patents Act (1990) of the Commonwealth
21.	A commissioner for declarations appointed under the Declarations and Attestations Act (1913)
22.	A member of either House of Parliament of the State or of the Commonwealth.
23.	A commissioner for declarations appointed under the provisions of the Statutory Declarations Act (1959)
24.	A justice of the peace appointed for any part of the Commonwealth that is outside the State

CHECKLIST

Please ensure that you have included the following items with this Application Form (where applicable):

- Certified copy of the Rules of the organisation
- Copy of the Certificate of Incorporation or Registration of the organisation
- Supporting statement re charitable purposes/related charitable organisations
- Certified copy of the latest audited financial statements for the organisation
- Identity document for each Principal Executive Officer
- Supporting "Declaration and Consent" for each of the Principal Executive Officers