

Department of Justice  
Consumer Building and Occupational Services  
PO Box 56, Rosny TAS 7018  
Ph: 1300 65 44 99 (within Tasmania) (03) 6165 3400 (outside Tasmania) Fax: (03) 6173 0205  
Email: [Registration.Services@justice.tas.gov.au](mailto:Registration.Services@justice.tas.gov.au) Web: [www.consumer.tas.gov.au/registrations/charities](http://www.consumer.tas.gov.au/registrations/charities)

## 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 I - For use by organisations whose office is located outside Tasmania.

### 1. Details of organisation

Name of organisation:	<input type="text"/>				
Principal organisation address or residential address of public officer:	<input type="text"/>				
Telephone Number:	<input type="text"/>	Fax number:	<input type="text"/>	Email:	<input type="text"/>

### 2. Contact details of executive committee *(Attach a separate sheet if necessary)*

Public Officer (full name):	<input type="text"/>				
Date of birth:	<input type="text"/>	Place/country of birth:	<input type="text"/>		
Residential address:	<input type="text"/>				
Telephone number:	<input type="text"/>	Fax number:	<input type="text"/>	Email:	<input type="text"/>

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President (full name):	<input type="text"/>				
Date of birth:	<input type="text"/>	Place/country of birth:	<input type="text"/>		
Residential address:	<input type="text"/>				
Telephone number:	<input type="text"/>	Fax number:	<input type="text"/>	Email:	<input type="text"/>

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Treasurer (full name):	<input type="text"/>				
Date of birth:	<input type="text"/>	Place/country of birth:	<input type="text"/>		
Residential address:	<input type="text"/>				
Telephone number:	<input type="text"/>	Fax number:	<input type="text"/>	Email:	<input type="text"/>

### 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? 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](http://www.police.tas.gov.au)  Yes  No

#### 4. Appeal Information

##### Description

Please give a description of the reasons for the appeal (eg, to provide emergency shelter for bushfire victims)

##### Who will benefit from the appeal?

(eg, the names of the families whose homes were destroyed by the bushfire)

##### Where will this appeal take place?

(eg, 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?

(eg, door knocking, or approaching people with tins for coin donation)

##### How will donations raised from this appeal be distributed to the beneficiary(ies)

(eg, money handover or purchase of equipment)

Are you aware of any incorporated organisation,  Yes  
which is assisting the same cause?  No

If '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 *Collections 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  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 TAS 7018

By Fax: 03 6173 0205

By Email: [Registration.Services@justice.tas.gov.au](mailto:Registration.Services@justice.tas.gov.au)

#### 7. Enquiries

Telephone: 1300 65 44 99

Email: [Registration.Services@justice.tas.gov.au](mailto:Registration.Services@justice.tas.gov.au)

Website: [www.consumer.tas.gov.au/registrations/charities](http://www.consumer.tas.gov.au/registrations/charities)

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