

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 Web: www.consumer.tas.gov.au/registrations/charities

For use by an individual applicant

You must get approval to collect charitable donations in Tasmania if you are collecting as an **individual** and not on behalf of an organisation or a corporation who has a head office registered in Tasmania.

1. Applicant Details

Family name:	<input type="text"/>	Given names:	<input type="text"/>
Date of birth:	<input type="text"/>	Birth place:	<input type="text"/>
Residential address:	<input type="text"/>		
Telephone number:	<input type="text"/>	Fax number:	<input type="text"/>
Email address:	<input type="text"/>		

2. Bankruptcy and Insolvency

Are you presently bankrupt or insolvent? Yes No

Bankrupt means entering into a scheme or management, a deed of administration, or receivership, or being bankrupt under the Bankruptcy Act 1966.

Insolvent means you are unable to pay debts as and when they fall due.

3. Criminal History

As an individual applicant, you must attach a National Police Criminal History record dated within the last 3 months. If you live in Tasmania you will need to apply to the Tasmanian Police Criminal History Service on 03 6230 2928 or www.police.tas.gov.au. If you live outside Tasmania, you will need to apply to a police station in your State or Territory.

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, which is assisting the same cause?

Yes

If 'Yes' provide the name:

No

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
- 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 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: 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