

Applications to fundraise

Legal information for community organisations

This fact sheet covers:

- an overview of the fundraising application process and requirements in each jurisdiction, and
 - a checklist of documents required for fundraising applications in each jurisdiction.
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This fact sheet provides an overview of fundraising application processes and requirements in each Australian state and territory. Each Australian state and territory has its own and different rules relating to fundraising activities.

If your organisation intends only to fundraise locally then your organisation will only need to comply with the fundraising laws of the state or territory that you are in. This may mean that it needs to obtain approval to do so, in the form of a licence, registration, or an authority etc. (there are exemptions that may apply to your organisation or activity).

RELATED RESOURCES

For detailed information on the requirements in relation to fundraising and whether your organisation needs to obtain approvals in each state and territory, refer to our resources and the section at the end of this guide.



If you intend to fundraise in more than one state or territory, your organisation may need to comply with multiple jurisdictions' fundraising laws (including by registering as a fundraiser in multiple jurisdictions). This may also apply if you intend to fundraise online.

The following information is for organisations that need to obtain approval (in the form of a licence, or a registration, or an authority) to fundraise. The processes for each jurisdiction are set out below.

Overview of fundraising requirements

Victoria

	Discussion
Overview of process	<p>In Victoria, you need to register as a fundraiser in order to fundraise. In order to register, a person or organisation must complete two forms:</p> <ul style="list-style-type: none">• ‘Application for Fundraiser Registration or Renewal’• ‘Criminal Record and Personal Insolvency Declaration’ <p>There is no fee.</p> <p>A number of supporting documents are also required to be provided as part of the application process. Please see the ‘Checklist of documents’ below.</p>
Where to apply?	<p>Instructions on the application process can be found on the Consumer Affairs Victoria (CAV) website.</p> <p>If lodging by email: email the completed form and attachments to CAV Registration Enquiries (cav.registration.enquiries@justice.vic.gov.au)</p> <p>If lodging by post: post the completed form and attachments to Consumer Affairs Victoria, GPO Box 4567, Melbourne VIC 3001.</p> <p>You can also contact CAV on 1300 55 81 81.</p>
Timeframes	<p>You will need to submit your application for registration at least 28 days before conducting any fundraising activities.</p> <p>Urgent applications will only be considered on a case-by-case basis.</p> <p>You will be issued with a letter from CAV confirming receipt of your application. If CAV do not contact you within 21 days from the date of the letter to discuss your application, you will be deemed registered and can begin your fundraising activities.</p> <p>Note that at the date of publication of this resource, information on the CAV website states that you cannot begin fundraising until you receive a letter confirming your registration. The application form, however, clarifies that if you have received a letter confirming the receipt of your application to fundraise, and you have not been contacted by CAV within 21 days from the date of that letter, your registration has proceeded. Therefore, you do not need written confirmation of your registration to begin fundraising.</p> <p>If you disagree with a decision made by CAV, you can appeal within 28 days to the Victorian Civil and Administrative Tribunal.</p> <p>Registration lasts for three years.</p>
Renewals	<p>Registration must be renewed every three years. It is your responsibility to ensure you renew your registration within 28 days of its expiry date. This can be done by completing and lodging with CAV the ‘Application for fundraiser registration or renewal’ form.</p> <p>Note that CAV can approve longer timeframes (up to five years), however, this is only granted on a case-by-case basis. Applications for extended periods of registration must be made to CAV addressing the criteria outlined here.</p>

Checklist of documents		
What forms need to be completed?	<p>You need to complete the 'Application for Fundraiser Registration or Renewal' form.</p> <p>The form will ask you for detailed information including:</p> <ul style="list-style-type: none"> • a public contact person (name, address and phone number) • if you are outside Victoria you must also nominate a 'Responsible Person' (name and surname) • a 'designated person' (name, address and phone number) • the purposes and details of the fundraising activities • the beneficiaries and distribution of money • bank account details • appeal managers and associates, and • details of any other fundraisers you may be working with. 	<input type="checkbox"/>
	<p>Individuals, or directors/managers involved with the organisation will also need to complete a 'Criminal Record and Personal Insolvency Declaration'.</p> <p>This form must be completed by:</p> <ul style="list-style-type: none"> • all individual applicants; or all directors of a company applicant; or key committee members of incorporated associations • all persons nominated as appeal managers (an appeal manager is any person who has managerial or financial responsibility for any fundraising activities), and • all persons nominated as an associate (an associate is any other person who has significant influence over the management or operation of your fundraising activities). 	<input type="checkbox"/>
What documents need to be provided?	<p>You must attach the following documents (where applicable) to your 'Application for Fundraiser Registration or Renewal' form:</p>	
	<p>You must attach a letter of consent from each new beneficiary other than you. If there is a reason you cannot provide a consent from your beneficiary, you must attach a letter that explains why.</p>	<input type="checkbox"/>
	<p>If you are a company limited by guarantee you will need to provide:</p> <ul style="list-style-type: none"> • a copy of your company's constitution 	<input type="checkbox"/>
	<p>If you are an incorporated association incorporated outside of Victoria, you must attach:</p> <ul style="list-style-type: none"> • a completed and signed Responsible Person Consent form (this is part of the 'Application for Fundraiser Registration or Renewal' form, a copy of your association's statement of purposes, and a list of your key committee members 	<input type="checkbox"/>
	<p>If you are an unincorporated body, you must attach:</p> <ul style="list-style-type: none"> • a copy of the statement of purposes (of your organisation) and a list of your members (name, address and contact numbers) 	<input type="checkbox"/>
	<p>If you are applying as a Trustee for a Trust Fund, you must attach:</p> <ul style="list-style-type: none"> • a copy of your company constitution and Trust deed 	<input type="checkbox"/>
Other requirements	<p>Please note, if you are based in another state but are seeking registration in Victoria, you will need to provide a Victorian address on the application form (residential or principle place of business or registered office of a corporation).</p>	<input type="checkbox"/>

	<p>If you plan to distribute any money or goods overseas, you must also attach to your application a letter of verification that confirms the existence of the beneficiary/beneficiaries. This letter can be from any of the following:</p> <ul style="list-style-type: none">• the government, local embassy or consulate of the overseas country• the Australian embassy in the overseas country, or• a recognised aid provider in the overseas country (e.g. Red Cross).	<input type="checkbox"/>
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RELATED RESOURCES

For more detailed information on fundraising in Victoria including applying for registration to fundraise, read Not-for-profit Law's Victorian Guide to Fundraising on the Information Hub at www.nfplaw.org.au/fundraising.



New South Wales

	Discussion
Overview of process	<p>In NSW, you must apply for a licence in order to fundraise. To obtain a licence the person or organisation must complete the form:</p> <ul style="list-style-type: none"> • ‘Charitable Fundraising Application’ <p>Note that licences are subject to conditions. See Fundraising Licence Conditions. There is no fee.</p> <p>A number of supporting documents are also required to be provided as part of the application process. Please see the ‘Checklist of documents’ below.</p>
Where to apply?	<p>Instructions on the application process can be found on the NSW Fair Trading (Fair Trading) website.</p> <p>If lodging by email: email the completed form and attachments to charity.inquiries@finance.nsw.gov.au</p> <p>If lodging by post: print the form and sign in the declaration section. Post the completed form and attachments to NSW Fair Trading, Business Licensing, Locked Bag 5138 Parramatta NSW 2124.</p> <p>You can call NSW Fair Trading on 02 9895 0011.</p>
Timeframes	<p>The assessment process may take up to 60 days by law, though Fair Trading usually finalises applications within 20 days (this may take longer if additional information is required).</p> <p>Once your application has been received by Fair Trading, you will be issued with a letter confirming that your application has been received. If Fair Trading do not contact you within 60 days (of that letter) to discuss your application, you will be deemed registered and you can begin your fundraising activities.</p>
Renewals	<p>Your fundraising licence may be granted for a specific event or for a specific timeframe. If you need a licence beyond the event or timeframe, you will need to apply to have your licence renewed.</p> <p>You can renew your licence by completing the ‘Charitable Fundraising Application’ form. When applying for a renewal, you must also attach your organisations latest audited financial statements including:</p> <ul style="list-style-type: none"> • a statement of income and expenditure • a balance sheet (a statement detailing the organisations assets and liabilities), and • a signed auditor's report in which the auditor expresses an opinion as to whether or not the accounts are true and correct.

	Checklist of documents	
What forms need to be completed?	<p>You need to complete the ‘Charitable Fundraising Application’ form.</p> <p>The form will ask you for detailed information including:</p> <ul style="list-style-type: none"> • details of beneficiaries (this includes their name, address and phone number) • a contact person (name, address and phone number) • if you propose to use a ‘trader’ (that is, a person who will collect money on your behalf), their details, and • if you are an organisation, details about the management committee. 	<input type="checkbox"/>
What documents need to be	<p>You must attach details of the auditor’s qualifications, if the auditor is not a registered company auditor.</p>	<input type="checkbox"/>

provided?	If you are an unincorporated association: <ul style="list-style-type: none"> attach constitution and statement of objects 	<input type="checkbox"/>
	If you are an incorporated association: <ul style="list-style-type: none"> attach constitution, certificate of incorporation, and statement of objects 	<input type="checkbox"/>
	If you are a community advancement society: <ul style="list-style-type: none"> attach certificate of incorporation and a statement of the society's objects 	<input type="checkbox"/>
	If you are a company limited by shares: <ul style="list-style-type: none"> attach constitution, certificate of registration and statement of object 	<input type="checkbox"/>
	If you are a proprietary limited company: <ul style="list-style-type: none"> attach constitution, certificate of registration and statement of objects 	<input type="checkbox"/>
	If you are a trust: <ul style="list-style-type: none"> attach copy of the trust deed and statement of objects 	<input type="checkbox"/>
	If your organisation is using a 'trader' to assist with fundraising, you will need to attach further information about the trader.	<input type="checkbox"/>
Other requirements	Please note, if you are based in another state but you are seeking registration in NSW, you will need to provide a NSW address on the application form (residential or principle place of business or registered office of a corporation).	

RELATED RESOURCES

For more detailed information on fundraising in Victoria including applying for registration to fundraise, read Not-for-profit Law's NSW Guide to Fundraising on the Information Hub at www.nfplaw.org.au/fundraising.



Australian Capital Territory

	Discussion
Overview of process	<p>In the ACT, you need to apply for a licence in order to fundraise. To obtain a licence, the person or organisation must complete the form:</p> <ul style="list-style-type: none"> • 'New or Amended Charitable Collection Licence' <p>A number of supporting documents are also required to be provided as part of the application process. Please see the 'Checklist of documents' below.</p>
Where to apply?	<p>Instructions on the application process can be found on the ACT Government website.</p> <p>If lodging by post: post the completed form and attachments to Access Canberra, GPO Box 158, Canberra ACT 2601.</p> <p>If lodging by email: email the completed form and attachments to accesscanberra.bil@act.gov.au</p> <p>You can contact Access Canberra on (02) 6207 3000.</p>
Timeframes	<p>Once your application has been received by Access Canberra, it will generally be processed within 5 working days.</p>
Renewals	<p>You will need to indicate the time frame that the licence is to apply for during the application process. Licences may be granted for 3, 6 or 9 months or 1- 5 years.</p> <p>Your licence is only valid for the timeframe for which it was granted. To renew your registration, you will need to complete and submit the 'New or Amended Charitable Collection Licence'.</p>

	Checklist of documents	
What forms need to be completed?	<p>You need to complete the 'New or Amended Charitable Collection Licence' form. The form will ask you for detailed information including:</p> <ul style="list-style-type: none"> • The purpose for fundraising • The name of an auditor (if the collection is expected to raise more than \$50,000) • Specific details of each fundraising activity (i.e. activities conducted by telephone, in person, internet) including the start and finish date of each activity, the amount expected to be raised and how the proceeds will be spent, and • If you plan to use a commercial fundraising organisation to fundraise on your behalf, their details. 	<input type="checkbox"/>
What documents need to be provided?	<p>You will need to provide a copy of your governing documents (sometimes referred to as constitution or rules). For the purpose of the application, a governing document is considered any document that outlines what your charitable purpose is. It can include any (or a combination) of the following:</p> <ul style="list-style-type: none"> • Certificate of incorporation • Consent from benefiting charity / charities (this is only required if someone other than the charity is making the application for the licence) • Trust deed • Memorandum • Articles of association • Constitution / rules • Business partnership agreement • Copies of previous annual returns over \$50,000 (if applicable, and for the 	<input type="checkbox"/>

	renewal process), and	
	<ul style="list-style-type: none">• Any other documents the applicant considers relevant to the application.	

RELATED RESOURCES

For more detailed information on fundraising in Victoria including applying for registration to fundraise, read Not-for-profit Law's ACT Guide to Fundraising on the Information Hub at www.nfplaw.org.au/fundraising.



	Discussion
Overview of process	<p>In QLD, you may need to register as a charity or apply for a sanction to fundraise. There are three different processes depending on your circumstances. These processes are summarised below.</p> <p>Registration by a charity to fundraise</p> <p>This process for <i>organisations</i> who want to fundraise for their charity or for a charitable purpose in QLD, is that you will need to register as a QLD charity. This is a separate process to registration as a charity with the Australian Charities and Not-for-profits Commission (ACNC) and you will need to register as a charity in QLD even if you are already registered with the ACNC.</p> <p>A charitable purpose includes where you provide help, aid, relief, support care, housing, education or instruction to a person in distress.</p> <p>You can do this by completing the ‘Application for Registration of a Charity’ form.</p> <p>A ‘sanction’ to fundraise for a community purpose</p> <p>This process is for <i>organisations</i> that are not eligible for registration as a charity but want to fundraise for a charitable or community purpose. Only certain entities are eligible to apply for a sanction to fundraise for a community purpose. For example, you must be a not for profit entity, with a constitution setting out your purposes, have a governing body and have at least three members.</p> <p>A community purpose is something that promotes general welfare of the public.</p> <p>You can apply for a sanction to fundraise for a community purpose by completing the ‘Application for a sanction (Form 5)’ form.</p> <p>A ‘sanction’ to fundraise for a ‘one-off charitable appeal’</p> <p>This process allows <i>organisations and individuals</i> to apply for a sanction to fundraise for a one off charitable appeal. The appeal must be for a charitable purpose and must be for less than six months (unless special permission is granted by the Office of Fair Trading).</p> <p>A charitable purpose includes where you provide help, aid, relief, support care, housing, education or instruction to a person in distress.</p> <p>You can apply for a sanction to fundraise for a ‘one off charitable appeal’ by completing the ‘Application for a sanction (Form 5)’ form.</p> <p>There is no fee for any of the above processes.</p> <p>A number of supporting documents are also required to be provided as part of the application process. Please see the ‘Checklist of documents’ below.</p> <p>Additional requirements: engaging third party fundraisers</p> <p>Your organisation may consider engaging a third party promoter to conduct an appeal on their behalf (these promoters are also known as “commercial fundraisers”). In Queensland, organisations must enter into a written agreement with the commercial fundraiser conducting the appeal. This agreement must be approved by the OFT. Approval must be granted by the OFT prior to conducting the appeal, and this process can take a number of weeks. To submit an agreement for approval, contact the OFT (see below for contact details of OFT). This is separate to the process of applying to be registered as charity or for a sanction to fundraise outlined above and below.</p>

	<p>The OFT requires that agreements between your organisation and the commercial fundraiser include a number of clauses to ensure compliance with <i>The Collections Act 1966</i> (Qld). These are summarised in a checklist that OFT can provide upon request. Your organisation will need to complete the checklist, and submit it with the relevant commercial agreement and any advertising material your organisation intends to use. Commercial agreements relating to “face to face” or telephone fundraising will also be assessed by OFT for the purpose of ensuring they represent a “fair return” to your Organisation. When submitting agreements to OFT, your organisation should ensure that all required information has been submitted. Any error or omission could result in your application being returned to you for re-submission.</p> <p>Additional requirements: engaging third party fundraisers and ‘street and door-to-door fundraising appeals’</p> <p>If your organisation wishes to undertake a street or door to door collection, permits for these collections can only be obtained from OFT <u>after</u> your commercial agreement has been approved. These applications require two weeks for approval by OFT.</p> <p>Note that street fundraising appeals in Brisbane are coordinated through the “Brisbane Grid Group”, a voluntary, self-regulated arrangement to ensure fair access to street fundraising locations in the Brisbane City Council area. This group is coordinated by the Public Fundraising Regulatory Association (PFRA). If you wish to run a street appeal in Brisbane, contact the PFRA once you have the appropriate approvals from OFT.</p>
Where to apply?	<p>Instructions on registration and applying for sanctions can be found on the Queensland Government website.</p> <p>You need to apply by post: send the completed application and the required supporting documentation to the Office of Fair Trading, Registration Services, GPO Box 3111 Brisbane QLD 4001. You can QLD Fair Trading on: 13 74 68.</p>
Timeframes	<p>The process may take 8 weeks or more if you are applying for registration as a charity. This is because you are required to advertise a notice of your intention in the Courier Mail and a newspaper that publishes at least five days a week. You must advertise your notice within 7 days of lodging your application and the notice must outline how people can object to your organisation’s registration as a charity (see ‘Other requirements’ below). This process means that approval of your application to register as a charity is likely to occur up to 8 weeks after submitting your application.</p> <p>You do not need to advertise a notice if you are applying for a sanction.</p>
Renewals	<p>There is no need to renew your registration as a charity once it has been approved. A sanction is usually for a particular purpose of for a specified time frame (i.e. a one off appeal). You will need to apply for another sanction if you fundraising activities are outside the scope of your original sanction.</p>

Checklist of documents

What forms need to be completed?	<p>1. Registration by a charity to fundraise</p> <p>You will to complete the ‘Application for Registration of a Charity’ form. The form will ask you for detailed information including:</p> <ul style="list-style-type: none"> • the applicant’s details • the purpose of the fundraising activities • details of all the people having control (the board or committee members) of the association (name, address and position held) • auditor details (name, contact details and qualifications) 	<input type="checkbox"/>
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	<ul style="list-style-type: none"> • banking details • location where the association operates • the number of members of the association, and • where the association will advertise of its intention to register. <p>2. A 'sanction' to fundraise for a community purpose</p> <p>You will need to complete the 'Application for a Sanction Form 5' form. The form will ask you for detailed information including:</p> <ul style="list-style-type: none"> • the applicant's details • whether the appeal is a one off or will be made continually • the location(s) where the fundraising activities will occur • the purpose of the fundraising activities • details of all the people having control (the board or committee members) of the association (name, address and position held) • auditor details (name, contact details and qualifications) • banking details, and • the number of members of the association. <p>3. A 'sanction to fundraise for a 'one-off charitable appeal'</p> <p>You will need to complete the 'Application for a Sanction Form 5' form. The form will ask you for detailed information including:</p> <ul style="list-style-type: none"> • the applicant's details (at least three person's names are required) • the location(s) where the fundraising activities will occur • banking details, and • if relevant (where an organisation as opposed to an individual is applying) <ul style="list-style-type: none"> ○ details of all the people having control (the board or committee members) of the association (name, address and position held) ○ auditor details (name and contact details and qualifications),and ○ the number of members of the association. <p>4. Any commercial agreement with a third party fundraiser</p> <p>You will need to submit any commercial agreements with third party fundraisers together with an OFT provided checklist and any related advertising material including:</p> <ul style="list-style-type: none"> • "pledge forms" if conducting face to face fundraising, including a compliant disclosure of fees; • Telephone fundraising script • Commercial agreement including clauses required for compliance with Qld law; • Checklist provided by OFT. 	
<p>What documents need to be provided?</p>	<p>The following documents are required as part of an application for registration as charity, 'sanction' to fundraise for a community purpose, and a sanction to fundraise for a one off appeal:</p> <ul style="list-style-type: none"> • a copy of the organisation's constitution, certified as accurate by 2 members of the governing body • a copy of the resolutions and minutes of a meeting of the organisation where it was resolved there would be application made (for registration or sanction), certified as accurate by 2 members of the governing body • a statement of the organisation's financials (or an auditor's report of the association), and • if the organisation is a related body of another organisation, you will need written approval from the central body. 	<input type="checkbox"/>

	<p>The following documents are required as part of an application for all applicants applying for a sanction to fundraise for a 'one-off charitable appeal':</p> <ul style="list-style-type: none"> • a statement explaining the appeal • evidence of the need (for example if the appeal is for a person with a medical condition a letter from their doctor), and • where the beneficiary is a person or association a letter saying they will accept the proceeds of the appeal. 	<input type="checkbox"/>
Other requirements	<p>If you are applying for registration by a charity to fundraise (and you completed the Application for Registration of a Charity form).</p> <p>Within 7 days of making the application, you must put an advertisement in the newspapers to notify the public that you have applied to be registered as a charity on the QLD charity register, and allow them a chance to object to your registration. The advertisement must appear in:</p> <ul style="list-style-type: none"> • the Courier-Mail, and • a newspaper that publishes 5 or more times a week and is circulated in the same area as the organisation's registered address). <p>You only need to advertise once in each paper. The advertisement must include:</p> <ul style="list-style-type: none"> • the date the association lodged/sent the application for registration • how a person can lodge an objection to your application, and • the closing date for objections (one month after the date of the advertisement). <p>You are also required to send a copy to the Queensland Office of Fair Trading. It must be a full page copy so they can see both the date and the advertisement. A sample advertisement is here.</p>	<input type="checkbox"/>
	<p>Please note, if your organisation is based in another state but is seeking registration in Queensland you will need to:</p> <ul style="list-style-type: none"> • register as a charity in Queensland or apply for a sanction, and • if your association is not already registered to fundraise in your State or the ACT, you must also complete a trust deed. You need to: <ul style="list-style-type: none"> ○ appoint at least 3 Queensland residents to carry out the association's Queensland activities ○ explain how the association will use the donations and how much will stay in Queensland, and ○ attach the trust deed with your application. 	<input type="checkbox"/>

RELATED RESOURCES

For more detailed information on fundraising in Queensland including applying for registration as a charity and applying for sanctions, read Not-for-profit Law's Queensland Guide to Fundraising on the Information Hub at www.nfplaw.org.au/fundraising.



TIP

If you are involved in any face to face fundraising, and in particular in the Brisbane City Council then contact the Public Fundraising Regulatory Authority (the only self-regulatory body for face to face fundraising in Australia) for further information at www.pfra.org.au



South Australia

	Discussion
Overview of process	<p>In SA, you need to apply for a licence in order to fundraise. You will need to complete the ‘Collections for charitable purposes application/notification’ form.</p> <p>Note that if you are a charity registered with the ACNC and have notified Consumer and Business Services (CBS) you will be automatically licenced and do not need to complete the application form.</p> <p>There is no fee.</p> <p>A number of supporting documents are also required to be provided as part of the application process. Please see the ‘Checklist of documents’ below.</p>
Where to apply?	You can apply through the CBS website via the online form. Hard copy forms are no longer available.
Timeframes	You should allow 28 days for the application for a licence to be processed.
Renewals	<p>The licence is usually granted for 12 months and will expire 6 months after your organisation’s financial year ends. You will need to renew online. You can do this by completing the ‘Collections for charitable purposes application/notification’ form. You will receive a reminder from CBS 3 months before your licence is due to expire.</p> <p>As part of the renewal process, the online form will prompt you to upload and submit your financial statements for the last statement period.</p>

	Checklist of documents	
What forms need to be completed?	<p>You need to complete and lodge the online application using the ‘Collections for charitable purposes application/notification’ form.</p> <p>The form will ask you for detailed information including:</p> <ul style="list-style-type: none"> • the applicant details • the purpose of the organisation • details of all the people having control of the association (directors, office bearers and members of the management committee) including contact details, criminal history and whether the person has been bankrupt within the last ten years) • auditor details (name, contact details and qualifications), and • the types of fundraising activities the organisation will undertake. 	<input type="checkbox"/>
What documents need to be provided?	You must upload a certificate of incorporation or your registration of a company extract (issued by the Australian Securities and Investigation Commission).	<input type="checkbox"/>
	Constitution or trust deed.	<input type="checkbox"/>
	A business plan (if available).	<input type="checkbox"/>

RELATED RESOURCES

For more detailed information on fundraising in South Australia including applying for a licence to fundraise, read Not-for-profit Law’s South Australia Guide to Fundraising on the Information Hub at www.nfplaw.org.au/fundraising.



Tasmania

	Discussion
Overview of process	<p>In Tasmania, you need to be approved to be a fundraiser. The type of approval you need to obtain will depend on your circumstances.</p> <ul style="list-style-type: none"> if the organisation is incorporated and located in a state or territory other than Tasmania you will need to apply for approval using a Form 1 if you are a non-incorporated group or association operating in Tasmania, you will need to apply using a Form 2 if you are an individual wishing to collect for a charitable purpose yourself, not on behalf of a charitable organisation, you will need to apply using a Form 3 <p>There is no fee.</p> <p>A number of supporting documents are also required to be provided as part of the application process. Please see the 'Checklist of documents' below.</p>
Where to apply?	<p>Instructions on registration can be found on the Consumer Affairs and Fair Trading (CAFT) website.</p> <p>Application forms are available from www.consumer.tas.gov.au/forms_and_fees</p> <p>If lodging by email: email the completed form and attachments to: registration.services@justice.tas.gov.au</p> <p>If lodging by post: send the completed form and attachments to PO Box ROSNY TAS 7018.</p> <p>If lodging by fax: fax the completed form and attachments to 03 6173 0205.</p> <p>You can also contact CAFT on 1300 65 44 99.</p>
Timeframes	CAFT will usually process submitted forms within two weeks.
Renewals	The Form 1 approvals last for 3 years. Forms 2 & 3 approvals last for 2 years. At the end of the approval period you need to submit a new application form if you intend to continue fundraising.

	Checklist of documents	
What forms need to be completed?	<p>If you are an organisation which <i>is incorporated outside</i> Tasmania:</p> <ul style="list-style-type: none"> complete an 'Application for approval to collect charitable donations - organisations or corporations outside Tasmania' (Form 1), and a 'National Police Check' (dated within the previous 3 months) is required if the Public Officer or Contact Officer has been convicted of a criminal offence in the past 5 years. 	<input type="checkbox"/>
	<p>If you are a <i>non-incorporated group or association</i> in Tasmania:</p> <ul style="list-style-type: none"> complete an 'Application for approval to collect charitable donations - non-incorporated association or community group within Tasmania' (Form 2), and a 'National Police Check' (dated within the previous 3 months) is required if the Public Officer or any member of the Executive has been convicted of a criminal offence in the past 5 years. 	<input type="checkbox"/>

	<p>If you are <i>an individual</i> wishing to collect for a charitable purpose yourself, not on behalf of a charitable organisation.</p> <ul style="list-style-type: none"> • complete an 'Application for approval to collect charitable donations - individual applicant' (Form 3), and • A 'National Police Check' (dated within the previous 3 months) is required. 	<input type="checkbox"/>
Other requirements	<p>You must seek permission from Tasmania Police to collect for donations on a public street. Tasmania Police allocate fundraising days and areas one year in advance. Applications lodged less than 12 months prior to the preferred date may be considered by Tasmania Police, however, such applications may be unsuccessful.</p> <p>Applications should be made to: Tasmania Police, State Community Policing Services, GPO Box 308, HOBART TAS 7001.</p> <p>Telephone: 131 444 .</p> <p>Website: www.police.tas.gov.au</p>	<input type="checkbox"/>

RELATED RESOURCES

For more detailed information on fundraising in Tasmania including applying for approvals, read Not-for-profit Law's Tasmania Guide to Fundraising on the Information Hub at www.nfplaw.org.au/fundraising.



Western Australia

	Discussion
Overview of process	<p>In Western Australia, you need to apply for a licence in order to fundraise. You can do this by completing two forms:</p> <ul style="list-style-type: none"> • ‘Charitable collections licence application form’ • ‘Principal Executive Officer declaration form’ <p>There is no fee.</p> <p>A number of supporting documents are also required to be provided as part of the application process. Please see the ‘Checklist of documents’ below.</p>
Where to apply?	<p>Instructions on registration can be found on the Department of Commerce website.</p> <p>If lodging by email: email the completed form and attachments Charities@commerce.wa.gov.au</p> <p>If lodging by post: post the completed form and attachments to Department of Commerce, Associations & Charities Branch, Locked Bag 14, Cloister Square, PERTH WA 6850.</p> <p>You can contact the Department of Commerce on 1300 30 40 74.</p>
Timeframes	<p>All applications must be considered by the “Charitable Collections Advisory Committee”. They meet on a monthly basis.</p>
Renewals	<p>Licences are issued for a period of three years and can be renewed for an additional three years. In order to renew your registration, you need to submit the ‘Charitable collections licence application form’.</p>

	Checklist of documents	
What forms need to be completed?	<p>You will need to complete the ‘Charitable collections licence application form’. The form asks for detailed information including:</p> <ul style="list-style-type: none"> • the contact person details (name, address and phone) • details of the principal office bearers • the purpose as to why the licence is needed • fundraising details, including how much you intend to raise in the first year of operation • details about the financial position of the organisation • bank account details, and • auditor details (name, address and qualification/membership). <p>Note, previously certified copies of some documents were required, however, at the date of this publication, the Department of Commerce states “Organisations applying for a new licence are no longer required to provide certified copies of documents to accompany a completed application”.</p>	<input type="checkbox"/>
	<p>In addition, the 3 primary office holders (director or committee member of the organisation) will need to complete a ‘Principal Executive Officer declaration form’.</p>	<input type="checkbox"/>
What documents need to be provided?	<p>You must attach financial returns for the last twelve months including income and expenditure statement plus balance sheet.</p>	<input type="checkbox"/>
	<p>You must attach a National Police Certificate for each Principle Executive Officer.</p>	<input type="checkbox"/>
	<p>If the organisation is not incorporated in WA, you must also attach copies of your constitution, rules or trust deed and your certificate of incorporation.</p>	<input type="checkbox"/>

	You also need to provide a cover letter providing information about the organisation and why it needs a licence to fundraise in WA.	<input type="checkbox"/>
	You must also attach information to your application as to whether any other organisation is operating in the field for which you propose to fundraise and whether you have approached that organisation.	<input type="checkbox"/>

RELATED RESOURCES

For more detailed information on fundraising in Western Australia including applying for a licence to fundraise, read Not-for-profit Law's Western Australia Guide to Fundraising on the Information Hub at www.nfplaw.org.au/fundraising.



Northern Territory

The Northern Territory does not have fundraising legislation. However, if a charity wishes to conduct fundraising through raffles or gaming activities, they will need to have a gambling licence, and comply with the relevant gaming legislation which is regulated by the Northern Territory Government's Department of Business and can be found at business.nt.gov.au.

RELATED RESOURCES

For more detailed information on fundraising in the Northern Territory, read Not-for-profit Law's Northern Territory Guide to Fundraising on the Information Hub at www.nfplaw.org.au/fundraising.



Checklist of requirements

This table provides an overview of the types of information required across the jurisdictions, however, for detailed information on the requirements you should refer to the information set out above.

Requirements	VIC	NSW	ACT	QLD	SA	TAS	WA
• Statement of purpose	<input type="checkbox"/>						
• Auditors details		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
• Bank account details	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
• Fundraising activities to be undertaken	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• All Directors details (name, position and address)	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
• Copies of supporting documents (not certified)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
• Certified copies of supporting documents				<input type="checkbox"/>			
• Amount intended to raise in jurisdiction			<input type="checkbox"/>				<input type="checkbox"/>
• State address if intending to fundraise in that state	<input type="checkbox"/>	<input type="checkbox"/>					
• Police check	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
• Dates required for the licence						<input type="checkbox"/>	
• Covering letter							<input type="checkbox"/>
• Advertising requirements for a public notice				<input type="checkbox"/>			
• Appeal manager details	<input type="checkbox"/>						
• All Directors signatures	<input type="checkbox"/>						

Resources

Related Not-for-profit Law Resources

The Not-for-profit Law Information Hub contains many fact sheets on different topics. It can be accessed at www.nfplaw.org.au. The following topics contain relevant further information:

✔ Fundraising and Events – www.nfplaw.org.au/fundraisingandevents

This page covers the main legal issues when fundraising and has specific resources for each state and territory.

✔ Running the organisation – www.nfplaw.org.au/runningtheorg

This page features resources to assist those running not-for-profit organisations to understand and comply with legal requirements.

✔ Communications and Advertising – www.nfplaw.org.au/comms

This page provides information on advertising and promotions and social media, such as Facebook and twitter.

Related Resources

✔ [Consumer Affairs Victoria - Fundraisers](#)

✔ [New South Wales Office of Liquor and Gambling and Racing – Fundraising fact sheets](#)

✔ [South Australian Office of Liquor and Gambling Commissioner – Fundraising](#)

✔ [Queensland – Charities and Fundraising](#)

✔ [Tasmania Office of Consumer Affairs and Fair Trading – Charities](#)

✔ [Western Australia Department of Commerce, Charitable Collections Section – Charities](#)

✔ [Australian Capital Territory Access Canberra– Charitable Collections](#)

A Not-for-profit Law Information Hub resource. Access more resources at www.nfplaw.org.au

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