***Waste Reduction and Recycling Act 2011***

Approval of waste as exempt waste – Charitable recycling entity

This form must be used for making an application to the chief executive1 for approval of waste as exempt waste for a charitable recycling entity under section 28 of the Waste Reduction and Recycling Act 2011 (the Act).

Under section 29 of the Act the chief executive may require additional information or documents to be given. Should this be the case, the department will send the applicant an information notice requesting that information or documents be given by a stated date. Under the Act, failure to provide the requested additional information by the stated date will result in the application being taken to be withdrawn unless an extension of time is agreed upon.

*When completing this form, it is recommended that applicants read the information regarding exempt waste applications and the waste levy on the Queensland Government’s website at www.qld.gov.au/wastedisposallevy. This information will assist the applicant in identifying any fees and supporting information that may be needed for the application.*

1. **Applicant details**

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| NAMEOF COMPANY/ORGANISATION       |
| TRADING NAME (if applicable)       |
| ABN/ACN       |
| CHIEF EXECUTIVE OF COMPANY/ORGANISATION      |
| REGISTERED OFFICE ADDRESS (not a post office box)      |
| SUBURB       | POSTCODE       |
| POSTAL ADDRESS (if different from above)      |
| SUBURB       | POSTCODE       |
| OFFICE MAIN PHONE       |
| EMAIL OF ENTITY (if applicable)       |

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| CONTACT PERSON FOR APPLICATION      |
| POSITION       |
| PHONE       | MOBILE       |
| EMAIL       |

1. **Eligibility criteria**

<NOTE: The applicant must be a *charitable recycling entity* within the meaning of the Act. In order to be eligible, you must be able to answer ‘Yes’ to all of the questions in this section. The exception is if you are a charitable recycling entity that is a religious denomination exempt from the requirements to register under the *Collections Act 1966* andanswer ‘No’ to question (b). Otherwise, if you answer ‘No’ to one or more of the below criteria, please do not continue with the application. If you have any enquiries, contact the department on the contact details at the end of this form.>

1. Is the entity operating on a not-for-profit basis?

<NOTE: A not-for-profit is an organisation that does not operate for the profit, personal gain or other benefit of particular people (for example, its members, the people who run it or their friends or relatives). You can check your not-for-profit status on the ABN lookup website (<https://abr.business.gov.au/>) under the ‘Charity tax concession status’.>

[ ]  Yes [ ]  No

1. Is the entity registered as a charity under the *Collections Act 1966*?

[ ]  Yes

Please provide the charity registration number as per the certificate of registration:

<NOTE: Charity numbers are prefixed with a CH. The charity register can be accessed at: <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/check-a-licence-association-charity-or-register/check-a-charity-or-association>.>

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| CH      |

[ ]  No

*<NOTE: For charities that are a religious denomination and therefore exempt from the requirement to register under the* Collections Act 1966 *and are instead recognised under the Marriage (Recognised Denominations) Proclamation 2018 pursuant to the* Marriage Act 1961*, the department has declared that waste that has been donated to a recognised religious organisation but that cannot practically be re-used, recycled or sold is exempt waste.*

*If this applies to your charity, please complete the proforma template in the Appendix to this form – the Declaration of Exempt Waste – waste donated to a recognised religious organisation conducting a charitable recycling activity.>*

1. Is the entity a Deductible Gift Recipient for the purposes of laws administered by the Australian Taxation Office of the Commonwealth?

<NOTE: You can check if you are endorsed by the Australian Taxation Office with Deductible Gift Recipient status on the ABN lookup website ([https://abr.business.gov.au/)](https://abr.business.gov.au/%29).>

[ ]  Yes [ ]  No

1. Does the entity actively and consistently operate a recycling and re-use program either for providing emergency assistance or for supporting the charitable purposes of the organisation?

[ ]  Yes [ ]  No

Please provide details of the charity’s purpose and how the recycling activities support that purpose.

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1. **Nature of operations**

Please indicate which of the following applies:

[ ]  This application is being made by the entity in relation to a number of locations (e.g. stores or sorting centres). If this applies, please provide a listing of the addresses of the locations. **OR**

[ ]  This application is being made by the entity in relation to a single location (e.g. store / sorting centre).

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| PLEASE PROVIDE ADDRESS/ES OF LOCATION/SNOTE: Ensure physical addresses and nature of operations are provided for each location listed. Examples includeOp Shop - 10 Charity Street Brisbane Qld 4001 / Sorting centre – 15 Donations Way Maryborough Qld 4650      |

Please indicate if further supporting information has been attached. [ ]

1. **Waste details**

Please provide a description of the waste which is the subject of this application (e.g. clothing, toys, furniture).

*<NOTE: The waste can only be waste that is donated which cannot practicably be re-used, recycled or sold. If the application is being made by the charity in relation to a number of locations, ensure responses relate to each location.>*

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Please provide information about donation collection methods, e.g. collection bins, store-drop off.

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Please provide information about measures taken to prevent the delivery of items which the applicant cannot re-use, recycle or sell (if relevant), e.g. signage on bins, location of bins.

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Please indicate if further supporting information has been attached. [ ]

1. **Waste disposal details**

Please indicate the waste disposal site/s, including site name and address, where the waste will be disposed. Please note a waste disposal site is where the waste is being **disposed**, **not a transfer station**. You may need to contact the site where you are delivering the waste, to determine where the waste will be disposed (if the waste is moved on from the operator).

If the application is seeking approval for waste disposal sites Statewide, please state this below and provide reasoning why.

*<NOTE: Please provide attachments to address questions where appropriate. If the application is being made by the charity in relation to a number of locations, ensure responses relate to each location.>*

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Please indicate if further supporting information has been attached. [ ]

Exemption period sought:

*<NOTE: For a charity registered under the* Collections Act 1966*, the period of approval cannot be more than three years. For a charity that is a religious denomination exempt from the requirements to register under the* Collections Act 1966*, due to limitations on the exempt waste declaration made under section 35 of the Act, the current exemption period cannot be more than the dates within the declaration.>*

*<NOTE: An approval cannot be backdated, and will start the day the approval is granted, or a later date if specified.>*

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| FROM: If you would like the approval to commence at a later date (rather than the date of decision), specify below:      (DD/MM/YYYY) | TO:      (DD/MM/YYYY) |

Quantity of waste in tonnes requested to be exempt waste over the exemption period:

*<NOTE: This will be used to set the maximum amount of exempt waste approved over the exemption period.>*

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| QUANTITY (PLEASE INCLUDE HOW THE QUANTITY WAS ESTIMATED OR ARRIVED AT)      (in tonnes) |

Have you previously applied and been approved under the department’s Charitable Recyclers Reimbursement Program?

[ ]  Yes [ ]  No

*<NOTE: Further information relating to the department’s Charitable Recyclers Reimbursement Program can be found on the department’s* [*https://www.qld.gov.au/environment/pollution/management/waste/recovery/funding-grants#crrp*](https://www.qld.gov.au/environment/pollution/management/waste/recovery/funding-grants#crrp)*.>*

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Please indicate if further supporting information has been attached. [ ]

1. **Declaration**

*<NOTE: This section is to be completed by the person authorised to sign this application on behalf of the applicant. If you have provided false or misleading information in this application, you may be liable for prosecution under the Act.>*

* I declare that the information I have provided is true and correct.
* I understand that it is an offence under the *Waste Reduction and Recycling Act 2011* to give information that I know is false, misleading or incomplete.
* I acknowledge that the chief executive may cancel or amend an approved waste levy exemption in accordance with s34 of the *Waste Reduction and Recycling Act 2011*. This includes where granting of the approval was based on incorrect information, where the original circumstances to the granting of the approval have changed and where the approval has not been complied with.

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| FULL NAME      | POSITION      |
| Signature | DATE      |

**Please submit this completed application form and supporting information to:**

**Email:** **Wastelevyapps@des.qld.gov.au**

The email subject line should state **‘Exempt waste application-charitable recycling entity’**.

The file size limit for submission via email is 20MB. Any submission via email which exceeds 20MB will need to be broken down into separate emails, with each email subject line clearly stating ‘Part X of X’ (e.g. Part 1 of 2).

If needed, please contact Levy Services at Wastelevyapps@des.qld.gov.au.

**Privacy statement**

The Department of Environment, Science and Innovation is committed to protecting the privacy, accuracy and security of your personal information in accordance with the *Information Privacy Act 2009*. The department is collecting your personal information in this form in order to determine what information is available and respond to your request. The information will only be accessed by authorised employees within the department. Your information will not be given to any other person or agency unless you have given us permission, or we are authorised or required by law. All information supplied on this form may be disclosed publicly in accordance with the *Right to Information Act 2009* and *Evidence Act 1977*. For queries about privacy matters email: privacy@des.qld.gov.au or telephone: 13 74 68.

**APPENDIX – Approval to operate under the Declaration of Exempt Waste – waste donated to a recognised religious organisation conducting a charitable recycling activity**

*<NOTE: Please only complete this template if you are a charity that is a religious denomination and therefore exempt from the requirement to register under the* Collections Act 1966*, and are instead recognised under the Marriage (Recognised Denominations) Proclamation 2018 pursuant to the* Marriage Act 1961*. The department has declared that waste that has been donated to a recognised religious organisation but that cannot practically be re-used, recycled or sold is exempt waste.>*

**Proforma**

***Waste Reduction and Recycling Act 2011***

Approval to operate under the Declaration of Exempt Waste – Waste donated to a recognised religious organisation conducting a charitable recycling activity

This proforma may be used by charities that are a religious denomination and therefore exempt from the requirement to register under the Collections Act 1966 and are instead recognised under the Marriage (Recognised Denominations) Proclamation 2018 pursuant to the Marriage Act 1961. The Department of Environment, Science and Innovation has declared, under section 35 of the Waste Reduction and Recycling Act 2011 that waste that has been donated to a recognised religious organisation but that cannot practically be re-used, recycled or sold is exempt waste.

*The conditions of the declaration that can be found on the Queensland Government’s website at* [*www.qld.gov.au/wastedisposallevy*](http://www.qld.gov.au/wastedisposallevy) *are–*

1. *an organisation seeking to operate under the declaration must request approval from the department*
2. *in requesting approval the organisation must provide information demonstrating the organisation:*
	1. *meets the definition of recognised religious organisation*
	2. *meets those parts of the definition of charitable recycling entity under sections 28(5)(a), 28(5)(c), 28(5)(d) of the* Waste Reduction and Recycling Act 2011
	3. *and other information as required in the approved form – Approval of waste as exempt waste—charitable recycling entity, other than information relevant to section 28(5)(b) of the* Waste Reduction and Recycling Act 2011*.*

NOTE: The proforma should be submitted with the approved form - Approval of waste as exempt waste—charitable recycling entity.

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| NAME OF APPLICANT that has an exemption to THE registration requirement UNDER THE COLLECTIONS ACT 1966. <NOTE: Must be completed by an authorised person of the recognised denomination that the applicant is operating under OR an email or letter from an authorised person of the recognised religious denomination stating the applicant is associated with or is agency under the denomination must be provided.>      |
| NAME OF CHURCH (THE APPLICANT IS ASSOCIATED WITH) THAT IS LISTED as a Recognised Denomination in Schedule 1 of THE Marriage (Recognised Denominations) Proclamation 2018.<NOTE: Recognised Denominations are listed under Schedule 1 of the Marriage (Recognised Denominations) Proclamation 2018 which can be accessed at https://www.legislation.gov.au/Details/F2018L01607.>      |
| CONFIRM THAT THE APPLICANT FULFILS THE REQUIREMENT OF A CHARITY UNDER SECTION 5 OF THE COLLECTIONS ACT 1966 BEING1. AN ASSOCIATION ESTABLISHED FOR ANY CHARITABLE PURPOSE, AND
2. INCLUDES ANY ASSOCIATION WHICH, PURSUANT TO SUBSECTION (2), THE MINISTER DETERMINES TO BE A CHARITY
3. AS WELL AS ASSOCIATIONS DECLARED TO BE CHARITIES UNDER A REGULATION.

NOTE: THIS EXCLUDES 1. ANY ASSOCIATION ESTABLISHED FOR ANY CHARITABLE PURPOSE AS WELL AS SOME OTHER PURPOSE, OR
2. ANY ASSOCIATION ESTABLISHED FOR THE PURPOSE OF MAKING 1 APPEAL FOR SUPPORT ONLY.

 [ ]  Yes  |
| PLEASE TICK WHICH OF THE FOLLOWING PURPOSE/S THE APPLICANT FULFILLS [ ]  a purpose which is exclusively charitable according to the law (other than statute law) of Queensland;[ ]  the supplying of help, aid, relief, or support to, or the education or instruction (whether spiritual, mental, physical, technical, social, or otherwise) of, or the care, housing, or assistance otherwise of, any persons in distress;[ ]  the aiding in any manner howsoever, of any hospital or ambulance or nursing service in the State, whether established or proposed to be established;[ ]  any charity;[ ]  any purpose which, pursuant to subsection (2), the Minister determines to be a charitable purpose;[ ]  (a purpose declared under a regulation to be a charitable purpose for this Act). |