

OFFICIAL



VGCCC Portal– DCCO User Guide

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Table of Contents

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1. Introduction	2
1.1 Document Purpose	2
1.2 Audience	2
2. The VGCCC Portal - Community and Charitable Gaming	3
2.1 Community and Charitable Gaming Tile Home Page	3
2.2 Declaration Application Request - New / Renewal	3
2.3 Tracking your application	9
2.4 Withdrawing your application (via My Applications)	10
2.5 Withdrawing your application (via Community and Charitable Gaming Tile)	11

1. Introduction

1.1 Document Purpose

The purpose of this document is to provide an overview to on how organisations can become a declared community or charitable organisation and manage their applications.

This guide has been written from the perspective of an organisation applying to become a declared organisation.

This user guide covers the following:

- An overview of the options available on the Community and Charitable Gaming Home page.
- How an organisation can apply to become a Community and Charitable organisation.
- How an organisation can renew their Community and Charitable organisation licence.
- How an organisation can track their application.
- How an organisation can withdraw their application.

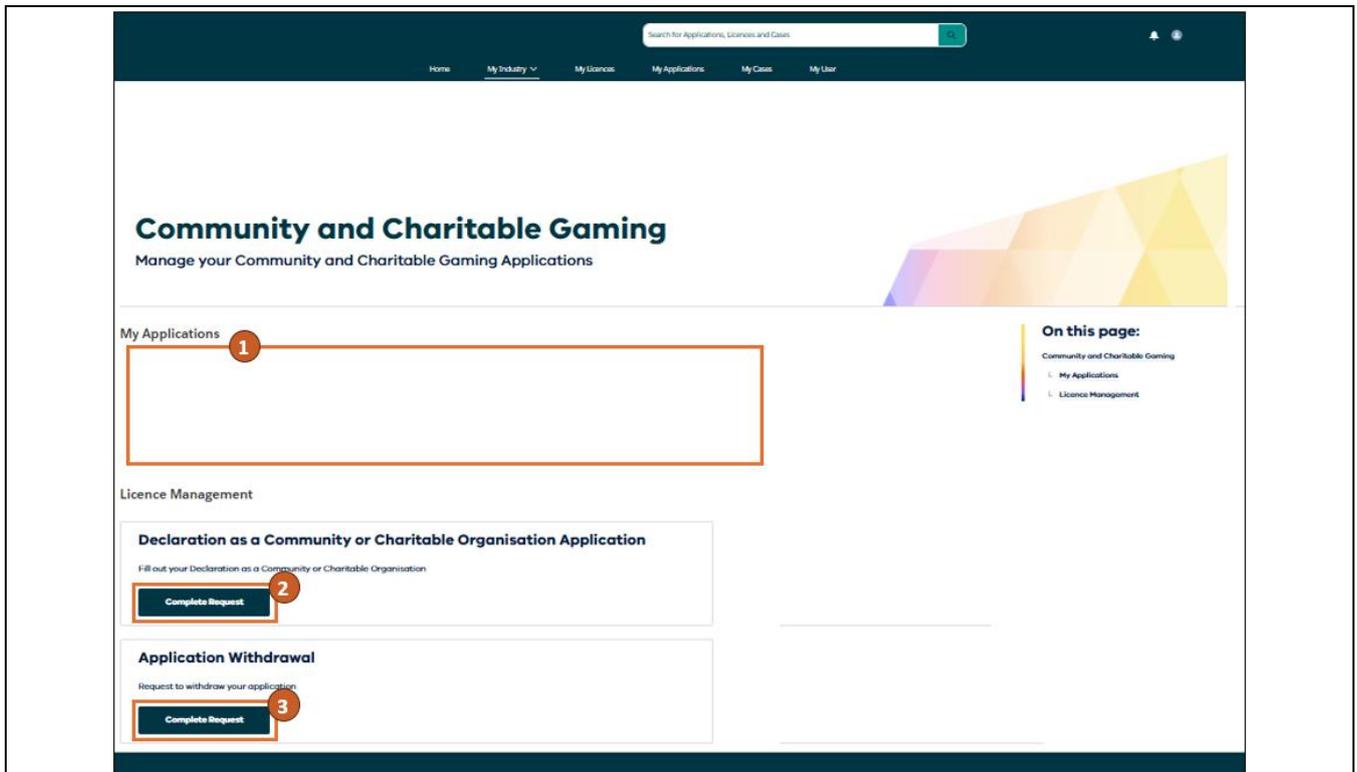
1.2 Audience

This user guide is designed to support applicants intending to apply to become a declared organisation.

2. The VGCCC Portal – Community and Charitable Gaming

2.1 Community and Charitable Gaming Tile Home Page

This section will provide an overview of what a Community and Charitable organisation / applicant can see on the VGCCC Portal.

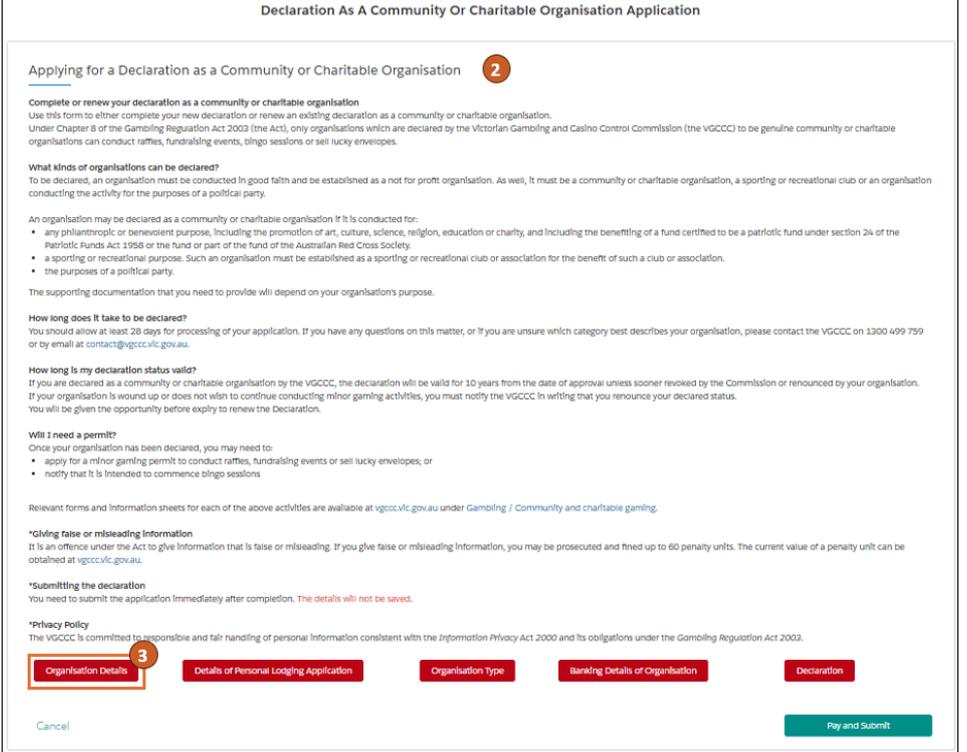
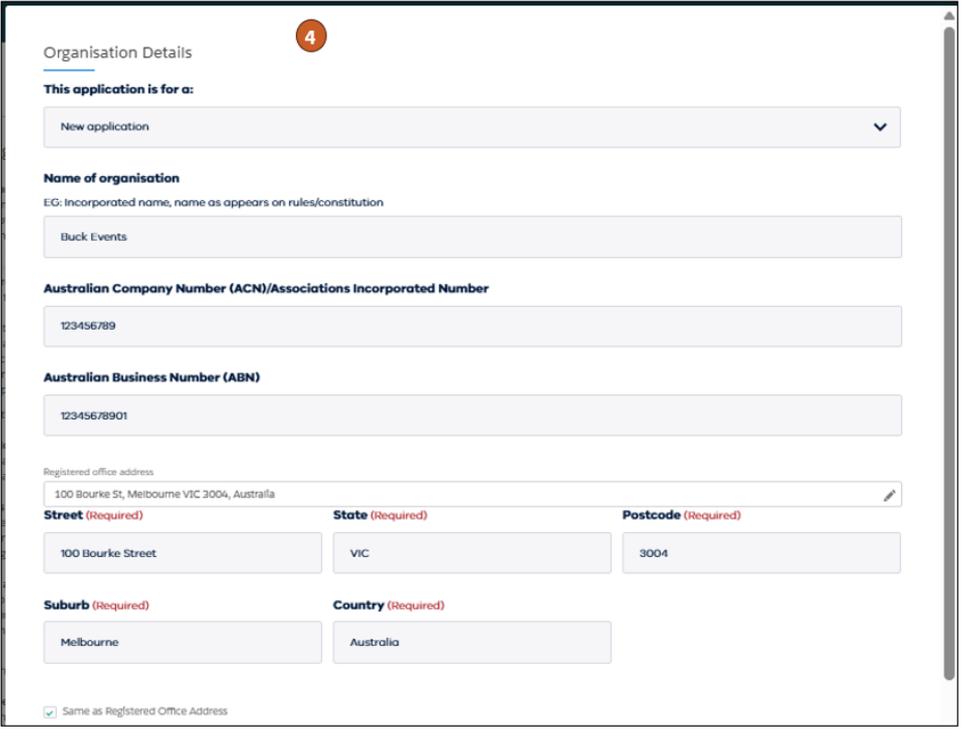


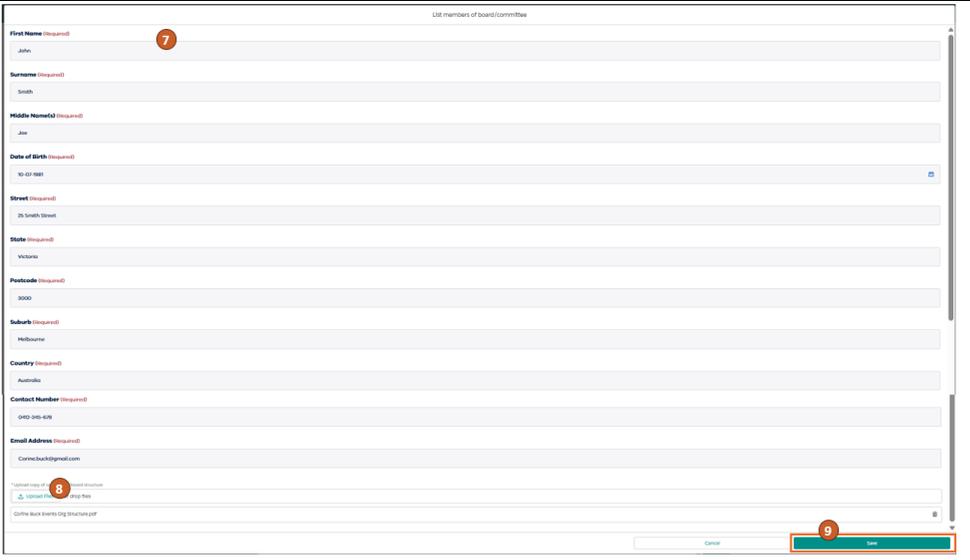
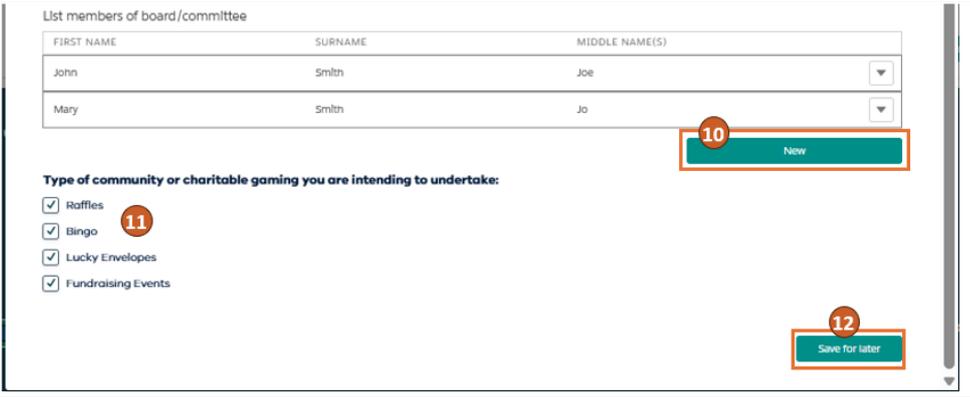
Feature	Description
1. My Applications	This section will show all the individual applications the organisation has applied for.
2. Declaration as a Community or Charitable Organisation Application Tile	This option will allow the organisation to apply for or renew a declared Community or Charitable Organisation.
3. Application Withdrawal Tile	This option will allow the organisation to withdraw their application.

2.2 Declaration Application Request - New / Renewal

The following instructions and screenshots will show how an organisation becomes a declared Community or Charitable Organisation.

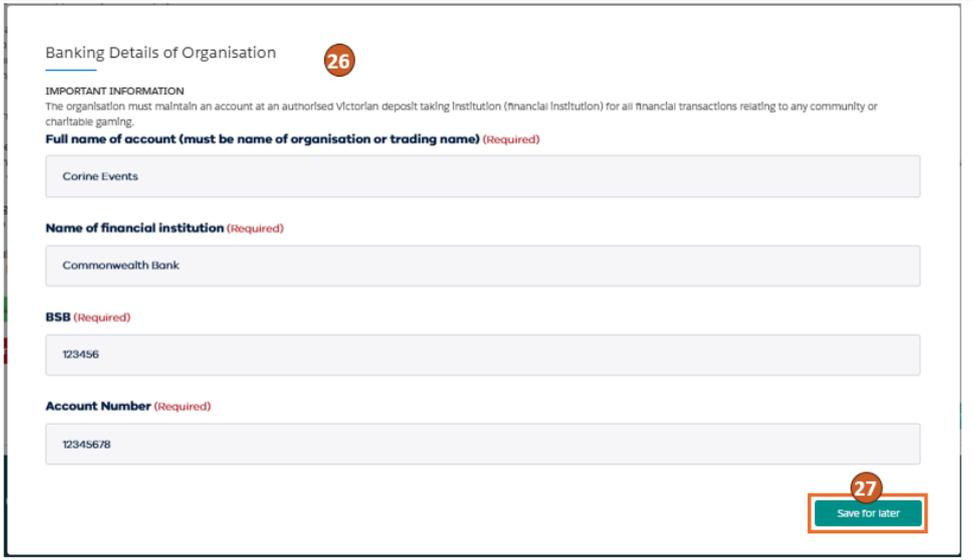
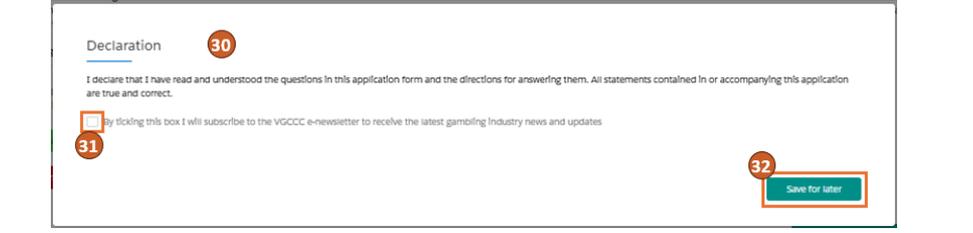
Steps #	Description
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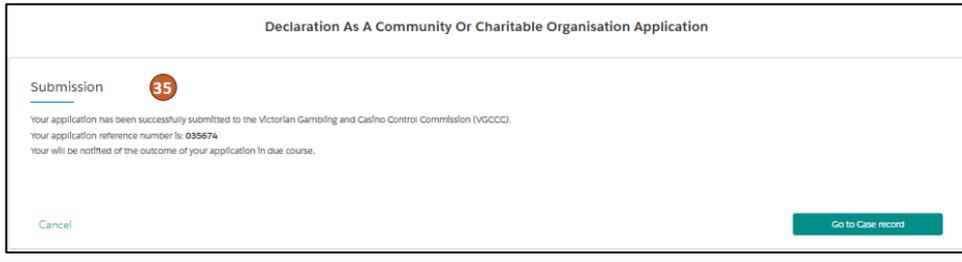
<p>1. Click on the Complete Request button on the Declaration as a Community or Charitable Organisation Application tile.</p>	
<p>2. Read the VGCC instructions before starting your application.</p> <p>3. Once read, click on the Organisation Details button.</p>	
<p>4. Enter the following information:</p> <ul style="list-style-type: none"> - Select New Application - Enter Name of organisation - Enter ACN Number - Enter ABN Number - Enter your office address - Enter a postal address if different. If not, check the box <p>For a Renewal</p> <p>The steps for a Renewal are the same except you will need to enter your Declaration Number as the second step when you select Renewal application from the drop down in the first question.</p> <div data-bbox="185 1809 461 1917" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>This application is for a:</p> <p>Renewal application</p> </div> <div data-bbox="185 1933 461 2027" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Declaration Number (Required)</p> <p>DCCO26035659</p> </div>	

<p>5. Continue with the application by entering:</p> <ul style="list-style-type: none"> - Contact Number - Email Address - Website (if applicable) <p>6. Click on the New button to list members of the board / committee</p>	 <p>5</p> <p>Same as Registered Office Address</p> <p>Contact Number (Required)</p> <p>0412-345-678</p> <p>Email Address (Required)</p> <p>cbuck@printuat.com.au</p> <p>Website</p> <p>Buck Events</p> <p>List members of board/committee</p> <p>FIRST NAME SURNAME MIDDLE NAME(S)</p> <p>6</p> <p>New</p>									
<p>7. Start entering your first board / committee member by entering the following:</p> <ul style="list-style-type: none"> - First Name - Surname - Middle Names(s) - Date of Birth - Street - State - Postcode - Suburb - Country - Contact Number - Email Address <p>8. Upload your board / committee structure</p> <p>9. Click Save when finished.</p>	 <p>7</p> <p>First Name (Required)</p> <p>John</p> <p>Surname (Required)</p> <p>Smith</p> <p>Middle Name(s) (Required)</p> <p>Joe</p> <p>Date of Birth (Required)</p> <p>10-01-1980</p> <p>Street (Required)</p> <p>25 Smith Street</p> <p>State (Required)</p> <p>Victoria</p> <p>Postcode (Required)</p> <p>3000</p> <p>Suburb (Required)</p> <p>Hawthorne</p> <p>Country (Required)</p> <p>Australia</p> <p>Contact Number (Required)</p> <p>0412-345-678</p> <p>Email Address (Required)</p> <p>John.Smith@gmail.com</p> <p>8</p> <p>Upload</p> <p>9</p> <p>Save</p>									
<p>10. Back on the application, repeat steps 7 to 9 for other board / committee members.</p> <p>11. Select the relevant types of community and charitable gaming you are going to undertake.</p> <p>12. Click Save for later button when finished.</p>	 <p>List members of board/committee</p> <table border="1"> <thead> <tr> <th>FIRST NAME</th> <th>SURNAME</th> <th>MIDDLE NAME(S)</th> </tr> </thead> <tbody> <tr> <td>John</td> <td>Smith</td> <td>Joe</td> </tr> <tr> <td>Mary</td> <td>Smith</td> <td>Jo</td> </tr> </tbody> </table> <p>10</p> <p>New</p> <p>Type of community or charitable gaming you are intending to undertake:</p> <p><input checked="" type="checkbox"/> Raffles</p> <p><input checked="" type="checkbox"/> Bingo 11</p> <p><input checked="" type="checkbox"/> Lucky Envelopes</p> <p><input checked="" type="checkbox"/> Fundraising Events</p> <p>12</p> <p>Save for later</p>	FIRST NAME	SURNAME	MIDDLE NAME(S)	John	Smith	Joe	Mary	Smith	Jo
FIRST NAME	SURNAME	MIDDLE NAME(S)								
John	Smith	Joe								
Mary	Smith	Jo								
<p>13. The Organisation Details button will turn green if successful.</p>	 <p>13</p> <p>Organisation Details</p> <p>Details of Personal Lodging Application</p> <p>Organisation Type</p> <p>Banking Details of Organisation</p> <p>Declaration</p>									
<p>14. Next, click on the Details of Personal Lodging Application button.</p>	 <p>14</p> <p>Organisation Details</p> <p>Details of Personal Lodging Application</p> <p>Organisation Type</p> <p>Banking Details of Organisation</p> <p>Declaration</p>									

<p>15. Enter your details like the following:</p> <ul style="list-style-type: none"> - First Name - Surname - Middle Name(s) - Date of Birth - Contact Number - Email Address - Position held in organisation <p>16. Upload your evidence of authority.</p> <p>17. Click Next when finished.</p>	
<p>18. The Details of Personal Lodging Application button will turn green.</p>	
<p>19. Next, click on the Organisation Type button.</p>	
<p>20. Click the arrow to reveal the different Organisation Types.</p> <p>21. Select your Organisation Type that matches your organisation.</p>	

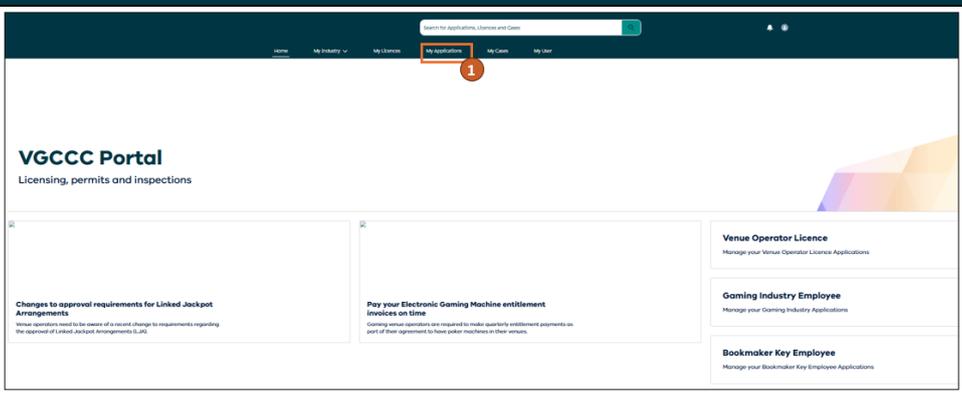
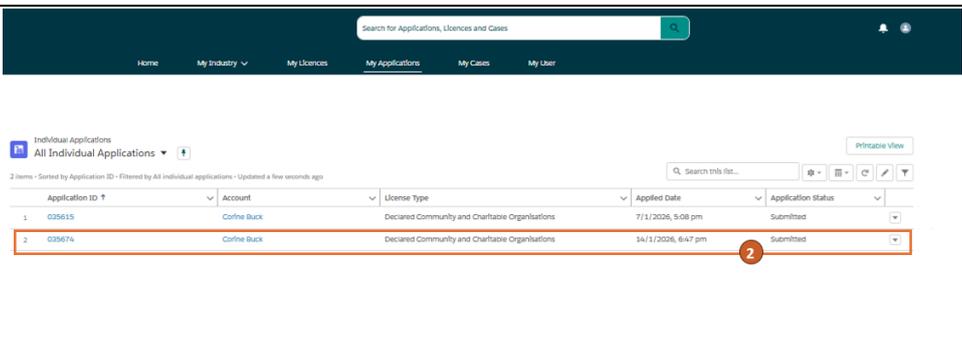
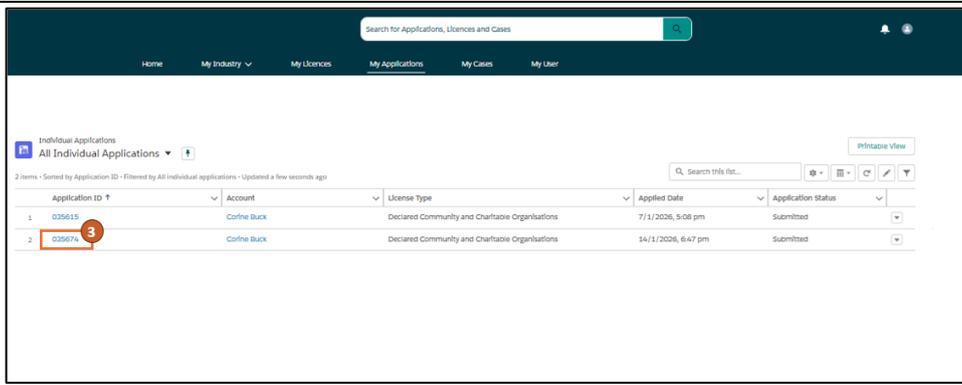
<p>22. A number of required documents will need to be uploaded. Upload all the relevant documentation.</p>	
<p>23. Once all the required documentation has been uploaded. Click the Save for later button.</p>	
<p>24. The Organisation Type button will turn green.</p>	

<p>25. Next, click on the Banking Details of Organisation button.</p>	
<p>26. Enter the required information:</p> <ul style="list-style-type: none"> - Full name of account - Name of financial institution - BSB - Account Number <p>27. Click Save for later when finished.</p>	
<p>28. The Banking Details of Organisation button will turn green.</p>	
<p>29. Next, click on the Declaration button.</p>	
<p>30. Read the declaration.</p> <p>31. Optional – choose if you want to receive the VGCCC e-newsletter</p> <p>32. Click the Save for later if you agree.</p>	
<p>33. The Declaration button will turn green.</p> <p>Note: All buttons must be green, before you can submit the application.</p> <p>34. Click Pay and Submit to lodge application.</p> <p>Note: The button Pay and Submit will be renamed to Submit.</p>	

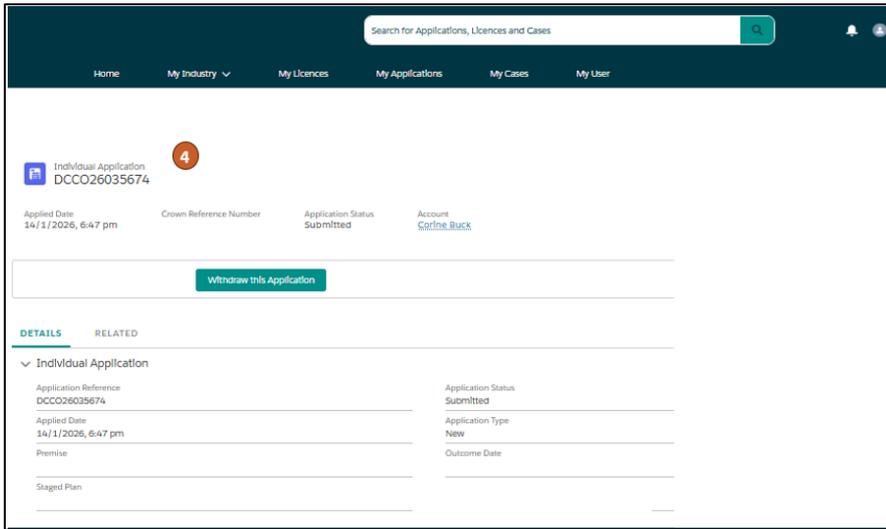
<p>35. You will receive and confirmation that your application has been submitted.</p>	
<p>36. Add email notification</p>	

2.3 Tracking your application

The following instructions and screenshots will show how you track your DCCO application.

Steps #	Description															
<p>1. Log into the VGCCC Portal and click on My Applications from the Menu.</p>																
<p>2. You should see your Application and the status. In this example, the status is listed as submitted.</p>	 <table border="1"> <thead> <tr> <th>Application ID</th> <th>Account</th> <th>License Type</th> <th>Applied Date</th> <th>Application Status</th> </tr> </thead> <tbody> <tr> <td>1 025615</td> <td>Cofine Buck</td> <td>Declared Community and Charitable Organisations</td> <td>7/1/2026, 5:08 pm</td> <td>Submitted</td> </tr> <tr> <td>2 025674</td> <td>Cofine Buck</td> <td>Declared Community and Charitable Organisations</td> <td>14/1/2026, 6:47 pm</td> <td>Submitted</td> </tr> </tbody> </table>	Application ID	Account	License Type	Applied Date	Application Status	1 025615	Cofine Buck	Declared Community and Charitable Organisations	7/1/2026, 5:08 pm	Submitted	2 025674	Cofine Buck	Declared Community and Charitable Organisations	14/1/2026, 6:47 pm	Submitted
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<p>3. To view further information about your application, click the Application link.</p>	 <table border="1"> <thead> <tr> <th>Application ID</th> <th>Account</th> <th>License Type</th> <th>Applied Date</th> <th>Application Status</th> </tr> </thead> <tbody> <tr> <td>1 025615</td> <td>Cofine Buck</td> <td>Declared Community and Charitable Organisations</td> <td>7/1/2026, 5:08 pm</td> <td>Submitted</td> </tr> <tr> <td>2 025674</td> <td>Cofine Buck</td> <td>Declared Community and Charitable Organisations</td> <td>14/1/2026, 6:47 pm</td> <td>Submitted</td> </tr> </tbody> </table>	Application ID	Account	License Type	Applied Date	Application Status	1 025615	Cofine Buck	Declared Community and Charitable Organisations	7/1/2026, 5:08 pm	Submitted	2 025674	Cofine Buck	Declared Community and Charitable Organisations	14/1/2026, 6:47 pm	Submitted
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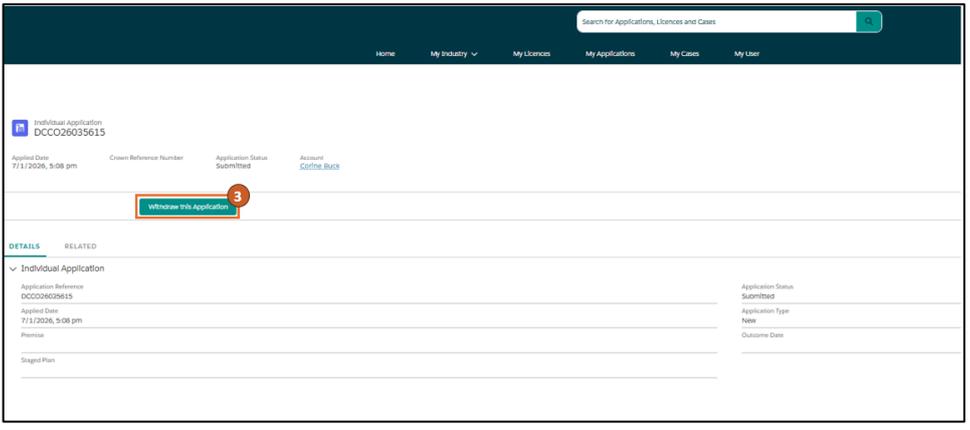
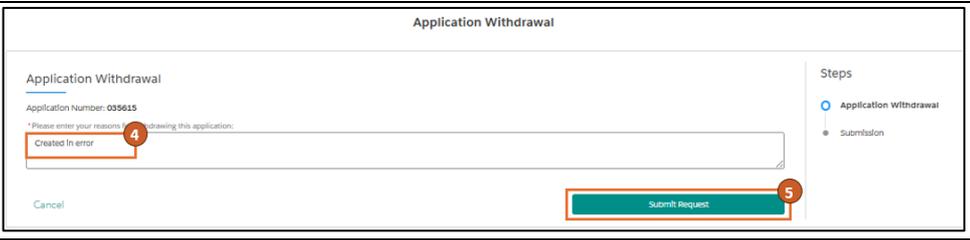
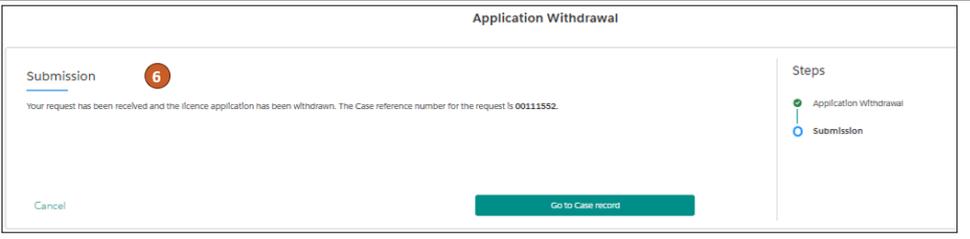
4. Further information about your application will appear.



2.4 Withdrawing your application (via My Applications)

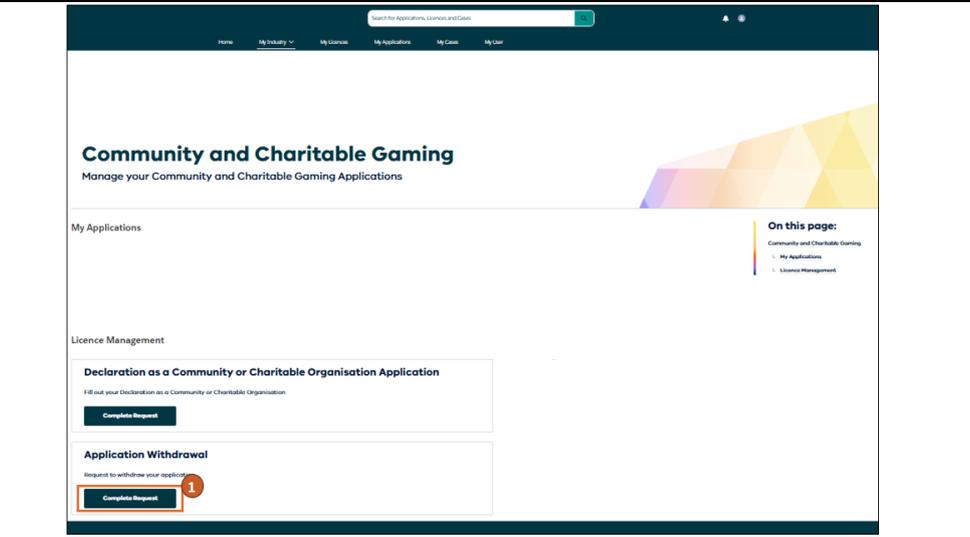
The following instructions and screenshots will show you how to withdraw your application.

Steps #	Description
<p>1. Log into the VGCCC Portal and click on My Applications from the Menu.</p>	
<p>2. Select the application you want to withdraw.</p>	

<p>3. Click the Withdraw this Application button.</p>	
<p>4. Enter the reason(s) of why you want to withdraw your application.</p> <p>5. Click Submit Request when finished.</p>	
<p>6. A confirmation message will appear that your application has been withdrawn.</p>	

2.5 Withdrawing your application (via Community and Charitable Gaming Tile)

The following instructions and screenshots will show you how to withdraw your application.

Steps #	Description
<p>1. On the Community and Charitable Gaming page, click on Complete Request from the Menu on Withdrawal tile.</p>	

<p>2. Enter your application number.</p> <p>3. Click the Search for application button.</p>	
<p>4. The details of your application will appear.</p> <p>5. Click Next to proceed.</p>	
<p>6. Enter the reason why you are cancelling your application.</p> <p>7. Click on the Submit Request button.</p>	
<p>8. A confirmation message will appear that your application has been withdrawn.</p>	