



NSW Police Force
www.police.nsw.gov.au

APPLICATION REQUIREMENTS FOR MASTER LICENSEES SEEKING TO BECOME AN APPROVED EMPLOYER OF PROVISIONAL PISTOL LICENSEES

Licensed security firms providing uniformed armed security services may apply to become an [approved Master licensee](#) for the purpose of employing Provisional pistol (business/employment) licence holders.

Applications must contain the following information:

1. Applicant details:
 - ✓ Master licensee name and licence number
 - ✓ Category H Business licence number/s
 - ✓ Contact person details (in relation to the application)
 - ✓ Number of 1F / Category H (business/employment) licensees currently employed to provide uniformed armed security services
 - ✓ A description of the armed security activities the applicant intends to undertake using the Provisional pistol licensees
2. Overview of applicant's proposed (Provisional pistol licensee) recruitment process (eg how candidates will be sourced, screened, evaluated etc)
3. Evidence of the Organisation's Induction Program which should include, but is not limited to:
 - ✓ Written instructions which may be in the form of Standard Operating Procedures, Employment Policies or an Employees Handbook
 - ✓ Site safety procedures particularly in regard to the employees responsibilities in the safekeeping of firearms at all times.
 - ✓ Documentary evidence of the tasks to be performed by the Provisional licensee as part of an overall work routine, including a copy of the assessment process undertaken by the workplace assessor
4. Details of the firearms training and assessment to be conducted by your organisation that is relevant to the specific activities to be performed by the Provisional pistol licensees. This would include preliminary training and other training as required under [section 16C\(2\)\(b\) of the Firearms Act 1996](#):
 - ✓ Training course material
 - ✓ Delivery methods (eg classroom tutorials, role plays, simulations etc)
 - ✓ Duration of each module
 - ✓ Assessment methodology and the consequences of unsatisfactory assessments
 - ✓ List of licensed trainers who will be delivering your training, including firearms licence and Instructor permit numbers
 - ✓ Details of the firearms to be used for training including details of Prohibited Weapons
 - ✓ Details of the approved shooting range where practical firearms training is to be conducted.

NOTE: On submission of the above material, consideration will be given to the approval of your training course for the purposes of [section 16C\(2\)\(a\) of the Firearms Act 1996](#).

It should be noted applicants will be required to undergo a full compliance audit prior to final approval

FURTHER APPLICATION REQUIREMENTS

The following documentation must also be provided in support of this application:

- a) Photographs of the uniforms to be worn by the applicant's Provisional licensed employees (show full-body, front and rear and close-ups of any emblems/insignia).
- b) Copy of the applicant's Fitness for Work policy - [section 39B Security Industry Act 1997](#)
- c) Evidence that the applicant holds current \$10,000.000 public liability insurance cover - [clause 35 Security Industry Regulation 2007](#)
- d) Extract from the applicant's Employees and Services Register, as relevant to the period 1 September 2007 to the date of application - [clause 36 Security Industry Regulation 2007](#)
- e) Extract from the applicant's PAB 29 Transfers of Firearms and Ammunition Register – This extract must correspond with the period provided within the Employees & Services Register. - [clause 87 Firearms Regulation 2017](#)
- f) **Cash in Transit Armed Security Services Only** – A Statutory Declaration signed by the applicant's Chief Executive Officer, Managing Director or equivalent stating to the effect that all vehicles used in connection with the applicant's cash in transit activities, fully comply with the requirements of [clause 38 the Security Industry Regulation 2007](#).
- g) **Cash in Transit Armed Security Services Only** - Within the previous Statutory Declaration provide a statement to the effect that the applicant fully complies with the WorkCover Cash in Transit Code of Practice 2002.
- h) Statutory Declaration must attest to the truth of all application content.
- i) Copies of certificates issued by NSW Police Force Ballistics Unit demonstrating your business firearms have been tested – [section 39A Security Industry Act 1997](#)
- j) Details of sub-contractors engaged by your business including Master Licence numbers - [section 38A Security Industry Act 1997](#)
- k) List of all employees engaged by your business, include individual security and firearms licence numbers – The list should include work undertaken by volunteers, but only with respect to the static guarding of approved premises.
- l) Complete the '*Approved Training Requirements for Provisional Pistol (Business/Employment) Licensees – Required Knowledge & Skills*' matrix available on Firearms Registry website.

Applications should be submitted to:

The General Manager, Firearms Registry, Locked Bag 5102, Parramatta 2124

