



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

# FIREARMS REGISTRY

## Prohibited Weapons Public Museum

P 638

*All persons wishing to possess or use a prohibited weapon must be authorised to do so by a permit. In order to obtain a prohibited weapon permit, the applicant must establish a genuine reason for possessing and using a prohibited weapon.*

*This FACT Sheet provides information on the requirements for obtaining a Public Museum Permit - clause 20 of the Weapons Prohibition Regulation 2009.*

### **What does the Public Museum Permit authorise?**

This permit authorises possession and use of prohibited weapons by the permit holder and other authorised persons listed on the permit, for the purposes of preserving, maintaining and displaying the weapons on the premises of the public museum or for purposes reasonably connected with the operation of the public museum.

**NOTE:** Any proposed display of any prohibited weapon that is to take place away from the museum premises must have the prior written approval of the Commissioner.

### **Who can apply for this permit?**

A person on behalf of public museum.

### **What is the definition of a public museum?**

For the purposes of this permit, a public museum is an institution that:

- \* Has a written constitution that state the museum's charter, goals and policies, and
- \* Has a stated acquisition policy, and
- \* Acquires, conserves and exhibits objects of scientific or historical interest for the purposes of study, education and public enjoyment, and
- \* Is sufficiently financed to enable the conduct and development of the museum, and
- \* Has adequate premises to fulfil its basic functions of collection, research, storage, conservation, education and display, and
- \* Is regularly open to the public.

### **What is the term of the permit?**

The permit will be issued for a maximum term of 5 years.

### **How much will the permit cost?**

The prescribed fee for this permit is \$127.

**Your payment must accompany the application.** You may pay by cheque or money order made payable to the NSW Police Force or by filling out the credit card details on the reverse of the application form.

An additional \$25 is required for each person, other than the permit holder, listed and authorised by the permit.

### **What kind of prohibited weapons are authorised by this permit?**

Weapons forming part of a collection must have a genuine commemorative, historical, thematic or financial value.

**NOTE:** All weapons forming part of the collection must be maintained in a safe condition. Nominate on the P638 Prohibited Weapon Schedule the type of weapons required on this permit. Any weapon referred to in Schedule 1, clause 1A must be certified as deactivated by a theatrical weapons armourer.

### **What safe keeping level applies to this permit?**

See the FACT Sheets 'Recommended Safe Storage for Schedule 1 Prohibited Weapons' and 'Safe Storage Prohibited Weapons Level 1, 2 & 3' available on the Firearms Registry Internet site for the storage level that applies to the weapons nominated on your permit.

### **Do I need to do anything prior to lodging my application?**

Yes, arrange for an inspection by police of the museum, the prohibited weapons in the collection and the arrangements for the security and safe keeping of those weapons.

### **What about employees?**

Employees or persons otherwise engaged by the public museum to be listed and authorised by this permit (in addition to the permit holder) must complete an 'Application for a person to be authorised on a Prohibited Weapon Permit' P639 form.

- \* A separate P639 form must be completed by each employee; and
- \* Complete Section E of the P639 form to establish proof of employment status; and
- \* Proof of identity totalling 100 points must be provided.

### **What do I need to send with the application?**

- \* You must provide as part of this application a passport style colour photo of yourself endorsed on the back with 'This is a true photo of (name)' and signed by a JP or police officer.
- \* You must provide as part of this application documentation totalling 100 points for proof of identity. (see 100 point identification fact sheet).
- \* Evidence of the museum's constitution and acquisition policy.
- \* P638 Prohibited Weapons Schedule nominating the prohibited weapons required for the museum.
- \* Evidence of the genuine commemorative, historical, thematic or financial value of the collection.
- \* Evidence that the museum acquires, conserves and exhibits objects of scientific or historical interest for the purposes of study, education and public enjoyment.
- \* Opening hours of the museum.
- \* Police inspection approving the prohibited weapons in the collection and the facilities for the safe keeping and storage of those weapons - either a COPS event number or an inspection certificate.

### How do I complete the application form?

The P638 'Application for a Prohibited Weapon Permit' form applies to this permit.

Do not send a photocopy of the form, print within the boxes, do not mark boxes that do not apply, use CAPITAL LETTERS and BLACK INK; DO NOT USE STAPLES.

### Section A - Applicant Details

The 'Last Name' & 'Given names' box should show your full legal name. This should be the name on your birth certificate, marriage certificate, change of name certificate or passport. Complete your DOB, drivers licence, contact details including mobile phone number and email address.

List any other names by which you have been known and supply details.

### Section B - Residential Address

Insert your full residential address here.

### Section C - Postal Address

If your postal address is the same as your residential address mark the box with an 'X', otherwise, insert your postal address here.

### Section D - Business, Club, Government Agency Details

Complete business or organisation name, trading name, business address, phone numbers and postal address.

### Section E - Permit Type

Place an 'X' in the box 'Public Museum'.

### Section F - Safekeeping Address of Weapons

This section should be completed providing the address at which the prohibited weapons will be stored and details of the arrangements for the safekeeping and storage. Attach a separate sheet if there is insufficient space.

### Section G - Personal History

Please answer all questions by marking the appropriate 'Yes' or 'No' box. If you responded 'Yes' to any of the questions, please provide an attachment with details.

### Section H - Declaration

The application form must be signed and dated by the applicant in the presence of a witness. The witness must be 18 years of age or over.

By signing the declaration you are confirming that:

All the information provided on the application is true and correct;  
You understand it is an offence to supply false or misleading information;  
AND

You agree to the NSW Police Force making enquiries to establish that the information you have supplied in relation to the application is true and correct.

### Section I - Credit Card Authority

If you wish to pay by credit card, indicate whether Mastercard or Visa, fill out cardholder details in full, sign and date.

### Related Information

See Fact Sheets:

'100 point identification',  
'Recommended Safe Storage for Schedule 1 Prohibited Weapons'.

### Check List

- Completed P638 form
- P638 Prohibited Weapons Schedule
- Passport sized colour photo
- Proof of ID
- Evidence of museum's constitution and acquisition policy
- Evidence of commemorative, historical, thematic, financial value
- Evidence of conservation and exhibition of objects of scientific or historical interest
- Opening hours
- COPS event number or inspection certificate
- Payment with application = \$127

### If applicable:

- P639 form for each employee
- Proof of employment (Section E)
- 100 pt ID for employee
- Payment with application = \$25

### Where can I find more information?

The information provided in the FACT Sheet is for general guidance only. Applicants and licensees should familiarise themselves with the *Weapons Prohibition Act 1998* and the *Weapons Prohibition Regulation 2009*, which are available on the NSW Legislation website - [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au).

## Firearms Registry

### Address

Locked Bag 1  
Murwillumbah NSW 2484

### Telephone

1300362562

### Interstate

02 66708590

### Fax

02 66708558

### Email

permits@police.nsw.gov.au  
OR  
firearmsenq@police.nsw.gov.au

### Website

[www.police.nsw.gov.au/firearms](http://www.police.nsw.gov.au/firearms)



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