

FIREARMS REGISTRY

Instructions for completing an Application for a Club Approval

All clubs seeking approval to operate as club must make application to operate as an approved club under the Firearms Act 1996.

This FACT sheet provides information on completing the P641 Application for Approval of a Target Shooting, Hunting, Pistol or Collecting Club.

What is the purpose of a club approval?

If the approval is issued, members of the club can use their membership as proof of genuine reason when applying for a firearms licence.

Who completes this application?

The P641 application form must be completed by the club secretary, or other relevant office holder, as the nominated approval holder.

Completing the P641 form.

Section A Club Details

Enter the details of the club in the appropriate fields.

Enter the date of establishment of the club. The club must have been established for at least 3 months and a copy of the minutes must be supplied to confirm this.

Indicate if the club is a target shooting, hunting, pistol or collecting club or society.

Indicate which categories of firearms are required for each approval.

To obtain approval to use category C shotguns, target shooting clubs must be affiliated with the Australian Clay Target Association or another body approved by the Commissioner.

Complete Sections B, C, D & E.

Section F - Insurance

The *Firearms Regulation 2006* states that the Commissioner must not grant approval unless satisfied that the club will maintain adequate public liability AND member insurance. A copy of the insurance certificate of currency naming the club as an interested party must be supplied with the application.

Section G - Affiliation

Clubs in NSW must be affiliated with one of the following associations, including any other approved peak firearms association that is interstate, and that association must recommend that the approval is granted.

Air Rifle Association of Australia Inc;
Antique Arms Collectors Society of Australia
Co-operative Ltd;
Arms & Militaria Collectors' Association of NSW;
Arms Collectors Guild of NSW;
Australian Clay Target Association Inc;
Australian Deer Association;
Australian Hunters International Inc;
Australian Sporting Clays;
Federation of Hunting Clubs Inc;
Field and Game Australia Inc;
Game Management Council (Australia) Inc;
Illawarra Regional Shooting Association Incorporated;
Military Rifle Clubs Association Inc;
National Rifle Association of Australia Ltd;
NSW Field & Game Association Inc;
NSW Amateur Pistol Association Inc;
NSW Clay Target Association Inc;
NSW Muzzle Loading Association;
NSW Rifle Association Inc;
NSW Shooting Association Limited;
NSW Small Bore & Air Rifle Association;
Shooting Sports Council of NSW Inc;
Sporting Shooters Association of Australia (NSW) Inc;
Target Rifle Australia Inc.

Attach a copy, on your Association's letterhead confirming affiliation and your Association's endorsement of this application.

Section H - Personal History

The nominated person completing the application must complete the personal history, declaration and answer all questions.

Section I - Declaration

Read and sign the declaration in the presence of a witness.

What supporting documents must accompany this application?

To support your application you will need to attach the following documents.

Clubs operating in NSW must supply details of the Association the club is affiliated with.

Attach a complete list of all club office bearers on the Club Executive Nomination P642 form.

Attach a complete list of all club members including their full name, residential address, date of birth and firearms licence number (if applicable).

A club must have a minimum of 10 active members to meet the requirements for approval. In certain circumstances, a club may be approved with a minimum of 5 active members. If you are applying for a club approval with less than 10 active members, please provide documentation to support the application, including reasons for membership of less than 10 (ie remote location).

Attach a copy of the club's rules and constitution.

Attach details of the club's activities, including the number and type of meetings held each calendar year (this includes dates for AGM's), as well as any training activities or events.

Attach a risk assessment detailing the safety precautions the club will take when conducting its activities.

Clubs operating outside of NSW are not required to be affiliated with the Associations, but must supply all other supporting documentation and comply with all other requirements.

Check list for your application

Ensure the following documents are included with your application.

- Application form P641 completed and signed.
- Association endorsement from affiliated body.
- Copy of current insurance certificate.
- Complete list of all club members.
- Club Executive form P642.
- Copy of club constitution and rules.
- List of club activities and meetings.
- Risk assessment to address public safety.

Firearms Registry

Address

Locked Bag 1
Murwillumbah NSW 2484

Telephone

1300362562

Interstate

0266708590

Fax

02-66708558

Email

clubs@police.nsw.gov.au
firearmsenq@police.nsw.gov.au

Website

www.police.nsw.gov.au/firearms

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 *Firearms Act 1996* and the *Firearms Regulation 2006*, which are available on the NSW Legislation website - www.legislation.nsw.gov.au.



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

