

FIREARMS REGISTRY



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Firearms Safety Training Instructor Approval (Longarms)

This fact sheet provides information on the requirements for obtaining a Firearms Instructor Approval to instruct a course, approved by the Commissioner of Police, in firearms safety training for longarms.

Who can apply for a Firearms Instructor Approval?

To be granted an approval, you must hold a current NSW firearms licence for longarms and have held that licence for at least 3 years.

What does a Firearms Instructor Approval authorise?

This Approval authorises the Instructor to conduct an approved safety training course for longarms and authorises the possession and use of registered non-prohibited firearms, as authorised by the individual firearms licence of the Instructor.

The approval authorises the possession and use of ammunition for those firearms, for the practical component of the approved course. Live ammunition may only be used on an approved shooting range.

The Approval also authorises the transportation of the firearms to and from the training venue.

What are the approved courses?

There are currently four approved courses:

- Sporting Shooters Association of Australia (NSW) - Safe Shooting Course;
- NSW Police Firearms Registry - Firearms Licence Qualification Course;
- Department of Primary Industries - (previously Game Council) - Firearms Safety (Long-arm) Course.
- Firearms Safety & Training Council Ltd - Firearms Safety Training Course (NSW) for persons nominated by the Firearms Safety & Training Council Ltd.

You may be nominated by or on behalf of a Club, Association or other approved organisation or body or you may be an individual making application to deliver an approved course.

What is the term of the approval?

The approval will only remain valid while the Instructor's individual firearms licence is current.

How much will my Firearms Instructor Approval cost?

There is no fee payable for this approval.

What requirements must be met for a Firearms Instructor Approval?

Training must be conducted with proper regard to public safety.

The approval holder is responsible for supervising all persons participating in the course and must ensure the safe handling and use of firearms at all times.

Persons participating in the course are exempt from the requirement to hold a licence or permit under the *Firearms Act* 1996 to possess and use firearms, but only whilst completing the approved course and only under the direct supervision of the Instructor Approval Holder.

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 associated Regulation, which are available on the NSW Legislation website – www.legislation.nsw.gov.au

Mailing: Locked Bag 5102, Parramatta NSW 2124

Tel: 1300 362 562

Interstate: 02 6670 8590

Website: www.police.nsw.gov.au/firearms

Contact us: <https://portal.police.nsw.gov.au/s/online-firearm-applications>

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What is the definition of direct supervision?

Direct supervision must not exceed a ratio of one unlicensed person to one licensed supervisor.

The licensed supervisor must be present at the firing line and not leave whilst shooting activities are being undertaken by the unlicensed person.

The licensed supervisor must be able to immediately render assistance to the unlicensed person, if required.

The licensed supervisor must personally convey the firearm and ammunition to be used by the unlicensed person from its place of storage to the firing line.

The licensed supervisor must personally convey the firearm and ammunition from the firing line to the place of storage upon the conclusion of shooting activities.

Completion of a P650 Declaration Form

Instructors must ensure that training involving the possession and use of firearms and ammunition is not undertaken by unlicensed persons unless they have completed the P650 Declaration Form. If any person responds with 'Yes' to any of the personal history questions, that person must not be allowed to possess or use firearms.

All unlicensed persons must be directly supervised by the instructor at all times while in possession of firearms and ammunition. Direct supervision for the purposes of section 6B of the Firearms Act 1996 is deemed by the Commissioner to be one on one supervision by the instructor.

Checklist prior to allowing possession and use of firearms by unlicensed person:

- Each participant has completed and signed the P650 'Declaration - Person shooting on an Approved Range or undertaking a Firearms Safety Training Course' form, and
- The participant has responded 'No' to all questions in Section B - 'Personal History' on the form, and
- The Instructor has verified, by photo identification, the name, address and date of birth of the person participating in the course and these details have been recorded on the form, or
- In the case of a person between the ages of 12-18yrs (a minor) participating in the approved course, the written consent and the photo identification of the parent or legal guardian has been obtained and recorded on the form.

Where a person has responded 'Yes' to any question in Section B - Personal History, they **must not be allowed** to possess and use firearms and a copy of that form must be sent to the Firearms Registry if that person wishes to continue with the course.

How do I complete the application form?

The P644 'Application for a Firearms Safety Training Instructor (Longarms)' form applies to this Approval.

Complete the name fields using your full legal name. Complete all the other fields including your email address and phone contact number.

Section F should be completed by a club official if you have been nominated by or on behalf of a club to conduct an approved firearms safety training course on their behalf.

Section G should be completed if you have been nominated by or on behalf of an approved organisation or body to conduct an approved firearms safety training course on their behalf.

You must answer all the personal history questions and sign and date the form.

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By signing the declaration, you are confirming that:

- You understand the safe keeping requirements of the *Firearms Act 1996* and Regulation; AND
- You understand it is an offence to supply false or misleading information; AND
- All the information provided on the application is true and correct; 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.

When you have completed your application form, return it to:

NSW Firearms Registry
Locked Bag 5102
Parramatta NSW 2124

Related Information

See fact sheets:

- [Transportation of Firearms](#)
- [Ammunition Safe Storage, Acquisition and Possession](#)

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