



NSW Police Force
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FIREARMS REGISTRY

Arms Fair Permit

P 634

NSW licensed Firearms Dealers or licensed club officials who wish to hold an event, open to the public, involving the temporary display of firearms for sale or exhibition must obtain an Arms Fair Permit in order to conduct the event - clause 65 of the Firearms Regulation 2006.

This FACT sheet provides information on the requirements for obtaining an Arms Fair Permit.

What does an Arms Fair Permit authorise?

This permit authorises a licensed NSW Firearms Dealer (including the holder of a NSW Theatrical Armourer Licence) or licensed NSW Club Official to conduct an Arms Fair.

An Arms Fair permit also authorises a NSW or interstate licensed Firearms Dealer (including a licensed Theatrical Armourer), the holder of a NSW or interstate Firearms Collector Licence or the holder of a NSW or interstate Ammunition Collection Permit to participate in the Arms Fair.

For the purpose of this permit, the authority of a Firearms Dealer licence extends to the sale by the licensee at the Arms Fair of firearms or firearm parts and ammunition for those firearms to which the licence applies, in accordance with the *Firearms Act 1996*.

The permit also authorises employees of a licensed Firearms Dealer to participate in the Arms Fair providing they hold a current Employee Authority for the dealership concerned. Employees are restricted to participating in the Arms Fair for their own employer only.

How much will a Arms Fair Permit cost?

The prescribed fee for this permit is \$75. Your payment must accompany the application.

What is the term of the permit?

The permit will be issued for the duration of the Arms Fair.

What about Purchase and Sell Ammunition Permit holders?

The holder of a Purchase and Sell Ammunition Permit wishing to participate in the Arms Fair must make application for a separate permit as they are not covered by the authority of an Arms Fair Permit. See *FACT Sheet 'Arms Fair Participant Permit - Purchase and Sell Ammunition Permit Holders'*.

What do I need to send with my application?

- * Provide your current NSW Firearms Dealer licence number, customer number and trading name, OR
- * Provide the club name, approval number and the licence number of the club official making application.

- * Firearms Dealers & Theatrical Armourers only - provide the Employee Authority number for each employee to be named on the permit.

You must also provide the following details:

- * The dates on which the Arms Fair is to be held;
- * The operating hours of the Arms Fair;
- * The location at which the Arms Fair is to be conducted;
- * The types of activities that will be conducted (trade or display);
- * The kinds of firearms or other articles that will be involved;
- * The arrangements for the safekeeping and storage of firearms (safe, strongroom or otherwise);
- * The security arrangements to prevent unauthorised entry to the premises.

A Code of Conduct must be lodged with the application specifying the responsibilities of all participants in relation to the supervision and security of their allocated space and stock. All participants must be provided with a copy of the Code of Conduct prior to commencement of the Arms Fair.

A Risk Assessment prepared in accordance with Australian Standards for Risk Assessments must be lodged with the application. The assessment is to be completed by the holder of a current licence for security consultation. See *FACT Sheet 'Risk Assessment for an Arms Fair Permit'*.

High security is paramount to ensure that no theft of firearms occurs while on display or while being stored overnight and to ensure the safety of all members of the public and the security of firearms.

Supply information on the Security Company nominated in the Risk Assessment to provide security activities.

How do I complete the application form?

Application must be made no later than 21 days prior to the commencement of the arms fair. A new application is required for each Arms Fair.

The P634 'Application for a Firearms 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.

Mark the box on the top of the form with an 'X'; 'New Application'.

Section A - Personal and Contact 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 date of birth, 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 & C- Address

Insert your full residential & postal address here.

Section D - Business, Club, Government Agency Details

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

Section E - Permit Type

Place an 'X' in the box Arms Fair Permit - Conduct.

Section F - Safekeeping Address of Firearms

This section is not applicable to this application. All safe keeping arrangements are included in the risk assessment provided with the application.

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.

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 authorise the release of your personal information to any third party deemed appropriate by the Commissioner of Police; 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 ensure you complete the amount to be debited from your credit card, indicate whether Mastercard or Visa; fill out cardholder details in full, sign and date.

Related Information

See FACT Sheets:

'Risk Assessment for an Arms Fair', 'Arms Fair Participant Permit - Purchase and Sell Ammunition Permit Holders'.

Checklist

- Completed P634 form
- Proof of ID (if applicable)
- Details of the Arms Fair including: dates, operating hours, location, activities, types of firearms, safekeeping & storage arrangements, security arrangements for venue.
- Code of Conduct
- Risk Assessment
- Payment with application.

Firearms Registry

Address

Locked Bag 1
Murwillumbah NSW 2484

Telephone

1300362562

Interstate

02 66708590

Fax

02 66709813

Email

permits@police.nsw.gov.au
OR
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.



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