



NSW Police Force
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FIREARMS REGISTRY

Prohibited Weapons Arms Fair Permit

P 638

The holders of a Weapons Dealer permit or a Theatrical Weapons Armourer permit who wish to hold an event, open to the public, involving the display of prohibited weapons for sale must obtain an Arms Fair Permit in order to conduct the event - clause 22 of the Weapons Prohibition Regulation 2009

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

What does the Arms Fair Permit authorise?

This permit authorises the permit holder to use the premises specified in the permit to conduct and supervise an Arms Fair involving the display, buying or selling of prohibited weapons.

The permit also authorises a person employed by the permit holder and specified on the permit to assist the permit holder in the conducting and supervising of the Arms Fair.

The authority of the Arms Fair permit extends to the holders of a prohibited weapons dealer permit and prohibited weapons theatrical armourer permit to participate in the Arms Fair to display, buy and sell prohibited weapons as authorised by the holder's permit.

Who can apply for this permit?

The holder of a weapons dealer permit or a theatrical armourer weapons permit.

What is the term of the permit?

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

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.

What kind of prohibited weapons are authorised by this permit?

Each participant and the Arms Fair permit holder are restricted to displaying, buying or selling prohibited weapons as authorised by their prohibited weapons weapon dealer permit or theatrical weapon armourer permit.

What do I need to send with the application?

- * Weapons dealer/theatrical armourer permit number, and
- * Dates and operating hours for the Arms Fair, and
- * The location of the Arms Fair, and
- * The activities being conducted at the Arms Fair, and
- * The types of prohibited weapons on display (complete the P638 Prohibited Weapons Schedule), and
- * The arrangements for safe keeping and storage of the prohibited weapons, and
- * The arrangements for security of displays, and
- * The arrangements for security of the premises, and
- * Risk Assessment, and
- * Inspection and approval by local police.

A risk assessment, prepared by an authorised security consultant, must be submitted with the application. The permit holder must address and comply with all recommendations made in the risk assessment and with any amendments agreed upon by the permit holder and the Firearms Registry.

Local police must inspect and approve the premises and the safe keeping and storage arrangements for the Arms Fair. Police will complete an inspection certificate or a COPS Event for dissemination to the Firearms Registry.

What is the Arms Fair permit holder responsible for?

The permit holder is responsible for:

- * The conduct of all participants at the Arms Fair, and
- * Supplying each participant with a Code of Conduct, and
- * Security of the premises during operating hours to monitor participants and the public to ensure the security and safe keeping of the prohibited weapons, and
- * Security outside operating hours of at least one security person with phone and / or radio contact with a base or local police, and
- * Ensuring that proof of purchase of a prohibited weapon is supplied by any person leaving the authorised premises, and
- * Locking all unsupervised exits from the premises, and
- * All prohibited weapons being contained in locked display cases or secured to a display table to prevent their removal by unauthorised persons - see clause 22(3) of the Regulation.

What about participants?

Each participant must:

- * Comply with the Code of Conduct, and
- * Comply with any reasonable instruction given by the organiser or any authorised employee of the organiser, and
- * Exercise and maintain close supervision over any prohibited weapon or projectile on display.

What about employees?

Employees 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.

How do I complete the application form?

The P638 'Application for a Prohibited Weapon Permit' form applies to this permit. This form is used for a new application or to re-apply for a Prohibited Weapon 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 for an 'Arms Fair' permit.

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',
'Safe Storage Prohibited Weapons Level 1, 2 & 3',
'Recommended Safe Storage for Schedule 1 Prohibited Weapons'.

Check List

- Completed P638 form + P638 Schedule
- Risk Assessment
- Code of Conduct
- Event number / 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

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

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.



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