

# FIREARMS REGISTRY

## Instructions for completing a Firearms Dealer Licence Application

*This FACT sheet provides information on completing an 'Application for a Firearms Dealers Licence' P560 form.*

### **What does a Firearms Licence Dealers licence authorise?**

A Firearms Dealer Licence authorises the licence holder to possess, manufacture, convert, purchase, sell, transfer, repair, maintain or test firearms in the licence holder's capacity as a Firearms Dealer, **ONLY** for the category of firearms specified on the licence **AND ONLY** at the premises specified on the licence.

The Firearms Dealer is also authorised to possess, manufacture, purchase or sell ammunition for the categories of firearms specified on the licence.

### **What requirements must be met for employees?**

The authority of a Firearms Dealer Licence extends to employees and directors of the corporation or employees of the partnership or individual, **ONLY IF** they are issued with an "Employee Authority" issued by the Firearms Registry.

Application for an employee authority can be made on a P565 form available from the Firearms Registry.

### **What other information needs to accompany my application?**

Close Associates of a Firearms Dealer must be listed on the P566 form and this form must be returned with the application for a Firearms Dealer Licence.

Close associates are defined in Section 4B of the *Firearms Act 1996* as persons who hold or will hold a relevant financial interest or any relevant position in the business, or a person who is or will be entitled to exercise any relevant power in the business.

Relevant financial interest means any interest in the capital or assets of the business or entitlements to receive income from the business.

Relevant position means a position where a person participates in the management of the business.

Relevant power means any power to participate in managerial or executive decisions or to elect or appoint any person to a relevant position.

Directors, employees and close associates nominated on the P566 form are not entitled to have access to firearms in the dealer's stock unless they also hold an "Employee Authority". This applies even if an individual firearms licence is held.

### **What if want to add a new category to my existing dealers licence?**

If you are adding a new category to your existing dealer licence you must provide the following:

- \* A letter addressed to the Manager Licencing detailing the additional category required on the licence;
- \* Payment of \$40.00 supplied by way of a cheque, money order, or a completed credit card authority (found on the Firearms Registry internet site home page);
- \* A firearms safety training certificate (if applicable).

### **How do I complete the application form?**

This form should be used for a new application or to re-apply for a Firearms Dealer licence when your current licence is due to expire.

Do not photocopy the form, print within the boxes, do not mark boxes that do not apply, use **CAPITAL LETTERS** and **BLACK INK**. **DO NOT** use **STAPLES**.

Place an 'X' in the box on the top of the form which applies to your application.

Enclose the P566 Close Associate form with your application, if applicable.

Enclose the P565 Employee Authority application forms, if applicable.

### **Section A - Dealer Details.**

Complete dealer or business name, trading name, mobile and business phone numbers and business email.

### **Section B - Business Address.**

This is the address from which you will conduct your business and the safe keeping address for firearms. You will need to have your safe storage inspected by local Police and forward the inspection certificate with your application. See "Safe Storage Levels for Dealers" FACT sheet.

### **Section C - Postal Address.**

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

### **Section D - Nominated Licence Holder 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.

Insert your NSW drivers Licence number. Complete your contact details including phone numbers.

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

### **Section E - 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 F - Firearms Safety Training - Nominated Licence Holder

Persons who have never held a licence in NSW before are required to complete a firearms safety training course for either long arms &/or pistols.

If you have previously held a firearms licence, either in NSW or Interstate for the same category of licence for which you are now applying, you may not need to complete the course again.

**Long Arms:** You must complete an approved firearms safety training course.:

For training providers contact:  
The Firearms Safety Training Council - 02 94863077

Spring Shooters Association Australia - 02 88890400

A firearms club, or the Firearms Registry.

**Pistols:** You must complete the safety training course for pistols run by the Firearms Safety Training Council - 0294863077.

A copy of the certificate obtained when you successfully complete the safety training course must accompany your firearms licence application.

## Section G - Firearms Types

Mark the appropriate boxes. Your licence will be restricted to the categories of licence for which you have been approved.

**Prohibited Firearms** - Supply supporting documentation as evidence of your need to trade in this type of firearm.

See Schedule of Prohibited Firearms accompanying your application.

## Section H - Personal History

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

## Section I - 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.

## Section J - Credit Card Authority

A Firearms Dealer licence is \$500.00 and issued for 5 years. You must send payment with your application. You may send a cheque or money order, or complete the credit card authority. **DO NOT SEND CASH.**

## Supporting Documentation

You must provide supporting documentation with your application as follows:

- \* ACN or ABN number;
- \* Registration of business or corporation certification;
- \* Safe Storage inspection certificate;
- \* Close Associate form P566;
- \* Employee Authority form P565;
- \* If your application includes prohibited firearms, supporting documentation as evidence to support your need to trade in prohibited firearms

## Where do I send my application form, supporting documentation and payment?

Firearms Registry  
Locked Bag 1  
Murwillumbah NSW 2484.

## Firearms Registry

### Address

Locked Bag 1  
Murwillumbah NSW 2484

### Telephone

1300362562

### Interstate

0266708590

### Fax

02-66709811

### Email

firearmsenq@police.nsw.gov.au  
dealers@police.nsw.gov.au

### Website

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



**NSW Police Force**  
[www.police.nsw.gov.au](http://www.police.nsw.gov.au)