



NSW Police Force  
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# FIREARMS REGISTRY

## Instructions for completing a P559 Business, Club or Government Agency Licence Application

P 559

### **What should this form be used for?**

This form is multi-purpose and can be used for a Business, Club or Government Agency for:

- \* A new application; or
- \* To re-apply for a licence when your current licence is due to expire; or
- \* To alter a Category on your existing licence.

Do not photocopy the form, print within the boxes, do not mark boxes that do not apply, do not staple forms, use CAPITAL LETTERS and BLACK INK.

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

Place an 'X' in the boxes on the top of the form to indicate if the application is a new application, a new category or a reapplication.

Place an 'X' in the box to indicate if the application is for a Business, Club or Government Agency.

Insert your NSW firearms licence number in this field (for reapplication or new category on an existing licence).

### **Section A - Business, Club, Government Agency Details**

Complete the Business, Trading Name and the contact details including business phone number, mobile phone number and email address.

### **Section B: Business Address**

Insert your full business address here. If the format does not match your address, write the details in the Property field.

### **Section C: Postal Address**

If your postal address is the same as your business address mark the box with an 'X', otherwise, insert your postal address here. If the format does not match your address, write the details in the Property field.

### **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: 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,  
**Sporting Shooters Association Australia** - 1300746683,  
Your nearest firearms club or the Firearms Registry.

**Pistols:** You must complete a safety training course for pistols run by the Firearms Safety Training Council - 02 94863077.

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

### **Section F: Licence Term**

Mark whether the licence is for 2 or 5 years.

### **Section G: Safekeeping of Firearms**

This section should be completed, even if the business does not currently own any firearms.

The firearms legislation requires that the Commissioner is satisfied that the applicant is capable of complying with the safe storage requirements as prescribed in the *Firearms Act 1996* prior to obtaining a firearms licence.

In this section you are confirming the safe keeping address of any firearms currently in your possession or declaring the safe keeping address for firearms acquired after the issue of your licence.

If the safe keeping address is the same as the business address, mark the appropriate box with an 'X'. If your safe keeping address is different to your business address, complete this section, providing details on a separate sheet if you have more than one safe keeping address for your firearms.

You must supply a Certificate of Inspection of your safe storage arrangements. Contact your local Police to inspect and supply the certificate.

## Section H: Personal History Nominated Licence Holder

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 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.

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 that you authorise the release of your information to a third party deemed appropriate by the Commissioner; 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 J: Credit Card Authority

Please complete the authority for the amount as listed in the FEES.

### What genuine reasons apply to this licence?

All persons making application for a firearms licence must be able to prove a genuine reason for possessing and using a firearm. In addition, if you are applying for anything over and above a Category A licence, you must also provide evidence of special need.

Each genuine reason form has information on the evidence required in order to support your application.

**Security Business:** See FACT sheet Security Business.

**Government Agency:** See FACT sheet Government Agencies.

**Club:** Sport/Target Shooting, RHVC or Collector's Club.

**Other Businesses:**

Business - Other

**Commercial Fishing:** Employment in commercial fishing.

### What supporting documentation do I need to supply?

Provide supporting documentation to establish the bona fides of your business as follows:

- \* ACN or ABN number
- \* Registration of business or corporation certification
- \* Safe storage inspection certificate

### How much will this licence cost?

A personal firearms licence is issued for 2 or 5 years.

A 2 year licence = \$100

A 5 year licence = \$200

**Fee Exemptions:** There are no fee exemptions for this type of licence.

For a comprehensive list of fees and fee exemptions, see the Schedule of Fees.

### Where do I pay?

Payment must be made at the time of application by cheque, credit card or money order.

### Related Information

See FACT Sheets:

'Safe Storage Level 1 - Category A & B Requirements',

'Safe Storage Level 2 - Category C, D & H Requirements',

'Transportation of Firearms',

'Ammunition Safe Storage, Purchase and Possession'.

## Firearms Registry

### Address

Locked Bag 1  
Murwillumbah NSW 2484

### Telephone

1300362562

### Interstate

02-66708590

### Fax

02-66708558

### Email

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



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