



NSW Police Force
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FIREARMS REGISTRY

Prohibited Weapons Instructor Permit

P 638

All persons wishing to possess or use a prohibited weapon must be authorised to do so by a permit.

This FACT Sheet provides information on the requirements for obtaining a Prohibited Weapons Instructor Permit - clause 15 of the Weapons Prohibition Regulation 2009.

What does the Instructor Permit authorise?

This permit authorises the permit holder to possess and use prohibited weapons specified on the permit for the purposes of instructing, training or competing in a sport or recreation specified in the permit.

Instruction may only be conducted at premises nominated by the permit holder and specified on the permit.

This permit also authorises persons receiving instruction from the permit holder to possess and use the prohibited weapons specified on the permit, for the purposes of receiving instruction or competing in the sport or recreation, but only while under the direct supervision of the permit holder.

Who can apply for this permit?

A person, or a person on behalf of a business:

1. Whose ranking in the relevant sport or recreation qualifies them to instruct in that sport or recreation, **AND**

Who is accredited as an instructor by an approved sporting organisation or body for that sport or recreation, **OR**

2. Is a registered training provider under the *Vocational Education and Training Act 2005* and who conducts a prohibited weapons training course that is accredited under that Act.

The applicant must provide evidence that it is necessary for the applicant to possess or use the prohibited weapon for which the permit is sought in order to carry out instruction in the sport or recreation.

What is the term of the permit?

The permit will be issued for a maximum term of 5 years.

How much will the permit cost?

The prescribed fee for this permit is \$127. 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 is the approved body for accreditation?

The Australian Sports Commission's (ASC) National Coaching Accreditation Scheme (NCAS) is Australia's system of accrediting coaches.

Martial Arts sporting bodies registered with the ASC are approved bodies for the purposes of issuing a Weapons Instructor Permit under the *Weapons Prohibition Act 1998*.

The following martial arts organisations are currently registered with the Australian Sports Commission and are approved for the accreditation of martial arts coaches:

JUDO FEDERATION OF AUSTRALIA

Website: judo: www.ausjudo.com.au

Email: webmaster@ausjudo.com.au

AUSTRALIAN JU-JITSU FEDERATION

Website: www.jujitsu.com.au

Email: jujitsu@telstr.com

AUSTRALIAN KARATE FEDERATION

Website: www.akf-nsw.com.au.

Email: administrator@akf.com.au

AUSTRALIAN KUNG FU (WUSHU) FEDERATION

Website: www.akwf.com.au

Email: walt@phoenixfilms.com.au

What do I need to send with the application?

* You must provide as part of this application a passport style colour photo of yourself endorsed on the back with 'This is a true photo of (name)' and signed by a JP or police officer.

* In addition, you must provide as part of this application documentation totalling 100 points for proof of identity (see 100 point identification fact sheet).

* Evidence of a ranking in the relevant sport or recreation, that qualifies you to instruct in that sport or recreation, confirmed in writing by an approved sporting organisation for that sport or recreation,

AND

* Evidence of accreditation as an instructor in the nominated sport or recreation under the Australian Sports Commission,

OR

* Evidence of being a registered training provider under the *Vocational Education and Training Act 2005* and who conducts a prohibited weapons training course that is accredited under that Act.

* Nominate the prohibited weapons required for this permit on the P638 Prohibited Weapons Schedule.

* Demonstrated need to possess or use the nominated prohibited weapon in the conduct of your business or employment as an instructor.

* Nominate the premises at which the instruction is to occur.

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 'Instructor'.

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
- Photo + Proof of ID
- ABN, ACN, business registration
- Safe storage location, facilities and security of prohibited weapons
- Evidence of instructor accreditation or evidence of RTO status
- Demonstrated need for weapons
- Payment with application = \$127

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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