



NSW Police Force  
www.police.nsw.gov.au

# FIREARMS REGISTRY

## Information on Business, Club or Government Agency Firearms Licence Online Application

ONLINE

This FACT sheet provides information on applying for a new business firearm licence, renewing a business firearms licence or adding a category to an existing business firearms licence online.

### BUSINESS FIREARMS LICENCE ONLINE APPLICATION

The online platform for business firearm licence applications is provided by Service NSW ([www.service.nsw.gov.au](http://www.service.nsw.gov.au)).

#### ***Completing your Online Business Firearm Licence Application or Reapplication***

To complete a business firearms licence application online (new application or reapplication) you will need:

- \* A MyServiceNSW Account linked to the NSW Police Force
- \* Firearms licence number or Firearms Safety Training Certificate
- \* Supporting documents for your Genuine Reason and Special Need
- \* A current credit card for payment of the licence fee

#### ***Firearms Safety Training***

If you are applying for a new business firearms licence and you have not previously held a NSW firearms licence under the *Firearms Act 1996* (the Act), you will need to complete an approved firearms licence safety training course and upload a copy of the certificate obtained when you successfully completed the firearms safety training course.

Training providers are as follows:

**For Longarms:** The Firearms Safety Training Council - Phone: 02 9486 3077,  
Sporting Shooters Association of Australia - Phone: 1300 746 683,  
Department of Primary Industries, Game Licensing Unit - Phone: 02 63913750,  
Your nearest firearms club.

**For Pistols:** You must complete the safety training for pistols. Courses are run by approved firearms clubs for club members. For assistance on courses run by other providers, call the Firearms Registry - 1300 362 562.

#### ***Genuine Reasons***

To apply for a business firearms licence you must be able to prove a genuine reason for obtaining a firearms licence -

- \* Sport/Target Shooting
- \* Recreational Hunting/Vermin Control
- \* Primary Production
- \* Vertebrate Pest Animal Control - Contract Shooter or Government Agency
- \* Business or Employment - Security Industry, Commercial Fishing or Other
- \* Animal Welfare - RSPCA or AWL, Veterinary Practitioners or Owner Transporter Drover or Other Handler of Animals

For details of the supporting documents to attach to your online firearm licence application please refer to the Genuine Reason FACT Sheets. For details on the available categories and genuine reasons for your business type (i.e.: club, business - sole trader, business - corporation, government agency), please refer to the Business Licence Category and Genuine Reason Table. Both of these resources are available on the Firearms Registry website.

#### ***What category of licence can I apply for?***

Any person wishing to make application for a licence over and above a category A firearms licence must provide evidence of special need. The special need for a Category B, C, D or H licence is established by the applicant providing evidence that a special need exists and giving reasons why the special need cannot be met by a smaller category of firearm or by any other means.

Where you are required to enter a special need, the online firearms licence application has provision for completion of special need.

#### ***What if I want to add a firearm category to my existing business firearm licence?***

Business firearm licence holders can add a category to their existing firearm licence using the online application via Service NSW ([www.service.nsw.gov.au](http://www.service.nsw.gov.au)).

To complete the online application you will need:

- \* A MyServiceNSW Account linked to the NSW Police Force
- \* Supporting documents for the addition of a firearm category to your existing licence
- \* A current credit card for payment of the fee

# Information on Business Club or Government Firearm Licence Application

## BUSINESS LICENCE ONLINE APPLICATION

### *Licence Holder Obligations and Responsibilities*

All firearms licence holders must comply with the general legislative requirements of the Act and the *Firearms Regulation 2017* (the Regulation).

In addition to these general legislative requirements, there are specific legislative requirements applicable to each licence category and genuine reason.

All applicants and licence holders are encouraged to familiarise themselves with both the general legislative requirements and the specific authority and conditions applicable to the genuine reason and category of your firearms licence.

A copy of the general legislative requirements applicable to all licence holders can be viewed on the Authority and Conditions page of the Firearms Registry website. For information specific to your genuine reason, see the Act and the Regulation.

### *Safe Keeping and Storage of Firearms*

All persons who possess a firearm in NSW must take all reasonable precautions to ensure that a firearm in their possession is kept safe, is not lost or stolen, and does not come into the possession of an unauthorised person - section 39 of the Act.

In addition to this general requirement for the safe keeping of firearms, there are specific requirements for the safe keeping, storage and transportation of firearms. This includes new requirements introduced in 2017.

The safe keeping and storage requirements for each type and category of licence are found on the Safe Storage page on our website.

### *Licence Fees*

Payment is made by credit card at the time of completing the online firearm licence application.

Firearm licence application - categories A, B, C, D or H

5 year licence - \$200

2 year licence - \$100

All firearm licence applications include a non-refundable administration fee. Applicants who have had a firearms licence refused will receive a partial refund (the fee paid minus the non-refundable administration fee). The non-refundable administration fee for a business firearms licence is approximately 75% of the fee of a 2 year licence. A cheque with the refund amount will be posted to refused applicants once any appeal process and periods are finalised.

## RELATED INFORMATION

See FACT Sheets:

'Safe Storage Level One - Category A and B Requirements'

'Safe Storage Level Two - Category C, D and H Requirements'

'Transportation of Firearms'

## Firearms Registry

### Address

Locked Bag 1  
Murwillumbah NSW 2484

### Telephone

1300362562

### Interstate

02 66708590

### Fax

02 66708558

### Email

[firearmsenq@police.nsw.gov.au](mailto:firearmsenq@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 associated Regulation, which are available on the NSW Legislation website - [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au).



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