



FIREARMS REGISTRY

Instructions for completing an Application for Approval of a Prohibited Weapons Club

P 651

All clubs seeking approval to operate and run activities involving prohibited weapons must make application to the Firearms Registry for approval under the *Weapons Prohibition Act 1998* and the *Weapons Prohibition Regulation 2017*.

This FACT sheet provides information on completing the P651 Application for Approval of a Prohibited Weapons Club.

What is the purpose of a club approval?

A club must seek approval from the Firearms Registry to operate as a historical or commemorative club or society for the genuine reason of historical re-enactment purposes or as a collector's club or society for the genuine reason of weapons collection.

If approved, members of the club can use their membership to support the genuine reasons of historical re-enactment or weapons collection when applying for a prohibited weapon permit.

Who completes this application?

The application form must be completed by the club secretary, or other relevant office holder if there is no secretary, as the nominated approval holder.

What requirements are there for the club?

A club must have a minimum of 10 active members and the club must have been established at least three months to meet the requirements for approval.

A club must have a genuine and proper constitution, conduct regular meetings and activities and maintain adequate public liability and member insurance. Any training activities undertaken by the club may be considered in the granting of a club approval.

In certain circumstances, a club may be approved with a minimum of 5 active members, for example if the club is in a remote location the minimum number of 5 active members may be appropriate.

If applying for a club approval with less than 10 active members, documentation must be provided supporting the application and detailing how the club meets the other criteria relating to the club's constitution, meetings and activities plus public liability and member insurance.

What supporting documents must accompany your application?

- ✓ Attach a complete list of all club office bearers on the Club Executive Nomination form.
- ✓ Attach a copy of the club rules and constitution.
- ✓ The applicant must supply the full name, date of birth and residential address of each member of the club.
- ✓ If club membership has less than 10 active members, provided documentation to support the application for approval of the club by providing reasons for membership of less than 10.
- ✓ Attach details of the club's activities, including the number and type of meetings held each calendar year (this includes dates for AGM's), as well as any training activities or events.
- ✓ Attach a risk assessment detailing the safety precautions the club will take when conducting its activities.
- ✓ Copies of public liability and membership insurance.

Instructions for completing an Application for Club Approval

How to complete the P651 application form?

Section A Club Details

Enter the details of the club in the appropriate fields.

Enter the date of establishment of the club. The club must have been established for at least 3 months and a copy of the minutes must be supplied to confirm this.

Indicate if the club is a collecting club or society or an historical or commemorative club or society.

Section B Nominated Approval Holder Details

Complete last name, given name, contact details and club position held.

Sections C and D Residential and Postal Address

Complete residential and postal address details.

Sections E Insurance Details

The *Weapons Prohibition Regulation 2017* states that the Commissioner must not grant approval unless satisfied that the club will maintain adequate public liability AND member insurance. A copy of the insurance certificate of currency naming the club as an interested party must be supplied with the application.

Sections F

Nominate the type of prohibited weapons your club members possess. You may need to refer to the 'Schedule 1 prohibited Weapons' list.

Section G - Personal History

The nominated person completing the application must complete the personal history and answer all questions.

Section H - Declaration

The applicant must read and sign the declaration in the presence of a witness.

Checklist:

Ensure the following documents are included with your application.

- Application for P651 completed & signed.
- Copy of current insurance certificate for public liability & member insurance.
- List of all club members incl name, date of birth & residential address.
- Club executive information.
- Copy of club constitution and rules.
- List of club activities and meetings.
- Risk assessment to address public safety.

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 2017*, which are available on the NSW Legislation website - www.legislation.nsw.gov.au.

Firearms Registry

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