

FIREARMS REGISTRY



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Club Approvals - Annual Returns

Clause 100 of the *Firearms Regulation 2017* outlines the requirements of a Club to submit an annual return, and specifies what an annual return must include.

Who is required to submit the annual return?

The Club's secretary (or other relevant office holder if there is no secretary) may submit the annual return.

How should an annual return be submitted?

The annual return should be submitted in the format approved by the Commissioner, electronically. Contact the Firearms Registry to obtain a copy of the current approved template.

When should an annual return be lodged?

Clause 100 (4) of the *Firearms Regulation 2017* prescribes that the first annual return for an approved club is due no later than 12 months following the date on which the club is granted an approval, before 1 October for the period ending 30 June. All subsequent annual return reporting for the 12 month period ending on 30 June is due no later than 1 October.

What should be included in an annual return?

The particulars of an annual return are specified under clause 100(3) of the *Firearms Regulation 2017*. These particulars include:

- Any change in the membership of the club that involves a member leaving the club or not renewing their membership
- Any change in the personal details of a club member that has been notified to the club office holders in accordance with clause 103 of the *Firearms Regulation 2017*.
- Any failure by a member of the club to comply with the requirements of Part 10 (Participation requirements (for club members)).

What are the participation requirements of Part 10 (Participation requirements for club members) that must be recorded and included in an annual return?

Part 10 of the *Firearms Regulation 2017* outlines compliance requirements for club members who hold the genuine reason of sport/target shooting, recreational hunting and collecting. Compliance requirements vary, depending on the genuine reason and firearms held.

What are the definitions under Part 10 (Participation requirements for club members)?

Clause 105 of the *Firearms Regulation 2017* outlines the definitions for the purpose of determining participation:

Approved club—for a particular category of licence means an approved shooting club (including an approved pistol club or hunting club or approved collectors' society or club of which the holder of a licence of that category is required to be a member.

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

Mailing: Locked Bag 5102, Parramatta NSW 2124

Tel: 1300 362 562

Interstate: 02 6670 8590

Website: www.police.nsw.gov.au/firearms

Contact us: <https://portal.police.nsw.gov.au/s/online-firearm-applications>

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- Competitive shooting match - means a shooting activity in which scores are kept and results recorded
- Compliance period - for an approved club means each consecutive 12-month period that starts on the day of the year that the club has determined to be the start of its compliance period for the purposes of participation by club members
- Participation - in a shooting activity includes, in the case of a competitive shooting match, officiating at such a match
- Shooting activity of an approved club means the following:
 - a shooting activity that is conducted by the club at the club's shooting range, including a competitive shooting match, shooting match, shooting training and target practice at the club's shooting range
 - firearms safety training conducted by the club at the club's shooting range
 - a competitive shooting match held at a shooting range other than the club's shooting range where the match is endorsed by the club (including such a match that is conducted outside of NSW or outside Australia).