



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

FIREARMS REGISTRY

Off Duty Possession of Pistol Permit

P 634

This FACT sheet provides information on the requirements for obtaining a permit for 'Off Duty Possession of a Pistol' for an armed security guard - clause 85 of the *Firearms Regulation 2017*.

All firearms used by armed security guards must be returned to the employer's store of firearms at the end of each period of duty unless the security guard is authorised by the Commissioner to retain possession of pistols between periods of duty.

What does an Off Duty Possession of Pistol Permit authorise?

This permit authorises an armed security guard to retain possession of a pistol, registered to their employer, between periods of duty as a security guard. The pistol must be stored at the employee's place of residence.

The off duty permit does not authorise the purchase of any firearms and is only valid for the employer nominated in the application.

Who can apply for an Off Duty Possession of Pistol Permit?

The applicant must be the holder of a current category H firearms licence issued for the genuine reason of Business or Employment - Security Guard. A person may only hold one Off Duty Pistol Permit at a time.

Storage of firearms in certain residential premises

It is a condition of every class 1F licence that firearms used for security activities must not be stored at any *prohibited premise* - section 23B(1) of *Security Industry Act 1997*.

'Prohibited premises' means any premises that are regularly used as a principal or temporary place of residence by a person who has been found guilty of a criminal offence, being an offence that would disqualify the person from holding a security licence because of section 16(1)(a) (if the person has been convicted) or section 16(1)(b) (whether or not the person has been convicted) of the *Security Industry Act 1997*.

Applicants for an Off Duty Possession of Pistol Permit must declare persons (over 18 years of age) who permanently or temporarily reside at the applicant's residential address.

In the legitimate reason form for this permit, any persons who reside with you must complete and sign the consent section of the form which authorises the Firearms Registry to examine police records ensuring disqualifying offences are not recorded.

What if I cease my employment?

The permit is only valid for the employer nominated on the application. The authority of this permit is automatically revoked when you cease employment with that employer. Similarly, if your employer is no longer authorised to possess firearms, or if your firearms licence is no longer valid, your off-duty permit will be revoked.

What is the term of the permit?

The permit expiry date is linked to the expiry date of your employer's security business licence. The term of the permit will not exceed five years.

How much will my permit cost?

The prescribed fee for this permit is \$75. Your payment must accompany the application.

What requirements must be met for safekeeping of the pistol?

Police must inspect your safe storage facility prior to the issue of this permit and the Event number or the inspection certificate must be supplied with your application.

The permit holder is subject to the provisions of the *Firearms Act 1996* and associated Regulation with respect to the safekeeping of the firearm to which this permit relates.

Safe storage applicable to this permit is the same as that prescribed in clause 81 of the Regulation for a security firm with one firearm.

The pistol must be stored in a safe, be fitted with a trigger or barrel lock to prevent it being discharged and be secured individually on or in a locked device within the safe. The safe must be fitted with an alarm which is monitored off-site and the premises must have an intruder alarm and duress facilities that are monitored off-site. For detailed information, please refer to the FACT Sheet 'Safe Storage Security Firms - Level Three, One Firearm Only' available on the Safe Storage Page of the Firearms Registry Internet site.

It should be noted that the purchase and installation of a firearm safe, safe alarm and premises security is at the applicant's expense. Should your application for this Permit be refused, compensation for safekeeping arrangements is not available.

The permit holder is also subject to the provisions of Clause 82 of the *Firearms Regulation 2017* with respect to the safe carriage of pistols. Local licensing police may inspect your safe storage at any reasonable time (see clause 85(4)(d) of the *Firearms Regulation 2017*).

Instructions for completing the Firearms Permit Application Form

FIREARMS PERMIT APPLICATION FORM (P634)

How do I apply for an Off Duty Possession of Pistol Permit?

You must complete the P634 'Application for a Firearms Permit' form and the 'Off Duty Possession of Pistol Legitimate Reason' form and where applicable provide any supporting documentation. Please see the reverse of this FACT Sheet for instructions on how to complete the P634 form.

NEW APPLICATION / REAPPLICATION

Mark appropriate box (new application or reapplication) and insert any previous or current firearms licence or permit number.

SECTION A - PERMIT TYPE

From the drop down list select the type of permit relevant to this application. If the permit is not listed in the drop down list, enter the type of permit you require in the space provided.

SECTION B - NOMINATED PERSON/BUSINESS OR NOMINATED PERMIT HOLDER/INDIVIDUAL

Insert your full name, date of birth, gender, NSW drivers licence (if held), contact phone numbers, email address and supply details if you have been known by any other names.

SECTION C - RESIDENTIAL ADDRESS

Insert your full residential address in this section.

SECTION D - POSTAL ADDRESS

If the postal address is the same as the residential address, mark the box. If your postal address is different to your residential address, insert your postal address in this section.

SECTION E - BUSINESS, CLUB OR GOVERNMENT AGENCY DETAILS

If this application is being made by a Business, Club or Government Agency, provide details in this section and attach supporting documentation.

SECTION F - SAFEKEEPING ADDRESS OF FIREARMS

If the safekeeping address is the same as the residential address, select 'YES' in the box. If your firearm safekeeping address is different to your residential address, insert the address in this section.

SECTION G - PERSONAL HISTORY

Answer each question by selecting a 'YES' or 'NO' from the drop down list. If you answer 'YES' to any question, provide details as an attachment.

SECTION H - DECLARATION

The application must be signed and dated by the applicant.

SECTION I - FEE

The prescribed fee for this permit is \$75. Your payment must accompany the application.

RELATED INFORMATION

See FACT Sheets:

'Security Firm Safe Storage Level Three - One Firearm Only'.

Firearms Registry

Address

Locked Bag 5102
Parramatta NSW 2124

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



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