

FIREARMS REGISTRY



OFFICIAL

INFORMATION ON RENEWING A FIREARMS DEALER LICENCE

This fact sheet provides information for dealers renewing their firearm licence.

Completing your Firearm Licence Renewal

You must provide the following documentation with your renewal application:

- A completed P560 Firearms Dealer Licence Renewal form
- A completed P566 Close Associates form
- A completed Dealer Renewal Current Employees form
- A recent Safe Storage Inspection Police Event Number
- A copy of Public Liability Insurance **for retail premises only**
- If your dealership is a corporation, a completed P565 Employee Authority application form for nominated person

It is important you submit your renewal prior to the expiry of your current licence to allow the authority of your licence to continue while your renewal is being processed. If your licence expires prior to you lodging your renewal application, you will no longer be authorised to possess and use firearms. If you have firearms registered to your licence, police will be advised to seize any firearms in your possession.

What if my dealership is a corporation?

If your dealership is a corporation, the firearms licence will be issued to the corporation. As the corporation will be the licence holder, the nominated person, who is responsible for running the business, must be issued with an employee authority. The employee authority authorises the nominated person to possess firearms belonging to the business.

What requirements must be met for employees?

The authority of a firearms dealer extends to employees and directors of the business or corporation, ONLY if they are authorised by an 'Employee Authority' issued by the Firearms Registry.

Each employee or director who has access to or participates in the activities authorised by the dealer firearms licence, including the sale or handling of firearms or firearm parts, must hold a current Employee Authority.

What are the requirements around safe storage?

You must provide an event number from a recent safe storage inspection. This needs to have been completed within the last 12 months. If a safe storage inspection has not been carried out within this timeframe the please contact your local police to arrange an inspection. Your application will still need to be submitted prior to the expiry of the Dealer's licence to ensure continuing authority.

What is a Close Associate?

Close Associates are defined in Section 4B of the *Firearms Act 1996*, as persons who hold or will hold a relevant financial interest or any relevant position in the business or who is or will be entitled to exercise any relevant power in the business. Details of all close associates must be provided on the P566 Close Associates form.

Additional information on legislative and reporting requirements for dealers can be found at

https://www.police.nsw.gov.au/online_services/firearms/firearms_dealers_theatrical_armourers_and_club_armourers/further_information

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>