

FIREARMS REGISTRY



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Instructions for Completing a First Time Firearms Dealer Licence Application

This fact sheet provides information on the requirements for completing an application package for a firearms dealers licence.

What does a Firearms Licence Dealers licence authorise?

A firearms dealer licence is the only licence that authorises the licence holder to possess, manufacture, convert, acquire, supply, repair, maintain or test firearms in the licence holder's capacity as a firearms dealer.

The firearm dealer licence is restricted to the category of firearms specified on the licence and the dealer is authorised to conduct business **ONLY** at the premises specified on the licence.

A firearms dealer is also authorised to possess, manufacture, acquire or supply ammunition for the categories of firearms specified on the licence. **NOTE:** A permit from SafeWork NSW is required where more than 12kg of powder is stored.

How do I complete the application?

Potential applicants will receive a package of information relevant to making application for a firearms dealer licence. You should read through all this information carefully and also access the 'Firearms Dealer Information Booklet' available on the Dealers Pages on the Firearms Registry Internet site. The Firearms Dealer Information Booklet provides detailed information on all aspects of running a business as a firearms dealer, including legislative requirements with respect to safe keeping, safe storage, registers and reporting.

The package will contain a P560 'Application for a Firearms Dealer Licence' form AND the 'Firearms Dealer Licence Application' checklist. You must complete both the application form and the checklist, and supply supporting documentation where indicated.

You are required to identify, on the P560 form, the type of business you intend to run: sole trader; partnership; or registered company (corporation). In the case of a corporation, the licence will be issued to the corporation, the corporation is the licence holder and the person making application, who is responsible for running of the business, must obtain an employee authority, by completing a P565 form, to be authorised to possess firearms belonging to the business.

Prior to the issue of a Firearms Dealer licence the Commissioner of Police must be satisfied that the applicant is carrying on, or proposes to carry on, the business of a firearms dealer as a genuine commercial enterprise, that the premises are suitable for this type of business and consent or approval of the local consent authority has been granted.

Note, a firearms dealer who conducts business at retail premises open to the public must obtain and maintain an insurance policy, being a policy that provides cover for public liability incurred in connection with carrying on the business of a firearms dealer, for cover for an amount of not less than \$10,000,000 - refer Clause 43 of the Firearms Regulation 2017.

What requirements must be met for employees?

The authority of a firearms dealer licence extends to employees and directors of the corporation or employees of the partnership or business, **ONLY IF** they hold an 'Employee Authority' issued by the Firearms Registry. A P565 Employee Authority application form is included and must be completed and returned with your application for all employees who have access to firearms. Employee authority applicants must do both longarm and pistol training if the dealer is authorised for both, unless they have previously held an employee authority or licence of that type.

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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Tel: 1300 362 562

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

Contact us: <https://firearms.police.nsw.gov.au/cssp/s/>

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In addition to holding the above Employee Authority, minors (under the age of 18 years) who are employed at the dealership must be supervised by the firearms dealer or an authorised employee who is over the age of 18 years.

The prescribed fee of \$25 applies to each Employee Authority application and payment must accompany each application.

What about close associates?

Close Associates of a Firearms Dealer are required to be identified and their interest in the business declared as prescribed by section 44(1) of the Firearms Act 1996 (the Act). A P566 Close Associate form is included and must be completed and returned with your application. Once the firearms dealer licence is issued, any change to the close associates must be notified to the Firearms Registry within 7 days, as prescribed by section 44(2) of the Act.

Close associates are defined in Section 4B of the Act as persons who hold or will hold a relevant financial interest or any relevant position in the business, or a person who is or will be entitled to exercise any relevant power in the business.

Relevant financial interest means any interest in the capital or assets of the business or entitlements to receive income from the business.

Relevant position means a position where a person participates in the management of the business.

Relevant power means any power to participate in managerial or executive decisions or to elect or appoint any person to a relevant position.

Directors, employees and close associates nominated on the P566 form are not entitled to have access to firearms in the dealer's stock unless they also hold an "Employee Authority". This applies even if the dealership is a sole trader or partnership.

What types of firearms can the licence authorise?

A licence issued to a firearms dealer can authorise category A, B, C, D or H firearms. In addition, if the dealership wishes to trade in imitation firearms, this option can be selected on the P560 application form.

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