

FIREARMS REGISTRY

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.

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.

Instructions for completing the Firearms Dealer Licence Application Form

What if I want to be authorised for prohibited firearms?

Prohibited firearms are listed in Schedule 1 to the Act and are restricted except for certain specified circumstances. If you wish to be authorised for prohibited firearms, you must be able to substantiate the need to deal in these type of firearms.

Provide a letter on letterhead detailing contracts or potential customers for the type of prohibited firearms you have selected from the Schedule.

What if I want to add a category to my existing licence?

Once your licence is issued, if your business needs authorisation for other categories or firearm types, you may make application in writing to the Manager Licensing detailing the reason for the additional requirements. You must also include the prescribed fee of \$40 by cheque, money order or completion of the credit card authority found on the Firearms Registry Internet site.

Do I have to complete a firearms safety training course?

The nominated person and all employees making application for an Employee Authority are required to complete a firearms safety training course for either long arms &/or pistols. A copy of the certificate obtained when you successfully complete the safety training course must accompany the application.

If a firearms licence has been held previously, either in NSW or Interstate for the same category of licence for which you are now applying, you may not need to complete the course again.

Long Arms: You must complete an approved firearms safety training course. The following training providers run these courses:

The Firearms Safety Training Council - 02 94863077

Sporting Shooters Association Australia - 02 88890400

The Department of Primary Industries, Game Licensing Unit - 02 63913750.

Pistols: You must complete the safety training course for pistols run by the Firearms Safety Training Council - 0294863077,
Sporting Shooters Association of Australia (SSAA): Phone: 1300 746 683.

[Sending Your Application](#)

You must provide the following supporting documentation with your application:

- * Completed P560 application form;
- * Completed Firearms Dealer Licence Application Checklist;
- * ACN / ABN number;
- * Certification of Registration of Business or Corporation;
- * In the case of a corporation, the applicant must complete a P565 Employee Authority
- * Business Plan
- * Safe Storage Inspection Event number;
- * Certificate of successful completion of firearms safety training (if applicable)
- * Close Associate form P566;
- * Employee Authority form P565;
- * Approval for the business from your local consent authority;
- * Public Liability Insurance Policy (if retail premises);
- * If your application includes prohibited firearms, supporting documentation as evidence to support your need to trade in prohibited firearms.

What is the term of the licence and how much does it cost?

The licence is issued for 5 years and the prescribed fee is \$500.00. Payment may be made by cheque or money order, or by completion of the credit card section on the P560 form. Cheques and money orders must be made payable to the NSW Police Force. **DO NOT SEND CASH.**

Return your completed forms, supporting documentation and payment to:
Firearms Registry, Locked Bag 5102, Parramatta NSW 2124

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.

Firearms Registry

Address

Locked Bag 5102
Parramatta NSW 2124

Telephone

1300 362 562

Interstate

02 66708590

Fax

02 66708558

Email

dealers@police.nsw.gov.au

Website

www.police.nsw.gov.au/firearms



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