

# Instruction Pages for Application for a Permit to Store General Category Handguns on Behalf of Another Licence Holder

## The information contained in your application is treated as Strictly Confidential

### General

This application form is to be completed by both parties i.e. the owner and the person/organisation who intends to store general category handguns on behalf of another general category handgun licence holder. The general category handgun owner must propose to be absent from the State for a substantial period of time, or be temporarily physically incapacitated (for a period greater than 1 month but no more than 12 months).

### How to use these instruction pages

There are **Five Parts** in the application form. These instruction pages will assist you in the completion of the form.

- The form is to be completed in black or blue pen **only**
- Attach copies of supporting documents securely to your Application and forward to Licensing & Regulation Division, GPO Box 2807 Melbourne 3001
- Any queries? Contact Licensing & Regulation Division on telephone number 1300 651 645 or e-mail us at: [licensingregulation@police.vic.gov.au](mailto:licensingregulation@police.vic.gov.au)

Online Resources: <http://www.police.vic.gov.au>

Applicants must provide legible high quality copies of documents as these are imaged and recorded.

Under no circumstances should liquid paper be used on application forms or other documents

Failure to provide high quality documents will result in your application being returned for corrective action.

### Entering Information

All dates must be entered in the format DD/MM/YYYY.

Please print in capital letters and avoid contact with the edge of the box.

Ensure the printed characters are all **very neat and do not cross or touch the lines of the boxes.**

### Waiting Periods for Permit

No waiting period applies for the Permit to Store General Category Handguns. The permit will be processed as soon as possible.

### Fees

No fees apply for a Permit to Store General Category Handguns.

### Expiry Date

A Permit to Store Handguns is valid for the period specified in the permit and cannot be for a period longer than 12 months.



## Part 4 to be completed by the person/organisation intending to store the handgun(s)

### Part 4 – Personal Information

Provide your current handgun licence number and the date of its expiry.

Provide your current personal details in the boxes provided. Make sure to leave a space between words.

If you have changed your name since the issue of your licence, you must provide a **certified** copy of your change of name certificate or full birth certificate that includes the schedule of any name changes or marriage certificate.

If this is an application for a Body Corporate or Government Department, the Nominated person's name must be specified, including the Body Corporate name.

#### Storage Address

Please specify the storage address where the handguns will be stored.

The *Firearms Act 1996* (Schedule 4) provides for new storage standards for firearms and ammunition. You must ensure your storage facilities comply with the Act. The following is a brief summary of the storage requirements for general category handguns which you must be able to satisfy.

**NOTE: Your storage arrangements may be inspected prior to, or after, the approval of the Permit Application**

#### General Category Handgun requirements

- Steel safe – not easy to penetrate.
- If the safe weighs less than 150kg when empty, it must be securely fixed to the floor or wall frame.
- When a firearm is in the safe, the container **MUST** be locked with a lock of sturdy construction.
- The premises must have an effective alarm system if more than 15 firearms are stored on the premises.
- The key to the container in which the firearm is stored must be kept securely in a separate room from the container when the container is not in use. This key must not be accessible to any person who is not licensed. Ammunition must be stored in a separate locked container (not with the firearm) unless the receptacle is purpose built to store ammunition

## Part 5 to be completed by the person intending to store the handgun(s) and the owner of the handgun(s)

### Part 5 – Acknowledgment

The person intending to store the handgun(s) and the owner of the handgun(s) must acknowledge that they both agree for the handgun(s) listed in Part 3 to be stored at the storage address specified in Part 4 for the allocated period of time. Both parties must sign and date the relevant Acknowledgement section.



VICTORIA POLICE

# Application for a Permit to Store General Category Handguns on Behalf of Another Licence Holder

Parts 1- 3 to be completed by the handgun owner

## Part 1 – Handgun Owners Details

### Handgun Licence Number

Expiry Date

### Current Name

Family Name

First Given Name

Second Given Name

Third Given Name

Date of Birth:

## Part 2 – Type of Application

Absent from the State for a substantial period of time (for a period greater than 1 month but no more than 12 months)

Effective from  
To

### Contact details

Mobile

Other

E-mail address:

Temporarily physically incapacitated (for a period greater than 1 month but no more than 12 months)

Effective from  
To

**Part 3 – Handguns to be stored** (List the handguns that are to be stored at the alternative premises)   
 If you have more than five handguns, please photocopy this page and attach it to your application. Cross if copy is attached.

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Model	<input type="text"/>																								
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Calibre 3	<input type="text"/>												Serial Number	<input type="text"/>											
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Schedule 4 of the *Firearms Act 1996* specifies storage requirements for firearms and ammunition.

The instruction pages describe the storage requirements of Schedule 4 of the *Firearms Act 1996*.

Do your storage facilities comply with Schedule 4 requirements?  Yes  No

If 'no' please explain.....

.....  
.....  
.....  
.....

## Part 5 to be completed by the person intending to store the handgun(s) and the owner of the handgun(s)

### Part 5 – Acknowledgment (To be completed by the person intending to store the handgun(s))

I \_\_\_\_\_, hereby allow \_\_\_\_\_, to store the firearms  
(full name) (full name)

listed in Part 3 in accordance with Schedule 4 of the *Firearms Act 1996*, at my Storage Address specified in Part 4 and understand that this is for the period from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_.

\_\_\_\_\_  
Signature Date

### Acknowledgment (To be completed by the owner of the handgun(s))

I \_\_\_\_\_, hereby allow \_\_\_\_\_, to store the firearms  
(full name) (full name)

listed in Part 3 in accordance with Schedule 4 of the *Firearms Act 1996*, at my Storage Address specified in Part 4 and understand that this is for the period from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_.

\_\_\_\_\_  
Signature Date

**Privacy Statement:** The information collected in this application is being collected by Victoria Police. It will be used in accordance with the provisions of the *Firearms Act 1996*, *Private Security Act 2004*, *Control of Weapons Act 1990* and the *Information Privacy Act 2000*. Your information may be disclosed to employers, approved bodies and other statutory authorities by Victoria Police for the purpose of law enforcement and the administration of justice. Applicants may gain access to their information through application to the Victoria Police Freedom of Information Unit. Failure to provide information requested in this application may result in this application being returned.