

## Evidence required to obtain a new Victorian Firearm Licence obtain

---

### Category A or AB

---

Genuine Reason	Evidence required for an Individual
----------------	-------------------------------------

---

<b>Sport or Target Shooting</b>	Choose from one of the following:  A copy of the applicant's current Club or Organisation membership card for the purpose of the applicant's genuine reason; or A letter of endorsement on official letterhead from the Approved Shooting Club or Shooting Organisation where the applicant is a member. This letter must contain the applicant's name and be current as at the date of assessment (e.g. the membership must not be more than 12 months old from date of issue).
---------------------------------	---

---

<b>Hunting</b>	Choose from one of the following:  <b>Owner of Property</b> Evidence of continual ownership (e.g. rates notice that must not be more than 12 months old from the date of issue), occupancy or management of land on which you intend to hunt; or A copy of a Certificate of Title that list's the applicant as the owner of the land. <b>Note:</b> The property must be located in a 'rural' setting and be of sufficient size to ensure any projectile discharged from any firearm on the property remains within the boundaries of the property; or <b>Occupier of Property</b> Written evidence of either a letter or a contract from the land owner of the land you intend to hunt, for which you have permission. Include details such as, the location and suitability of land, the applicant's name and address, location of property, the land owner's full name and contact details and must be signed and dated by the owner. <b>Note:</b> The property must be located in a 'rural' setting and be of sufficient size to ensure any projectile discharged from any firearm on the property remains within the boundaries of the property; or <b>Manager of Property</b> A copy of a rates notice for the property that the applicant manages (must not be more than 12 months old from date of issue) and proves the suitability of the land (see <b>Note</b> below); or Written evidence (e.g. letter) from the property owner stating the applicant is the manager, occupier or lessee of the land. The letter must not be more than 12 months old from date of issue and include details such as the location, size and suitability of property, the applicant's name and address, the land owner's full name and contact details and must be signed and dated by the owner. <b>Note:</b> The property must be located in a 'rural' setting and be of sufficient size to ensure any projectile discharged from any firearm on the property remains within the boundaries of the property; or <b>Permission to Hunt</b> Hunting evidence can be one of the following: The applicant is to provide written evidence (e.g. letter) from the property
----------------	---

---

---

owner, occupier or lessee of the land they intend to hunt, for which they have permission. Details to include; the location, size and suitability of land, the applicant's name and address, the land owner's full name and contact details and must be signed and dated by the owner. **Note:** The property must be located in a 'rural' setting and be of sufficient size to ensure any projectile discharged from any firearm on the property remains within the boundaries of the property.

**Member of an Approved Club/Organisation**

Copy of a current membership card of an Approved Shooting Club or Shooting Organisation that is approved for the activity of hunting, which is current at the time of application.

**Game Licence**

A copy of a current Victorian Game Licence issued by the Department of Environment, Land, Water and Planning (DELWP) in the applicant's name.

**Employed, engaged or contracted**

Written evidence in the form of a letter or a contract that specifies the applicant is from time to time formally employed, engaged or contracted to shoot pest animals or take game.

**Registration of Interest**

A Registration of Interest for hunting pest animals on Crown land, which was issued by the Department of Environment, Land, Water and Planning (DELWP). The document must be in the name of the applicant and must have been issued within the last 12 months.

---

**Primary  
Production**

Choose from one of the following:

**Owner**

Evidence that the applicant is regularly engaged in the business of Primary Production (as an owner) as follows:

1. Evidence of continual ownership, e.g. the most recent rates notice (must not be more than 12 months old from date of issue) of the land used for Primary Production purposes.  
**Note:** The property must be located in a 'rural' setting and be of sufficient size to ensure any projectile discharged from any firearm on the property remains within the boundaries of the property; and
2. A document describing the type of Primary Production business conducted on the property, the location and size. Evidence that you are regularly engaged in Primary Production activities, the total hours spent per week and it must be dated and signed by the owner; and
3. An Australian Business Number (ABN) that relates to the Primary Production business. If an ABN is not available, alternative forms of evidence can include: the most recent income tax assessment (must not be more than 12 months old from date of issue) showing the business of Primary Production; or a letter from a tax agent or accountant (must not be more than 12 months old from date of issue) declaring that the applicant is a Primary Producer in accordance with the Australian Tax Office (ATO) assessment criteria; or

---

### **Lessee**

Evidence that the applicant is regularly engaged in the business of Primary Production (as a lessee) is as follows:

1. Evidence of your lease on the land used for Primary Production purposes; and  
A document describing the type of Primary Production business conducted on the property, the location and size. Evidence that you are regularly engaged in Primary Production activities, the total hours spent per week and it must be dated and signed by the lessee.  
**Note:** The property must be located in a 'rural' setting and be of sufficient size to ensure any projectile discharged from any firearm on the property remains within the boundaries of the property; and
2. An Australian Business Number (ABN) that relates to the Primary Production business. If an ABN is not available, alternative forms of evidence can include: the most recent income tax assessment (must not be no more than 12 months old from date of issue) showing the business of Primary Production, or a letter from a tax agent or accountant (must not be more than 12 months old from date of issue) declaring that the applicant is a Primary Producer in accordance with the Australian Tax Office (ATO) assessment criteria; or

### **Share Farmer**

Evidence that the applicant is regularly engaged in the business of Primary Production (as a share farmer) as follows:

1. Evidence of the share farming arrangement on the land used for Primary Production purposes; and  
A document describing the type of Primary Production business conducted on the property, the location and size. Evidence that you are regularly engaged in Primary Production activities, the total hours spent per week and it must be dated and signed by the share farmer.  
**Note:** The property must be located in a 'rural' setting and be of sufficient size to ensure any projectile discharged from any firearm on the property remains within the boundaries of the property; and
2. An Australian Business Number (ABN) that relates to the Primary Production business. If an ABN is not available, alternative forms of evidence can include: the most recent income tax assessment (must not be no more than 12 months old from date of issue) showing the business of Primary Production, or a letter from a tax agent or accountant (must not be more than 12 months old from date of issue) declaring that the applicant is a Primary Producer in accordance with the Australian Tax Office (ATO) assessment criteria; or

### **Manager**

Evidence that the applicant is regularly engaged in the business of Primary Production (as a manager) as follows:

Written evidence (e.g. letter) from the property owner stating the applicant is the manager, occupier or lessee of the land. Details to include; a signed and dated document from the owner of the land owner who employs the applicant, listing his/her full name, contact details, the Australian Business Number (ABN), the property location and size. The applicant's full name, the type of Primary Production activities undertaken as a Manager and the total hours spent on Primary Production activities.

**Note:** The property must be located in a 'rural' setting and be of sufficient size to ensure any projectile discharged from any firearm on the property remains within the boundaries of the property; or

---

### **Hobby Farmer**

Evidence that the applicant is regularly engaged in Primary Production activities (as a Hobby Farmer) is as follows:

1. Evidence of continual ownership, e.g. your most recent rates notice (must not be more than 12 months old from date of issue) of the land used for hobby farming purposes.

**Note:** The property must be located in a 'rural' setting and be of sufficient size to ensure any projectile discharged from any firearm on the property remains within the boundaries of the property; and

2. A document describing the type of hobby farming engaged on the property, the location, the total hours spent on hobby farming activities and it must be signed and dated by the owner; and
3. A letter from a tax agent/accountant (must not be more than 12 months old from date of issue) declaring that the applicant is a hobby farmer.

### **Employee**

Evidence that the applicant is employed in the business of Primary Production as an employee (whether paid or unpaid):

A signed and dated document from the Primary Production owner, manager or lessee of the land who employs the applicant, listing his/her full name, contact details, their Australian Business Number (ABN), the property location and size. The document must also contain: the applicant's full name; the type of Primary Production activities undertaken as an employee and the total hours spent on Primary Production activities.

**Note:** The property must be located in a 'rural' setting and be of sufficient size to ensure any projectile discharged from any firearm on the property remains within the boundaries of the property.

---

### **Security Guard (as Employee)**

The applicant must hold a current Private Security Individual Licence that includes armed guard activities and/or cash in transit activities and provide the following:

A letter of employment from the Nominee/Responsible Officer (on official company letterhead) that indicates the hours of employment (8 hours or more per week), duties performed whilst armed with a longarm.

---

### **Prison Guard**

A letter of employment (on official letterhead) dated and signed by the Nominee/Responsible Officer, which lists the applicant's duties to be performed whilst armed with a longarm.

---

### **Official, commercial or prescribed purpose or for a purpose authorised by an Act or Regulations**

Provide sufficient information and documentation to support the genuine reason of official, commercial or prescribed purpose or for a purpose authorised by an Act or Regulations relating to your application; or contact Licensing & Regulation Division (LRD) on 1300 651 645 for the evidence requirements for these genuine reasons.

## Evidence required to renew a Victorian Firearm Licence

### Category A or AB

#### Genuine Reason Evidence required for an Individual

**Sport or Target Shooting** Evidence required for this genuine reason is the same as a new application.

**Hunting** Evidence required for this genuine reason is the same as a new application.

**Primary Production** Evidence required for this genuine reason is the same as a new application.

**Security (Company or Self-employed)** Evidence required for this genuine reason is the same as a new application.

**Security (as employee)** Evidence required for this genuine reason is the same as a new application.

**Prison Guard** Evidence required for this genuine reason is the same as a new application.

**Official, commercial or prescribed purpose or for a purpose authorised by an Act or Regulations** Evidence required for this genuine reason is the same as a new application.