



VICTORIA POLICE

# Victorian Firearm Body Corporate Licence Application Form

## Part 1 - Type of Application (All applicants must complete this part)

You can only apply for **one type of licence** with this form.  
 This is an application for..... (Cross the relevant box below)

	Category	Duration		Category	Duration
<input type="checkbox"/>	Longarms Licence (Category A)	(5 Years)	<input type="checkbox"/>	General Category Handgun Licence	(3 Years)
<input type="checkbox"/>	Longarms Licence (Category A & B)	(5 Years)	<input type="checkbox"/>	Category E Handgun Licence	(3 Years)
<input type="checkbox"/>	Longarms Licence (Category C)	(3 Years)	<input type="checkbox"/>	Category 1 Collectors Licence	(5 Years)
<input type="checkbox"/>	Longarms Licence (Category D)	(3 Years)	<input type="checkbox"/>	Category 2 Collectors Licence	(5 Years)
<input type="checkbox"/>	Longarms Licence (Category E)	(3 Years)	<input type="checkbox"/>	Ammunition Collectors Licence	(5 Years)

## Part 2 - Body Corporate Details (All applicants must complete this part)

**Corporate, Association or Government Department Name**

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**Organisation Type e.g. Security Firm**

--

**Registered Business Name**

--

Australian Business Number (ABN):

Australian Company Number (ACN):

Australian Registered Body Number (ARBN):

Certificate of Registration of a Business Name:

**Corporate Address**

Flat / Unit etc... 



 / Street Number 



 / Lot Number

Street Name

Street Type (RD, ST, AVE, etc)



Town / Suburb

State

Postcode

Business Telephone Number

**E-mail Address (indicate exact case)**

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## Part 2 - Body Corporate Details (continued) (All applicants must complete this part)

<b>Postal Address</b> (if different from Body Corporate address)							Box/Bag/Street Number								
<input type="checkbox"/>	GPO Box	<input type="checkbox"/>	PO Box	<input type="checkbox"/>	Locked Bag	<input type="checkbox"/>	Private Bag	<input type="checkbox"/>	RSD	<input type="checkbox"/>	RMB				
Street Name											Street Type (RD, ST, AVE, etc)				
Town / Suburb									State		Postcode				

## Part 3 - Storage Address (All applicants to complete this part)

**Firearm Storage**

Does the Body Corporate own or propose to own or store firearms or ammunition?  Yes  No If you answered 'no' go to Part 4

Do the storage facilities comply with Schedule 4 of the *Firearms Act* 1996 requirements?  Yes  No If 'no' please explain: .....

**Storage Address**

Are the firearms ordinarily stored at the Body Corporate address specified above?  Yes  No

If your answer is "no", please specify the ordinary storage address below. ....

**Please Note:** If you have multiple firearms with multiple ordinary storage addresses, you must specify the ordinary storage address for each firearm and attach the information to this application. ....

**Storage Address (Please staple additional storage address details to the back of this application if applicable.)**

Name of property Owner / Occupier:

Property name (if applicable):

Flat / Unit etc... Street Number Lot Number

/ /

Street Name Street Type  
(RD, ST, AVE, etc)

Town / Suburb State Postcode

## Part 4 - Nominated and Responsible Persons

(the Nominated and Responsible Persons must attach a Personal Identification Form & supply fingerprints, if not previously taken)

**The Nominated Person**

The Nominated Person will be responsible for storage and day to day management of all firearms possessed under the licence. Their photograph will appear on the firearm licence.

Family Name

Given Name(s)

Date of Birth / / Position Held:

Fingerprints taken and National Police Records Check Certificate received?  Yes  No If "yes" date taken: / /

**Responsible Persons (Office Bearers, Committee Members etc.)**

Family Name

Given Name(s)

Date of Birth / / Position Held:

Fingerprints taken and National Police Records Check Certificate received?  Yes  No If "yes" date taken: / /

# Part 4 - Nominated and Responsible Persons (continued)

(the Nominated and Responsible Persons must attach a Personal Identification Form & supply fingerprints, if not previously taken)

## Responsible Persons (Office Bearers, Committee Members etc.)

Family Name

Given Name(s)

Date of Birth  /  /  Position Held:

Fingerprints taken and National Police Records Check Certificate received?  Yes  No If "yes" date taken:  /  /

## Responsible Persons (Office Bearers, Committee Members etc.)

Family Name

Given Name(s)

Date of Birth  /  /  Position Held:

Fingerprints taken and National Police Records Check Certificate received?  Yes  No If "yes" date taken:  /  /

## Responsible Persons (Office Bearers, Committee Members etc.)

Family Name

Given Name(s)

Date of Birth  /  /  Position Held:

Fingerprints taken and National Police Records Check Certificate received?  Yes  No If "yes" date taken:  /  /

## Responsible Persons (Office Bearers, Committee Members etc.)

Family Name

Given Name(s)

Date of Birth  /  /  Position Held:

Fingerprints taken and National Police Records Check Certificate received?  Yes  No If "yes" date taken:  /  /

## Responsible Persons (Office Bearers, Committee Members etc.)

Family Name

Given Name(s)

Date of Birth  /  /  Position Held:

Fingerprints taken and National Police Records Check Certificate received?  Yes  No If "yes" date taken:  /  /

If insufficient room to list all "Responsible Persons", please photocopy this page & attach it to your application.

Cross if copy attached



**Attach either target shooting/security/prison industry  
and/or other official evidence here**

**Part 5 - Genuine Reasons**

The *Firearms Act* 1996 requires an organisation to have a genuine reason(s) to possess a firearm.  
Complete the Section applicable to the genuine reason for the firearms the Body Corporate owns or will possess.

- General Category Handguns..... Complete Section 1
- Category E Handguns ..... Complete Section 2
- Category A and/or B Longarms..... Complete Section 3
- Category C, D or E Longarms ..... Complete Section 4
- Category 1 and/or 2 Collectors or Ammunition Collectors ..... Complete Section 5

**Section 1 - General Category Handguns**

Cross the box(es) in the left column for the reason(s) you are applying for, and **provide the information and documents listed in the right hand column.**

Genuine Reason (any one or more reasons)	Information and Documents you must provide
<input type="checkbox"/> <b>1. Target Shooting</b> See Part 5 - Genuine Reasons of the Instruction Pages for further information and documentation to be provided.	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20%; height: 20px;"></div> <div style="border: 1px solid black; width: 10%; height: 20px;"></div> <div style="border: 1px solid black; width: 10%; height: 20px; text-align: center;">/ /</div> </div> <p align="center">(Name of club) (Branch) (Date Joined)</p> <p>Expiry Date <span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; text-align: center;">/ /</span></p> <p><b>AND</b> Copy of current membership card; <b>OR</b> Copy of Approved Handgun Target Shooting Club Certificate.</p>
<input type="checkbox"/> <b>2. Security Industry</b> See Part 5 - Genuine Reasons of the Instruction Pages for further information and documentation to be provided.	<p>Private Security Business Licence Number <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span></p> <p>Expiry Date <span style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></span> <span style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></span> / <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span></p> <p><b>Note:</b> The licence must be for the activities of armed guard and/or cash-in-transit. <b>AND</b> 1. Copies of current security contracts; and 2. A signed and dated letter from the nominee on official letterhead, that lists the duties performed whilst armed.</p>
<input type="checkbox"/> <b>3. Prison Industry</b> See Part 5 - Genuine Reasons of the Instruction Pages for further information and documentation to be provided.	<p>Proof of being a Contractor or Sub-Contractor within the meaning of the <i>Corrections Act</i> 1986. For a Contractor: provide a copy of the relevant agreement; <b>OR</b> For a Sub-Contractor: provide a copy of the Contractor's agreement and a letter from the Contractor stating the Body Corporate is contracted to undertake duties as part of the agreement.</p>
<input type="checkbox"/> <b>4. Official / Commercial / Prescribed purpose or purpose authorised by an Act or regulations</b> See Part 5 - Genuine Reasons of the Instruction Pages for further information and documentation to be provided.	<p>Provide sufficient information and documentation to support the genuine official, commercial or prescribed need relating to your application.</p>

**Section 2 - Category E Handguns**

A category E handgun licence will only be issued for an official, commercial or prescribed purpose.

Genuine Reason (any one or more reasons)	Information and Documents you must provide
<input type="checkbox"/> <b>1. Official / Commercial / Prescribed purpose or purpose authorised by an Act or regulations</b> See Part 5 - Genuine Reasons of the Instruction Pages for further information and documentation to be provided.	<p>Provide sufficient information and documentation to support the genuine official, commercial or prescribed need relating to your application.</p> <div style="border: 1px solid black; width: 100%; height: 60px;"></div>



**Attach either sport or target shooting / hunting / primary production / security / prison industry and/or other official evidence here**

**Section 3 - Category A and/or B Longarm**

Cross the box(es) in the left column for the reason, or reasons, you are applying for, and **provide the documents listed in the right hand column for each response you tick.**

Genuine Reason (any one or more reasons)	Information and Documents you must provide
<input type="checkbox"/> <b>1. Sport / Target Shooting</b> See Part 5 - Genuine Reasons of the Instruction Pages for further information and documentation to be provided.	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 200px; height: 20px;"></div> <div style="border: 1px solid black; width: 80px; height: 20px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; display: flex; align-items: center; justify-content: center;">/ /</div> </div> <p align="center">(Name of club/organisation) (Branch) (Date Joined)</p> <p>Expiry Date <span style="border: 1px solid black; padding: 2px 10px;">/ /</span></p> <p><b>AND</b> Copy of current membership card;  <b>OR</b>            Copy of Approved Category A/B Target Shooting Club/Organisation Certificate.</p>
<input type="checkbox"/> <b>2. Hunting</b> See Part 5 - Genuine Reasons of the Instruction Pages for further information and documentation to be provided.	<ol style="list-style-type: none"> <li>1. Produce written evidence that the Body Corporate owns, occupies or manages the land on which they intend to hunt; or</li> <li>2. Provide a membership card of a shooting club or shooting organisation which is approved by the Chief Commissioner; or</li> <li>3. Produce written evidence from the owner or manager of any privately owned land on which they intend to hunt that they may be permitted from time to time to use that land for the purposes of hunting; or</li> <li>4. Produce the licence if the Body Corporate is the holder of a game licence issued under the <i>Wildlife Act 1975</i>; or</li> <li>5. Produce written evidence that they are from time to time formally employed, engaged or contracted to shoot pest animals or take game; or</li> <li>6. Produce written permission to hunt pest animals on Crown land, from the Secretary to the Department of Environment of Land Water and Planning (DELWP) or from any person nominated by the Secretary to give that permission.</li> </ol>
<input type="checkbox"/> <b>3. Primary Production</b> Indicate if you are the: <input type="checkbox"/> Owner or <input type="checkbox"/> Lessee / Manager / Share Farmer See Part 5 - Genuine Reasons of the Instruction Pages for further information and documentation to be provided.	<p>Evidence that the Body Corporate is regularly engaged in the business of Primary Production as follows:</p> <ol style="list-style-type: none"> <li>1. As an owner, manager or lessee e.g. the most recent Recent Rates Notice (must not be more than 12 months old from date of issue) of the land used for Primary Production purposes. The land must be located in a 'rural' setting and at least 5 acres (2 hectares) in size; and  <b>Note:</b> If the rates notice is in the company name, attach an official Australian Securities &amp; Investment Commission (ASIC) document that shows the Nominee details.</li> <li>2. A document describing the type of Primary Production business conducted on the property, the location, the total hours spent on Primary Production activities that is dated and signed by the owner; and</li> <li>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 Australian Taxation Office (ATO) 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 Body Corporate is a Primary Producer in accordance with the ATO assessment criteria.</li> </ol> <p>Australian Business Number (ABN) <span style="border: 1px solid black; padding: 2px 20px;">  </span></p>
<input type="checkbox"/> <b>4. Security Industry</b> See Part 5 - Genuine Reasons of the Instruction Pages for further information and documentation to be provided.	<p>Private Security Business Licence Number <span style="border: 1px solid black; padding: 2px 40px;">  </span></p> <p>Expiry Date <span style="border: 1px solid black; padding: 2px 10px;">  </span> / <span style="border: 1px solid black; padding: 2px 10px;">  </span> / <span style="border: 1px solid black; padding: 2px 10px;">  </span></p> <p><b>Note:</b> The licence must be for the activities of armed guard and/or cash-in-transit.  <b>AND</b></p> <ol style="list-style-type: none"> <li>1. Copies of current security contracts; and</li> <li>2. A letter on official letterhead that is dated and signed by the Nominee/Responsible Officer, that lists the duties to be performed whilst in possession of the specified class of firearm.</li> </ol>
<input type="checkbox"/> <b>5. Prison Industry</b> See Part 5 - Genuine Reasons of the Instruction Pages for further information and documentation to be provided.	<p>Proof of being a Contractor or Sub-Contractor within the meaning of the <i>Corrections Act 1986</i>.            For a Contractor: provide a copy of the relevant agreement  <b>OR</b>            For a Sub-Contractor: provide a copy of the Contractor's agreement and a letter from the Contractor stating the Body Corporate is contracted to undertake duties as part of the agreement.</p>
<input type="checkbox"/> <b>6. Official / Commercial / Prescribed purpose or purpose authorised by an Act or regulations</b> See Part 5 - Genuine Reasons of the Instruction Pages for further information and documentation to be provided.	<p>Provide sufficient information and documentation to support the genuine official, commercial or prescribed need relating to your application.</p>



**Attach either primary production / professional hunter  
and/or other official evidence here**

**Section 4 - Category C, D or E Longarm**

Cross the box(es) in the left column for the reason, or reasons, you are applying for, and **provide the documents listed in the right hand column for each response you tick.**

**Genuine Reason (any one or more reasons)**

**Information and Documents you must provide**

**1. Primary Production (Category C)**

Indicate if you are the:

Owner or  Lessee / Manager / Share Farmer

**See Part 5 - Genuine Reasons of the Instruction Pages for further information and documentation to be provided.**

1. A copy of a recent Rated Notice (must not be more than 12 months old from date of issue) for the land used for Primary Production purposes. The land must be located in a 'rural' setting and be at least 5 acres (2 hectares) in size; and
2. Details of the type of primary production conducted on the property, location total hours spent on primary production activities. The document 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 Australian Taxation Office (ATO) 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 Body Corporate is a Primary Producer in accordance with the ATO assessment criteria

Australian Business Number (ABN)

State why possession of a Category C firearm is necessary, and explain why your genuine need cannot be met by a firearm of Category A or B or some other means:


**2. Professional Hunter**

Category:  C OR  D  
(Cross one box only)

**See Part 5 - Genuine Reasons of the Instruction Pages for further information and documentation to be provided.**

A current letter from your (Body Corporate) tax agent demonstrating that income is substantially derived from professional hunting;

**AND**

Copies of contracts or formal engagements to hunt professionally;

**AND**

**For Category C Applicants**

State why possession of a Category C firearm is necessary, and explain why your genuine need cannot be met by a firearm of Category A or B or some other means:


**OR**

**Category D applicants**

Provide a letter and describe the quarry you intend to hunt and explain why your genuine need cannot be met by a firearm of a category other than Category D:


**3. Official / Commercial / Prescribed purpose or purpose authorised by an Act or regulations (Category C, D or E)**

**See Part 5 - Genuine Reasons of the Instruction Pages for further information and documentation to be provided.**

Provide sufficient information and documentation to support the genuine, official, commercial or prescribed need relating to your application:




Attach all club membership and/or other official evidence here

Section 5 - Category 1 and Category 2 Firearm Collectors or Ammunition Collectors & Heirloom Licence

Cross the box(es) in the left column for the reason(s) you are applying for, and provide the documents listed in the right hand column for each reason you tick.

Type of Licence

Information and Documents you must provide

**1. Category 1 Collectors Licence**  
 Type of Collection (Cross applicable box(es))

Commemorative  
 Historical  
 Thematic

**Note:** You can only possess and carry handguns that have been manufactured before 1<sup>st</sup> January 1947 and any longarm.  
**See Part 5 - Genuine Reasons of the Instruction Pages for further information and documentation to be provided.**

(Name of Firearm Collectors Club)

/  /   
 (Date Joined)

Membership Number  Expiry Date  /  /

**Note:** You need to be, and have been for **at least 6 months**, a financial member of a Firearms Collectors Club, approved by the Chief Commissioner.  
**AND**  
 Club statement of endorsement;  
**AND**  
 Copy of current membership card;  
**OR**  
 Copy of Approved Firearm Collectors Club Certificate;  
**AND**  
 Explain what type of firearms you intend to collect, e.g. any particular range, era, type or manufacture of firearms. **(This section is to be completed in detail).**

**2. Category 2 Collectors Licence**  
 Type of Collection (Cross applicable box(es))

Commemorative  
 Historical  
 Thematic

**Note:** You are required to demonstrate that the handguns collected will be of obvious and significant commemorative, historical or thematic value. Any additional handguns manufactured on or after 1<sup>st</sup> January 1947 must increase the historical value and significance of the collection.  
**See Part 5 - Genuine Reasons of the Instruction Pages for further information and documentation to be provided.**

(Name of Firearm Collectors Club)

/  /   
 (Date Joined)

Membership Number  Expiry Date  /  /

**Note:** You need to have held a Category 1 Collectors Licence for **at least 2 years**. You must also possess more than 10 handguns manufactured before 1<sup>st</sup> January 1947.  
**AND**  
 Club statement of endorsement;  
**AND**  
 Copy of current membership card;  
**OR**  
 Copy of Approved Firearm Collectors Club Certificate.

**3. Ammunition Collectors Licence**  
**See Part 5 - Genuine Reasons of the Instruction Pages for further information and documentation to be provided.**

(Name of Firearm or Ammunition Collectors Organisation)

/  /   
 (Date Joined)

Membership Number  Expiry Date  /  /

**AND**  
 Copy of current membership card;  
**OR**  
 Copy of an Approved Firearm or Ammunition Collectors Organisation Certificate

# Part 6 - Confirmation of Currently Owned Firearms

Do you currently own firearms?

Yes

No

If you answer "no" go to Part 7.

If you answered "yes", you must supply full details of all currently owned firearms related to this Body Corporate application.

Complete and return the list in this application (use the codes shown in Part 6 of the Instruction Pages to classify your firearms).

If you have more than three firearms, please photocopy this page and attach it to your application. **Cross if copy attached.**

Make	<input type="text"/>																							
Model	<input type="text"/>																							
Calibre 1	<input type="text"/>								Calibre 2	<input type="text"/>														
Calibre 3	<input type="text"/>								Serial Number	<input type="text"/>														
Category	<input type="checkbox"/>	Type	<input type="text"/>	Action	<input type="text"/>	Configuration	<input type="text"/>	Magazine/Firearm Capacity	<input type="text"/>															
Year of Manufacture	<input type="text"/>																		Barrel Length (mm) (General Category Handguns)	<input type="text"/>				

  

Make	<input type="text"/>																							
Model	<input type="text"/>																							
Calibre 1	<input type="text"/>								Calibre 2	<input type="text"/>														
Calibre 3	<input type="text"/>								Serial Number	<input type="text"/>														
Category	<input type="checkbox"/>	Type	<input type="text"/>	Action	<input type="text"/>	Configuration	<input type="text"/>	Magazine/Firearm Capacity	<input type="text"/>															
Year of Manufacture	<input type="text"/>																		Barrel Length (mm) (General Category Handguns)	<input type="text"/>				

  

Make	<input type="text"/>																							
Model	<input type="text"/>																							
Calibre 1	<input type="text"/>								Calibre 2	<input type="text"/>														
Calibre 3	<input type="text"/>								Serial Number	<input type="text"/>														
Category	<input type="checkbox"/>	Type	<input type="text"/>	Action	<input type="text"/>	Configuration	<input type="text"/>	Magazine/Firearm Capacity	<input type="text"/>															
Year of Manufacture	<input type="text"/>																		Barrel Length (mm) (General Category Handguns)	<input type="text"/>				

## Part 7 - Acknowledgement (All applicants must complete this Part)

I acknowledge that the particulars in this application and any attachments are true and correct and I make this acknowledgment knowing that it is an offence against section 140A(1) of the *Firearms Act 1996* to wilfully supply details that are false or misleading (maximum penalty 240 penalty units or 4 years imprisonment).

Signature

Date

 

**Privacy Statement:** The personal and health information requested is being collected and used by Victoria Police for the purpose of assessment of an application for a licence, registration, permit or approval. It will be used in accordance with relevant legislation, including the *Firearms Act 1996*, *Private Security Act 2004*, *Control of Weapons Act 1990*, *Health Records Act 2001* and the *Privacy and Data Protection Act 2014*. The information may be disclosed to employers, approved bodies and other statutory authorities for the purposes of law enforcement and the administration of justice. To gain access to personal and health information held by Victoria Police, you must apply in writing to the Freedom of Information Division of Victoria Police, at [www.police.vic.gov.au](http://www.police.vic.gov.au).

### IMPORTANT CHECKLIST

Before you mail this application to Licensing & Regulation Division **MAKE SURE THAT YOU:**

- READ** all the explanatory notes.
- Answer **ALL** the questions that apply to you.
- Include **ALL** Documentary Evidence for each Genuine Reason for your licence application (Part 5).
- Attach **ALL** supporting documentation.
- If applicable, list **ALL** your currently owned firearms (Part 6).
- Complete Part 7 - Acknowledgement

**Post your application to: Licensing & Regulation Division, GPO Box 2807, MELBOURNE, VIC 3001.**

If you do not complete all the above steps, this may **DELAY** the processing of your application.

If you need information on any aspect of this application form, please contact Licensing & Regulation Division on 1300 651 645.



# Instruction Pages for Body Corporate Firearm Licence Application

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

## General - Instructions for the Completion of Your Firearm Licence Application Form

### General Principles

Any licence which is issued in the name of a body corporate will provide only for ownership and possession of firearms by the Body Corporate. A Body Corporate Licence does not authorise handling, carriage and use of firearms by employees, nominated or responsible persons of the Body Corporate. Such persons must hold an appropriate individual Firearm Licence.

This form allows for bodies corporate (including incorporated associations) to apply for a Firearm Licence to:

- Allow approved shooting clubs which are bodies corporate (or incorporated associations) to own and possess (but not use) firearms for the lawful pursuit of the club;
- Operate in the security and prison industry;
- Engage in primary production;
- Engage in professional hunting; and
- Satisfy other official and commercial purposes or purposes provided for by the *Firearms Act 1996*.

**Note:** This form does not apply to a Licensed Firearms Dealer.

### This Body Corporate Application should only be completed by:

1. Organisations which are registered with the Australian Securities and Investments Commission (ASIC)
2. Associations incorporated under the *Association Incorporation Reform Act 2012* or a similar Act from another state; or
3. Government Departments

### A Business

#### How to use these instruction pages

There are **Seven Parts** in the firearms licence 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 required 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: [www.police.vic.gov.au/firearms](http://www.police.vic.gov.au/firearms)

**Do not send:** original identification documents; cash, cheques or money orders.

High quality copies of documents must be provided.

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

### Entering Information

All dates must be entered in the format DD/MM/YY. For example:

1	4	0	6	0	7
---	---	---	---	---	---

Please print in capital letters and avoid contact with the edge of the box. The boxes on the right are a **good example** of how to fill in the boxes.

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z

The example on the right has been filled in incorrectly. Printing touches or crosses the lines of the boxes. Printing like this will result in application processing delays.

B	U	E	

When you are asked to make a choice, select boxes like this:

Yes       No

**Not like this:**

Yes       No

### Waiting Periods for Licences

New Firearm Licences cannot be issued until 28 days after Licensing & Regulation Division receives the application.

## Part 1 - Type of Application (All applicants must complete this part)

The Licence Category you are applying for is dependent on the type of firearms that you own, propose to be acquired or used by employees. Select the Licence Category from the Firearms list below:

Licence Categories	Firearm Types Applicable to this Application Form
<b>A</b>	Airguns; rimfire rifles (includes pump action not semi-automatic) shotguns (not semi-automatic, pump action or lever action); any combination of a shotgun and rimfire rifle; muzzle loading shotguns.
<b>B</b>	Muzzle loading firearms (except shotguns); centre fire rifles (includes pump action not automatic or semi-automatic); any combination of shotgun, and centre fire rifle, or black powder ball firing cannon. A lever action shotgun with a capacity of no more than 5 rounds. (Category B licence automatically allows you to use Category A firearms).
<b>C</b>	Semi-automatic rimfire rifles (magazine capacity no more than 10 rounds); semi-automatic shotguns (magazine capacity not more than 5 rounds); pump action shotguns (magazine capacity not more than 5 rounds); tranquilliser guns.
<b>D</b>	Semi-automatic rimfire rifles (magazine capacity of more than 10 rounds); semi-automatic shotguns (magazine capacity of more than 5 rounds); pump action shotguns (magazine capacity of more than 5 rounds); semi-automatic centre fire rifles. A lever action shotgun with a magazine capacity more than 5 rounds.
<b>E</b>	Machine guns, tear gas guns or projectors; shotguns or rifles with a length of less than 75cm measured parallel to the barrel; cannons (which are not black powder ball firing); mortars; bazookas; rocket propelled grenades, large calibre military firearms designed to fire an explosive or projectile.
<b>General Category Handgun</b>	A handgun that is not a Category E Handgun
<b>Category E Handgun</b>	A machine gun that is a handgun; any handgun prescribed for the purpose of this category

**How to Complete Part 1**  
Cross the box relating to the licence category(s) that you want.

## Part 2 - Organisation Details

### How to complete Part 2

**Name of Body Corporate** – Record the name of the Body Corporate in full.

**Organisation Type** – Record the type of business e.g. Security Firm.

**Registered Business Name** – Record the name on the Certificate of Registration of a Business Name.

**Australian Company Number (ACN)** – Record the ACN or write “Not Applicable”.

**Australian Business Number (ABN)** – Record the ABN or write “Not Applicable”.

**Certificate of Registration of a Business Name Number** – Record the Business Number or write “Not Applicable”.

**Postal Address** – Complete this section only if you want the licence forwarded to an address other than the Body Corporate address.

**Documentation to be provided** – Choose which Body Corporate type below applies to your business and provide the required documentation:

#### 1. Organisations registered with ASIC are to provide:

- a copy of the Certificate of Registration of a Company Name issued by ASIC containing the Australian Company Number (ACN) or a Registration Number; or evidence of holding an Australian Registered Body Number (ARBN) issued by ASIC; and
- a copy of organisation’s constitution (such as the Memorandum and Articles of Association); and
- a copy of the Certificate of Registration of a Business Name if the organisation trades under a name different from that of the organisation (if applicable); and
- evidence of current public liability insurance for activities undertaken; and
- proof of the appointment of Directors; a current and historical extract can be obtained from ASIC; and
- a copy of the Standard Operating Procedures; and
- a copy of Business Plan; and
- a letter from a qualified accountant dated within the last 12 months confirming the financial viability of the business; and
- a list of all board members in Part 4 of the application.

#### 2. Associations incorporated under the *Association Incorporation Reform Act 2012* are to provide:

- a copy of Certificate of Incorporation of an Association; or
- evidence of holding an Australian Registered Body Number (ARBN) issued by ASIC (if applicable);
- a copy of association’s constitution (such as Memorandum and Articles of Association) that complies with the *Associations Incorporation Reform Act 2012*; and
- evidence of current public liability insurance for activities undertaken; and
- a copy of AGM minutes that shows appointment of officers; and
- a copy of Range Safety Orders (if applicable); and
- a copy of the Standard Operating Procedures; and
- a list all committee members in Part 4 of the application.

## Part 2 - Organisation Details (continued)

### 3. Government Departments are to provide:

Department Head must provide evidence as to who is authorised to make application on behalf of the Department and nominate a person to be responsible for the storage and day to day management of all firearms held under the licence.

## Part 3 - Firearms Storage

The *Firearms Act* 1996 (Schedule 4) specifies the storage standard for firearms and ammunition. You must ensure your storage facilities complies with the Act.

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

## Part 4 - Nominated and Responsible Persons

### Nominated Person

A Nominated Person must be appointed (only one can be appointed). This person is responsible for the storage and day to day management of all firearms under the licence. Their photograph will appear on the licence.

### Responsible Persons

In the case of a Body Corporate. All board or club committee members must be listed in the application as Responsible Persons i.e. Director, President, Vice President, Secretary, etc.

N.B. The Nominated/Responsible Persons cannot possess, carry or use Body Corporate firearms unless they personally hold the appropriate Firearm Licence.

### Personal Information Form

The Nominated or Responsible Person must complete and attach a Personal Information Form with this application, if they have not submitted either a Personal Information Form or do not hold a current Victorian licence.

### Change of Nominated or Responsible Person

Where the Nominated or Responsible Person(s) changes during the course of the licence, Licensing & Regulation Division must be informed in writing, before the occurrence. A Personal Information Form and fingerprints must be provided for the replacement Nominated or Responsible Person.

### Safety Courses

The Nominated or Responsible person(s) are required to hold the appropriate licence and complete the relevant longarms or handguns Firearms Safety Course, if that person(s) physically handles/uses or intends to handle/use firearms.

Firearms Safety Course **must first be completed and the Safety Course certificate must be submitted with this application.**

If you have any queries about Firearms Safety Courses, contact your local Divisional Firearms Officer. For a list of Divisional Firearms Officers visit [www.police.vic.gov.au/firearms](http://www.police.vic.gov.au/firearms) and select Victorian Firearm Safety Course under related links. If for a Handgun Safety Course, contact your local Approved Handgun Target Shooting Club.

### Fingerprints

Nominated and Responsible Persons must have their fingerprints taken and provide an original copy of their National Police Records Check Certificate with this application. Information on how to book a fingerprinting appointment can be found at: [www.police.vic.gov.au/policecheck](http://www.police.vic.gov.au/policecheck). Your application will not be approved until you supply your National Police Records Check Certificate.

### Position Held

Indicate the position you hold in the Body Corporate (i.e. Director, President, Secretary, etc).

## Part 5 - Genuine Reason

The *Firearms Act* 1996 requires a Body Corporate to have a genuine reason(s) to possess a firearm. Complete the section applicable to the genuine reason for the firearms the Body Corporate owns or will possess.

How to complete Part 5 - Make sure that the corresponding documents and information indicated in the right hand column is submitted with the application. You can indicate more than one genuine reason for your application, however the information and documents listed in the right hand column **must be provided for each genuine reason.**

- **Primary Production.** Category A or B. Provide evidence that the Body Corporate is regularly engaged (1-19 hours per week) in this activity. Category C only. Produce evidence that you are substantially engaged (more than 20 hours per week) in this activity as an owner, lessee 'share farmer' or manager of land by providing the documents listed. **Note:** If a rates notice is in a company name attach an official Australian Securities Investment Commission (ASIC) document that shows the Nominee details.
- **Other Official, Commercial or Prescribed Purpose.** If the application is for more than Category E Longarm or Handgun, you must demonstrate a compelling reason for more than one such longarm to be possessed, carried or used under the licence.
- **Category 1 Firearms Collectors Licence**  
Category 1 Firearms Collectors Licence allows you to own - **but not use** - unless the appropriate permit has been obtained
  - Longarms; and
  - Handguns that have been manufactured after the 1st January 1900 but no later than 31st December 1946; and
  - Handguns that have been manufactured before 1900, that use percussion as a means of ignition and that take cartridge ammunition that is commercially available; and
  - Antique handguns (that are not single shot antique handguns).

You must provide proof that you are, and have been for at least six months, a financial member of a firearm collectors club approved by the Chief Commissioner that deals with the classes of firearms to be collected. You must explain and demonstrate that the firearms being collected are of obvious and significant commemorative, historical and thematic value.

## Part 5 - Genuine Reason (continued)

### • Category 2 Firearms Collectors Licence

Category 2 Firearms Collectors Licence allows you to own - **but not use** - unless the appropriate permit has been obtained

- Longarms; and
- Handguns that have been manufactured on or after the 1st January 1947; and
- Handguns that have been manufactured after the 1st January 1900, but no later than 31st December 1946; and
- Handguns that have been manufactured before 1900, that use percussion as a means of ignition and that take cartridge ammunition that is commercially available; and
- Antique handguns (that are not single shot antique handguns).

You must have held a Category 1 Collectors Licence for at least 2 years. You must explain and demonstrate that the firearms being collected are of obvious and significant commemorative, historical and thematic value. You must also possess more than 10 handguns manufactured before 1<sup>st</sup> July 1947 and show any additional handguns manufactured after 1<sup>st</sup> July 1947 will increase historical value of collection.

### • Ammunition Collectors Licence

Allows you to own - **but not use** - ammunition which is rendered inert. Sporting or military ammunition up to 20mm in calibre does not have to be rendered inert. You must provide proof that you are a current financial member of an organisation of firearm or ammunition collectors, approved by the Chief Commissioner.

## Part 6 - Confirmation of Currently Owned Firearms

You must indicate if you currently own firearms. If you answer "yes" you must supply full details of all currently owned firearms related to this Body Corporate application.

Firearm details:

- For combination and multi barrel firearms with more than one calibre, please specify each calibre and the firearm capacity.
- If the firearm has a magazine, record the capacity of the largest magazine for that firearm in your possession.
- If the firearm does not use a magazine, the capacity is the number of rounds which can be loaded into the firearm at any one time.
- Barrel Length of any handguns you possess must be recorded.
- A correct serial number appropriate to the make and model of the firearm must be supplied. (Take care to avoid part number or product numbers on grips etc. INVALID SERIAL NUMBERS WILL DELAY YOUR APPLICATION. If in doubt, seek assistance from a Licensed Firearms Dealer or a Divisional Firearms Officer).

### Determining Barrel Length

#### Revolvers

The new minimum legal barrel length is 100mm.

The barrel should only be measured from the muzzle to the forcing cone.

Cylinder measurement is not required.

#### Semi-Automatics

The new minimum legal barrel length is 120mm.

Semi-automatic pistols should be measured with action shut.

Measurements should be taken with a rod from the breech face to the muzzle.

Ramps, shrouds or similar protrusions are not to be included in the barrel length measurement.

#### Single Shot Pistols

The new minimum legal barrel length is 100mm.

Single shot pistols should be measured with the action shut.

Measurements should be taken with a rod from the breech face to the muzzle.

Ramps, shrouds or similar protrusions are not to be included in the barrel length measurement.

### Example of correctly completed form:

Make	G L O C K																									
Model	1 7																									
Calibre 1	9 M M L U G E R										Calibre 2															
Calibre 3											Serial Number	A B C 1 2 3														
Category	H	Type	H P		Action	S A		Configuration			Magazine/Firearm Capacity	1 7														
Year of Manufacture	1 9 9 7					Barrel Length (mm) (General Category Handguns)	1 5 3																			

## Part 6 - Confirmation of Currently Owned Firearms (continued)

Please use the codes shown in the tables below to classify your firearm

Firearm TYPE Codes	
Code	Description
AR	Air Rifle
BL	Breech Loading
CA	Cannon
CC	Combination (Centrefire Cat B)
CF	Centre Fire Rifle
CR	Combination (Rimfire Cat A)
DR	Drilling (3 Barrel)
HP	Handgun
HQ	Antique Handgun
HU	Humane Killer
MA	Machine Gun
ML	Muzzle Loading
MO	Mortar
NF	Needle Fire
PB	Paintball Marker
PW	Powerhead
RF	RimFire Rifle
RL	Rocket Launcher
SH	Shotgun
TR	Tranquilliser Gun
VR	Vierling

Firearm Configuration Codes	
Code	Description
DB	Double Barrel - Side by Side
MX	Matchlock
MB	Multi Barrel
RV	Revolver
SA	Semi-Automatic
SB	Single Barrel
TF	Teat Fire
UO	Under and Over

Firearm ACTION Codes	
Code	Description
AR	Air
AU	Automatic
BA	Bolt Action
BF	Blank Fire
BM	Modified Break Open
BO	Break Open
CH	Combination (Handgun) Category H
FB	Falling Block
FL	Flintlock
FP	Flare Pistol
HL	Hammer Lock
LA	Lever Action
MH	Martini Henry
MO	Mortar
MX	Matchlock
MZ	Muzzle Loading
PA	Pump Action
PH	Powerhead
PM	Modified Pump Action
PN	Percussion
RB	Rolling Breech
RO	Rocket Launcher
RV	Revolver
RX	Rolling Block
SA	Semi-Automatic
SB	Sliding Breech
SC	Screw Breech
SN	Sneider
SP	Starting Pistol
SW	Swivel Breech
TD	Trap Door
TF	Teat Fire

## Part 7 - Acknowledgement

You must read, sign and date the Acknowledgement.

