

Evidence required to obtain a new Victorian Firearm Licence

Category A or AB

Genuine Reason	Evidence required for an Individual
Sport or Target Shooting	<p>Choose from one of the following:</p> <p>A copy of your current Club or Organisation membership card for the purpose of the applicant's genuine reason; or</p> <p>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 your 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).</p>
Hunting	<p>Choose from one of the following:</p> <p>Owner of Property</p> <p>A copy of your most recent rates notice (must include your name and be less than 12 months old from the date of issue); or</p> <p>A copy of a Certificate of Title (dated less than 12 months), listing you as the owner of the land.</p> <p>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</p> <p>Occupier of Property</p> <p>Written permission (dated within the last 12 months) from the owner of the land upon which you intend to hunt. This letter of permission must confirm your occupancy of the property, contain your name and address, the size and location of the owner's property, the owner's full name and contact details, and must be signed and dated by the owner.</p> <p>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</p> <p>Manager of Property</p> <p>Written evidence (e.g., letter) from the property owner stating that you manage the property.</p> <p>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 landowner's full name and contact details and must be signed and dated by the owner.</p> <p>Note: The property must be 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.</p> <p>Permission to Hunt</p> <p>Written permission (dated within the last 12 months) from the owner of the land upon which you intend to hunt. This letter of permission must contain your name and address, the size and location of the owner's property, the owner's full name and contact details, and must be signed and dated by the owner.</p> <p>Note: The property must be located in a 'rural' setting and be of sufficient size</p>

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 a Shooting Club or Shooting Organisation that is approved for the activity of hunting in Victoria.

Note: Membership must be current at the time of application.

Game Licence

A copy of your current Victorian Game Licence issued by the Game Management Authority.

Employed, engaged or contracted

Written evidence in the form of a letter or a contract, specifying that you are from time to time formally employed, engaged or contracted to shoot pest animals or take game. The letter or contract must note the property size and be signed and dated by the property owner.

Registration of Interest

To apply for a certificate of Registration of interest to hunt pest animals on Crown land, go to www.service.vic.gov.au/services/registration-of-interest-to-hunt-pest-animals. Alternatively, you can go to Hunting and fishing in state forests (exploreoutdoors.vic.gov.au) or call the Department of Environment, Land, Water and Planning (DELWP) on 136 186 Monday to Friday during business hours.

**Primary
Production**

Choose from one of the following:

Owner

Evidence that you are 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 be issued in your name and 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. 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 you are a Primary Producer or Hobby Farmer in accordance with the Australian Tax Office (ATO) assessment criteria; or

Lessee

Evidence that you are 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, i.e. a Lease Agreement.
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. 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 you are a Primary Producer or Hobby Farmer in accordance with the Australian Tax Office (ATO) assessment criteria; or

Share Farmer

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

1. Evidence of the share farming arrangement, i.e. contract or letter from the land owner, showing your connection to the land used for Primary Production purposes; and
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. 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 you are a Primary Producer or Hobby Farmer in accordance with the Australian Tax Office (ATO) assessment criteria; or

Manager

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

A signed and dated document from the Primary Production owner or lessee of the land who employs you. In their letter, the employer must include: their full name, contact details, their Australian Business Number (ABN), the property location and size. The document must also contain: your full name, the type of Primary Production activities undertaken by you as the Manager and the total hours you spend on Primary Production activities per week.

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

Employee

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

A signed and dated document from the Primary Production owner or lessee of the land who employs you. In their letter, the employer must include: their full name, contact details, their Australian Business Number (ABN), the property location and size. The document must also contain: your full name; the type of Primary Production activities undertaken by you as an employee and the total hours you spend on Primary Production activities per week.

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)

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

1. A copy of your Security Industry Firearms Training Qualification (must not be more than 12 months old from the date of issue); and
2. A letter of employment from the Nominee/Responsible Officer of the security firm for which you are employed. The letter must be on official company letterhead, indicate your hours of employment (8 hours or more per week) and duties that you will perform whilst armed with a longarm.

Important: Your employer must hold a current Body Corporate Firearm Licence (Category A/A and B), issued for the Genuine Reason of 'Security Industry'.

**Security Guard
(Self Employed)**

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

1. A copy of your Security Industry Firearms Training Qualification (must not be more than 12 months old from the date of issue); and
2. A letter (on official company letterhead) to state your estimated hours of work, detail the duties performed and state the duties that require you to be armed with a longarm; and
3. Copies of current security contracts.

Prison Guard

1. A letter of employment (on official letterhead) dated and signed by the Nominee/Responsible Officer, which lists your duties to be performed whilst armed with a longarm; and
2. A copy of your Prison Industry Firearms Safety Training Qualification (must not be more than 12 months old from the date of issue).

**Firearm Safety
Instructor –
Security/Prison
Guard**

A copy of your Chief Commissioner’s approved Security Industry / Prison Guard Firearms Accreditation Certificate.

**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.

For specific evidence requirements, contact Licensing & Regulation Division (LRD) on 1300 651 645.

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.