

Send your completed form

Licensing & Regulation Division

Email: lrld@police.vic.gov.au

or

Victoria Police Centre

GPO Box 2807

Melbourne 3001



VICTORIA POLICE

VP Form 1396

Instruction pages

Chief Commissioner's Prohibited Weapons Approval for A business (new application or variation to existing Approval)

General instructions for completing this application

Who should complete this application?

This application for a Chief Commissioner's Prohibited Weapons Approval is only to be completed by persons and/or organisations that are a:

- (a) Body corporate; **or**
- (b) Partnership; **or**
- (c) Sole trader

and who want to establish a business and:

- (a) bring into Victoria; **or**
- (b) manufacture, sell or purchase; **or**
- (c) possess, use or carry; **or**
- (d) arrange for someone else to bring into or send to Victoria

Prohibited Weapons as defined in the *Control of Weapons Act 1990* and *Control of Weapons Regulations 2011*.

Or

Vary the weapon type, purpose or reason on an existing Chief Commissioner's Prohibited Weapons Approval or existing business, body corporate, partnership or sole trader business arrangements.

Please note:

- If the business is structured as a **body corporate** the Nominated Person must complete this application form.
- If the business is structured as a **sole trader or partnership** the sole trader or one of the partners must be appointed as the Nominated Person and complete this application form.

How do I complete this application?

- Each part of this application must be completed unless directed otherwise.
- Each part of the application has a corresponding instruction page section. Please read the instructions carefully and provide the documents and evidence as requested to avoid any delay in the processing of your application.
- **Do not** send original documents – send certified copies only.
- All documents must be certified as true copies of the original and must be of the highest quality (i.e. all text is legible, and photos are clear) otherwise your application will be returned.
- If this is a variation to an existing Chief Commissioner's Prohibited Weapons Approval you will need to attach a copy of the existing approval with the changes noted and complete and supply the documents as outlined in this application.
- Send the application and supporting documents to the address listed at the top of these instruction pages.

How do I make payment?

Do not send any payment with your application. Once your application has been assessed, you will be sent a payment request via email, with instructions concerning how to make payment.

For a schedule of fees, visit our website: www.police.vic.gov.au/weapons

Where can I get more information?

The *Control of Weapons Act 1990* and *Control of Weapons Regulations 2011* regulate prohibited weapons within Victoria. It is expected that you have a thorough understanding of the requirements of this legislation. The legislation is available on the internet at the Victorian Law Today website: www.legislation.vic.gov.au. Further information, including sample photos of prohibited weapons, can also be accessed via the Victoria Police website: www.police.vic.gov.au/weapons

Part 1 – Type of application

1. Please indicate by placing a cross in the appropriate box whether you are applying for a new application, or changing the type of prohibited weapons, purpose or reason of an existing Chief Commissioner's Prohibited Weapons Approval.
2. Indicate whether you hold a current Firearm or Private Security Licence or Chief Commissioner's Prohibited Weapons Approval and record the licence or approval number (if applicable).

Part 2 – Required documentation (all applicants must provide the following information)

1. Personal Information Forms. These must be provided for **all** people relevant to the business including:

- sole traders
- each partner
- the nominated person
- all officers of the body corporate, and
- all employees who will be handling or have access to prohibited weapons.

Note: Employees are exempt from holding an approval if acting in the course of their employment and in accordance with their employer's CCP approval. The employee cannot have access to prohibited weapons if they are a Prohibited Person. Licensing & Regulation Division's website (www.police.vic.gov.au/firearms) explains what a 'Prohibited Person' is.

The Personal Information Form is a separate form that can be downloaded from www.police.vic.gov.au/weapons by selecting 'Application and permits' and then 'Business Personal Information Form' for a Chief Commissioner's Prohibited Weapons Approval, or by contacting Licensing & Regulation Division. Persons completing this form must submit proof of their identity, answer all medical and criminal history questions and provide the documents outlined. Personal Information Form(s) **must be** submitted with Business Applications.

2. Standard Operating Procedures. You must provide copies of your Standard Operating Procedures and protocols for prohibited weapon-related activities. These should cover all employee responsibilities, your responsibilities as an employer and the legislative requirements. It must include:

- Details of how you will monitor and confirm whether your employees are not Prohibited Persons.
- Who will advise Licensing & Regulation Division of any changes to staff and submit the Personal Information Forms for new employees as well as how you will ensure this is done within seven days of the change/person starting?
- The procedures your employees will follow in relation to the daily management of weapons (display, access, storage, instances of unauthorised access etc). This should be in line with the employer's responsibilities, legislative requirements and the purpose, reason and weapon types of your approval).
- The measures you have in place to ensure the security of the premises as well as any measures designed to prevent unauthorised access to, and theft of, prohibited weapons.
- The procedures in place to identify that any persons/organisations wanting to buy or dispose of a prohibited weapon are not minors and hold a Chief Commissioner's Approval or Governor in Council Exemption for the prohibited weapon(s) type they want to buy/dispose of (refer to the *Control of Weapons Act 1990*, Section 5A).
- The procedures for recording prohibited weapons sales and the format of your paper and/or electronic records. This should also include details of how you will ensure the safe keeping of these records and the back up measures you have in place in the event the records are destroyed (refer to *Control of Weapons Act 1990*, Section 5B and *Control of Weapons Regulations 2011*, Section 10).

3. Business plan. You must provide a business plan outlining the precise details of your business including:

- The nature of the prohibited (and other controlled) weapons that will be handled by the business.
- An explanation of the business' intention to purchase, import, possess, display, advertise, carry, use, manufacture or sell prohibited weapons.
- The customers you intend to target when selling prohibited weapons.
- Your advertising and marketing methods whether print-based or online.
- The measures taken to secure weapons held on the premises particularly if the premises are a private residence.
- The number of employees you intend to employ (Personal Information Forms will be required for each employee).
- The training and supervision you will provide to employees dealing with prohibited weapons.

4. Business registration. You must provide certified copies of:

- The certificate of registration of the company; and
- Proof of the appointment of directors (e.g. a current and historical extract can be obtained from the Australian Securities and Investment Commission); and
- The current certificate of registration of a business name from Consumer Affairs Victoria for any trading names the company will operate under.

5. Evidence of public liability insurance (i.e. a copy or certificate of the currency of public liability insurance)

6. Evidence of financial viability. You must supply a letter from a qualified accountant that provides an assessment of the financial viability of the business in order to satisfy the Licensing & Regulation Division that you have sufficient financial resources to conduct the business.

7. Employer Responsibilities. A written undertaking signed and dated by the applicant or nominated person stating that they are aware of their obligations as an employer in relation to award wages, superannuation, taxation and occupational health and safety.

8. Council Clearance. Provide a letter from the council or town planning authority that states that it does not object to the establishment of your business at the address(es) provided in your application or to the business trading in the prohibited (and/or other) weapons specified in your application.

Part 3 – Business information

All the documents you are required to submit for this part must be certified as true and correct copies of the originals.

Part 4 – Statement of Related People

Cross the appropriate box to indicate whether you are a sole trader, body corporate or partnership. Complete the details for that section and then provide details for each of your employees.

Each person listed on this form must complete a Personal information Form (if they do not have a current Victorian Firearm or Private Security Licence).

Part 5 – Storage

Please advise what storage requirements you have in place to prevent the theft of these prohibited weapons whilst in your possession

Storage requirements

Prohibited weapons owned or possessed under a Chief Commissioner's Prohibited Weapons Approval must be stored in the following manner:

Imitation firearms (including laser/infrared devices) are to be stored safely and securely in a manner to ensure that:

- The devices are not readily accessible to others
- The devices are not available for possession, carriage or use by others unless they are also holders of a Chief Commissioner of Police Approval (Prohibited Weapons) issued for the same reason or are otherwise exempt (if applicable), and
- When being transported between the usual place of storage and place(s) at which the devices are legitimately used (the reason of which is stated in this authority), they are stored in a manner that is not readily accessible to others and concealed from plain sight.

Blow guns may be on open display in the approval holder's home, but both ends must be sealed, and all darts surrendered.

Body armour must be stored in safe and secure manner.

Swords must be stored in a manner to ensure that they are **not**:

- i. readily accessible to anybody other than holder of the Chief Commissioner's Prohibited Weapons Approval or Government in Council Exemption, or
- ii. available for possession, carriage or use by a person who is not a holder of a Chief Commissioner's Prohibited Weapons Approval or does not fall within another class of exempt person.

General category crossbows must be stored in a manner to ensure that they are **not**:

- a. readily accessible to anybody who is not a holder of a Chief Commissioner's Prohibited Weapons Approval or does not fall within another class of exempt person. Specifically, the crossbows must be:

- i. fitted with a trigger lock and the keys stored in a separate place, or
 - ii. stored with a cable lock through the foot claw and connected to the string, or
 - iii. stored in the unstrung condition with the prod/bow assembly demounted from the stock (where possible),
- b. available for possession, carriage or use by a person who is not a holder of a Chief Commissioner's Prohibited Weapons Approval or does not fall within another class of exempt persons.
- Other prohibited weapons** should be stored in a locked cupboard, cabinet or safe of sturdy construction. If the storage unit is glass fronted, the glass must be at least 5mm thick. If the mass weight of the storage unit is less than 150kg, it must be affixed to either the frame of the floor or wall (where applicable) so as to prevent easy removal. Wood screws and similar are not acceptable; however, ramset/dyna bolts are enough. The locks fitted to these storage units must be of sturdy construction. Padlocks must have shanks of hardened steel.

Part 6 – Type of Prohibited Weapons and corresponding restrictions

(All applicants must complete this part)

Use the following list to identify and record the type of prohibited weapons that you want to acquire an approval for.

Note: The availability of certain weapons poses a significant risk to public safety and, as such, their availability to the general public is limited and/or subject to strict regulatory controls. Photographs of these weapons can be viewed at www.police.vic.gov.au/weapons.

WEAPON	DESCRIPTION	RESTRICTION
Acoustic anti-personnel device	A device which is designed to cause permanent or temporary incapacity/disability, or to otherwise physically disorientate persons.	- No legitimate purpose for public use. - Limited to defence, law enforcement and research.
An article designed or adapted to emit an electric current into a human body for the purposes of incapacitation or injury.		- No legitimate purpose for public use. - Limited to defence, law enforcement and research.
An article designed or adapted to emit or discharge an offensive noxious or irritant liquid, powder, gas or chemical so as to cause disability, incapacity or harm to another person.		- No legitimate purpose for public use. - Limited to defence, law enforcement and research.
Ballistic knife	A device or instrument designed or adapted to fire or discharge a knife, dagger or similar instrument by mechanical, percussive or explosive means.	- No legitimate purpose for public use. - Limited to defence, law enforcement and research.
Baton-chucks and Bo-chucks	Articles that consist of a baton or stick constructed in such a way that it can be unscrewed or broken so as to form two or more parts joined by chain, rope or cord.	Limited to martial arts trainers and students, and genuine collectors who can demonstrate the theme of their collection.
Blow gun	A blow pipe or similar device/instrument designed to propel an arrow, dart or similar projectile by air expelled from the mouth.	Limited to genuine collectors and research. Note: A souvenir that is retained or displayed as an ornament is not a valid reason.
Blow Gun Darts	Darts designed to be projected from a blowgun or similar device.	Limited to genuine collectors and research.
Body Armour	A garment or item that is - (a) designed, intended or adapted for the purpose of protecting the body from the effects of a weapon, including a firearm, other than a helmet or an item used to protect the face, eyes or ears, and (b) prescribed by the regulations to be body armour.	- Limited to the security industry. - Consideration may be given for media and persons providing security overseas
Butterfly knife	A knife with a two-piece handle that folds together to cover both edges of the blade whether the blade is serrated or not serrated.	No legitimate purpose for public use.

Butterfly swords	A short or single-edged blade as long as a human arm. Contains a small cross guard to protect the hands. Usually only sharpened along half of its edge.	- Limited to martial arts trainers and students, and genuine. - collectors who can demonstrate the theme of their collection.
A cat o' nine tails with knotted lashes		- No legitimate purpose for public use. - Limited to genuine collectors and/or other official, prescribed use.
Catapult, shanghai or hunting sling	A catapult, shanghai or hunting sling that is designed to be used without an arm brace and that is manufactured and intended for commercial distribution.	- No legitimate purpose for public use. - Limited to genuine collectors and/or other official, prescribed uses.
Chinese whips, whip spears, 7 piece iron chains, 9 piece iron chains, bian tzu chiang or lien tzu chiang	Articles consisting of a handle and an edged blade, joined by chain or a combination of chain and metal pieces or steel rods, designed to be used as a whip.	Limited to martial arts trainers and students, and genuine collectors who can demonstrate the theme of their collection.
Crossbow	A type of bow fixed transversely on a stock grooved to direct a dart, bolt or arrow and being, in particular – (a) a 'pistol crossbow', being a crossbow that is capable of being concealed/carried and of being raised and discharged by one hand. (b) a 'general category crossbow', being a crossbow that is not a pistol crossbow.	- Limited to hunting, sport and target shooting, re-enactment and research. - Genuine collectors may be considered but the theme of collection must be demonstrated.
Dagger	A sharp, pointed, stabbing instrument, ordinarily capable of being concealed on the person and having a flat blade with cutting edges (whether serrated or not serrated) along the lengths of both sides, or a needle-like blade, the cross section of which is elliptical or has three or more sides. Does not including instruments such as swords or bayonets.	- No legitimate purpose for public use. - Limited to genuine collectors and/or other official, prescribed uses.
A dart projector	(For example, an article commonly known as the "Darchery Dartslinger") or any similar device that is manufactured and intended for commercial distribution.	- No legitimate purpose for public use. - Limited to defence, law enforcement and research.
Double-end knives	Weapons which have the appearance of two overlapping curved blades joined together so as to form an ellipse shape.	- No legitimate purpose for public use. - Limited to defence, law enforcement and research. - Genuine collectors may be considered but theme of collection must be demonstrated.
Extendable baton	A baton designed or adapted so that the length of the baton extends by gravity or centrifugal force or by any pressure applied to a button, spring or device in or attached to the handle of the baton.	Limited to the security industry.
Flail	An article that consists of a staff or handle that has fitted to one end – by any means – a freely swinging, striking part that is armed with spikes or studded with any protruding matter.	- No legitimate purpose for public use. - Limited to genuine collectors and/or other official/prescribed uses.
Flick knife	A knife designed or adapted so that the blade is concealed when folded or recessed into the handle and which opens by gravity, centrifugal force or any pressure applied to a button, spring or device in or attached to the handle of the knife.	- No legitimate purpose for public use. - Limited to genuine collectors and/or other official/prescribed uses.
Goods which are designed to include a concealed knife or sword blade including but not limited to –	(a) a belt or similar article designed or adapted to hold a knife, dagger or similar instrument so that the presence of the knife, dagger or similar instrument is concealed or disguised as part of the belt or similar article when it is worn (for example, an article known as the "Bowen Knife Belt"); (b) a "swordstick", being a cane, stick or similar article designed or adapted to hold the blade of a sword so that it is concealed from view until withdrawn from the cane, stick or article; (c) a "riding crop" designed or adapted to hold a blade or spike so that it is concealed from view until withdrawn from the crop.	- No legitimate purpose for public use. - Limited to genuine collectors and/or other official/prescribed uses.

Hunting sling or slingshot	Hunting sling or slingshot that is designed or adapted to be used with an arm brace which fits or rests on the forearm to support the wrist from the tension of the elastic material used to propel the projectile (including the device commonly known as the “Saunders Falcon Hunting Sling”).	- No legitimate purpose for public use. - Limited to genuine collectors and/or other official/prescribed uses.
Imitation firearm (handgun or longarm)	imitation firearm means a device— - the appearance of which could reasonably be mistaken for that of an operable firearm, but - which is not designed or adapted to discharge shot or a bullet or other missile by the expansion of gases produced in the device by the ignition of strongly combustible materials or by compressed air or other gases, whether stored in the device in pressurised containers or produced in the device (a) by mechanical means and is not capable of being made to do so.	Limited to genuine collectors who can demonstrate the theme of their
Imitation firearm (laser tag and Infrared devices)	Laser tag and target shooting devices which have the appearance of a working firearm but do not function as such	Limited to laser tag and infrared sporting/gaming activities
Imitation firearm (gel blaster)	Gel blaster or a similar device that has the appearance of an operable firearm and is designed to discharge a water gel ball or similar projectile.	No legitimate purpose for public use.
Kama	Scythe or sickle-shaped articles designed as weapons that have a fixed or folding blade, and which may not have a chain attached.	Limited to martial arts trainers and students, and genuine collectors who can demonstrate the theme of their collection.
Kasari-fundo or manrikigusari	Articles consisting of a chain, rope or cord with a wooden or metal baton, stick or rod attached at each end.	Limited to martial arts trainers and students, and genuine collectors who can demonstrate the theme of their collection.
Knuckle-duster	A device or instrument designed or adapted to be worn across one or more hand knuckles, fingers or a thumb so as to increase the force or impact of a punch or blow when striking another with that hand, finger(s), knuckle(s) or thumb, or to protect the knuckle(s) from injury when striking another with that hand, finger(s), knuckle(s) or thumb.	- No legitimate purpose for public use. - Limited to genuine collectors and/or other official/prescribed uses.
Knuckle knife	An open or exposed blade or similar instrument attached to a handle that is designed or adapted to be held between the knuckles (including the device commonly known as the “Urban Pal Knife”).	- No legitimate purpose for public use. - Limited to genuine collectors and/or other official/prescribed uses.
Kubotan	Sticks or rods of any material designed as weapons to be applied to the pressure points of the human body.	Limited to martial arts trainers and students, and genuine collectors who can demonstrate the theme of their collection.
Laser pointers	Hand-held battery-operated articles that are designed or adapted to emit a laser beam with an accessible emission limit of greater than 1mW.	Limited to teachers, medical, training, astronomy and research purposes.
Mace	An article capable of causing injury that consists of a club or staff fitted with a flanged or spiked head, other than a ceremonial mace made for and used solely as a symbol of authority on ceremonial occasions.	- No legitimate purpose for public use. - Limited to genuine collectors and/or other official/prescribed uses.
Machete	A large broad-bladed cutting knife.	- No legitimate purpose for public use. - Limited to: - commercial suppliers for agriculture, traditional, historical and cultural purposes authorised by an CCP Approval or Governor in Council Exemption, or for genuine occupational use.
Ninja climbing claws, ninja hand claws or ninja foot claws	Articles designed to be attached to, or worn on the hands or feet, that have claws attached.	Limited to martial arts trainers and students, and genuine collectors who can demonstrate the theme of their collection.

Non-metal/ceramic knife	A knife, blade or spike of which no part is metallic, excluding plastic cutlery.	• No legitimate purpose for public use. • Limited to defence and law enforcement.
Nunchaku	An article that consists of two sticks, rods or batons joined by a cord, rope or chain.	• Limited to martial arts trainers and students, and genuine collectors who can demonstrate the theme of their collection.
Oleoresin capsicum spray	An article designed or adapted to discharge oleoresin capsicum spray.	• No legitimate purpose for public use. • Limited to defence, law enforcement and research.
Push knife or similar device	A weapon that consists of a single-edged or multi-edged blade or spike and allows the blade or spike to be supported by the palm of the hand so that stabbing blows or slashes can be inflicted by a punching or pushing action.	• No legitimate purpose for public use. • Limited to defence, law enforcement and research.
Sai or jitte	A short, tapered, metal rod, dull at the point, with flared metal prongs guarding the handle.	• Limited to martial arts trainers and students, and genuine collectors who can demonstrate the theme of their collection.
Shark Dart	A device that is designed to expel, on or after contact, any gas or other substance capable of causing bodily harm.	• No legitimate purpose for public use. • Limited to defence, law enforcement and research.
Sheath knife	A knife that is designed or adapted so that the blade is concealed by a plastic, wooden or metal sheath which retracts into the handle of the knife by gravity or centrifugal force or by any pressure applied to a button, spring or device in or attached to the handle of the knife (including the knife commonly known as the "Black Eagle Knife").	• No legitimate purpose for public use. • Limited to defence, law enforcement and research.
Shoge, ninja kyokeysu-shoge or kyotetsu shoge	Articles consisting of a blade or blades with cord, rope or chain attached for the purpose of enabling the blade to be thrown and retrieved.	• Limited to martial arts trainers and students, and genuine collectors who can demonstrate the theme of their collection.
Slingshot	A slingshot that is manufactured and intended for commercial distribution.	• Limited to other official/prescribed uses or research.
Studded glove	A glove or any other similar article designed or constructed to be used as a weapon (including a fingerless glove), that has a number of raised studs or spikes made of a hard substance and positioned over the back of the glove to increase the effect of a punch or blow.	❖ No legitimate purpose for public use. ❖ Limited to genuine collectors. Theme of collection must be demonstrated.
Suan ywe gou	An article consisting of a curved blade pointed at both ends with a handle attached to the middle.	• Limited to martial arts trainers and students, and genuine collectors who can demonstrate the theme of their collection.
Sword	A thrusting, striking or cutting weapon with a long blade having one or two edges and a hilt or handle.	• Limited to martial arts trainers and students, and genuine collectors who can demonstrate the theme of their collection.
Throwing blade	A knife or axe of any material that is designed or modified to be thrown.	• Limited to genuine collectors. Theme of collection must be demonstrated.
Throwing stars surikan, surikan or shaken	Sharpened star-shaped articles designed for throwing (including where the throwing star is attached to a belt-buckle).	• Limited to martial arts trainers and students, and genuine collectors who can demonstrate the theme of their collection.
Tonfa	Long stick with a handle that when held fits along the forearm and is used in pairs in martial arts to ward off blows.	• Limited to martial arts trainers and students, and genuine collectors who can demonstrate the theme of their collection.

Trench knife	A device that consists of a single-edged or multi-edged blade or spike of any material that is fitted with a handle made of any hard substance that can be fitted over the knuckles of the hand of the user to protect the knuckles and increase the effect of a punch or blow, or that is adapted for such use.	- No legitimate purpose for public use. - Limited to genuine collectors. Theme of collection must be demonstrated.
Weighted glove	A glove or any other similar article designed or constructed to be used as a weapon (including a fingerless glove).	- No legitimate purpose for public use. - Limited to genuine collectors. Theme of collection must be demonstrated.
Whips with metal lashes		- No legitimate purpose for public use. - Limited to genuine collectors. Theme of collection must be demonstrated.

Part 7 – Purpose of Prohibited Weapons Approval (all applicants must complete this part)

You must indicate the purpose of each of the prohibited weapons you list in Part 6 of your application. For each purpose, you are required to provide additional, specific information in a separate document to the application form. The required information for each purpose is outlined below.

PURPOSE	INFORMATION YOU MUST SUPPLY IN A SEPARATE LETTER
Possess	- Why your needs cannot be met by non-prohibited weapons. - How and under what circumstances you propose to possess these weapons. - How you propose to transport the prohibited weapons and an outline of the measures you will take to ensure they are stored securely to prevent unauthorised access and use.
Manufacture	- Where the weapons will be manufactured and for what purpose. - Whether you will retain the weapons for yourself or will sell or dispose of them (and if selling/disposing of them, to which persons or customer base you plan to do so). - An indication of your understanding of section 5B of the <i>Control of Weapons Act 1990</i> and the need to maintain records of the prohibited weapons sold.
Display	- Under what circumstances, how and for what purpose the prohibited weapons will be displayed. - A detailed description of the display facilities and measures you will take to ensure the prohibited weapons are stored securely to prevent unauthorised access and use
Use	- Why your needs cannot be met by non-prohibited weapons. - How and under what circumstances you propose to use these weapons. - How you propose to transport the prohibited weapons and the measures you will take to ensure they are stored securely to prevent unauthorised access and use.
Advertise	An outline of where and how the weapons will be advertised and for what purpose.
Import	- Circumstances and reasons for importation. - Projected quantities to be imported, who your end users may be and where they may be located.
Sell	- An outline of the persons or markets you propose to sell prohibited weapons to. - An indication of your understanding of section 5B of the <i>Control of Weapons Act 1990</i> and Section 10 of <i>Control of Weapons Regulation 2000</i> and, through this, the need to maintain records of prohibited weapons sold. - Measures you will take to ensure you do not sell to minors (person under 18 years of age). - Measures you will take to ensure that any person you sell a Prohibited Weapon to holds the relevant Chief Commissioner's Prohibited Weapons Approval or Governor in Council Exemption.
Carry	- Why your needs cannot be met by non-prohibited weapons. - How and under what circumstances you propose to possess these weapons. - How you propose to transport the prohibited weapons and the measures you will take to ensure they are stored securely to prevent unauthorised access and use. Note: If you propose to carry prohibited weapons to and from martial arts training, you will need to indicate how you will do so and the safety measures you will take.
Purchase	- Outline from where/whom you propose to purchase prohibited weapons. - The projected quantities and reason for the acquisition.

Part 8 – Reason for application (All applicants must complete this part)

The *Control of Weapons Act 1990* requires you to have a genuine reason for obtaining a Chief Commissioner's Prohibited Weapons Approval.

1. You must place a cross in the box next to the genuine reason which describes why you are applying for a Chief Commissioner's Prohibited Weapons Approval.
2. You must supply the information/documentation that is required for the genuine reason you have selected. The information/documentation that is required can be found in the column to the right of the genuine reason.

Note: You can indicate more than one genuine reason on the application, however the information and documents listed in the right column **must be provided for each reason**.

Part 9 – Acknowledgement (all applicants must complete this part)

The acknowledgement must be signed and dated.

Post your completed form to:
Licensing & Regulation Division
 Victoria Police Centre
 GPO Box 2807
 Melbourne 3001
 Phone: 1300 651 645
 Email: lrld@police.vic.gov.au



VP Form 1396

Application for Chief Commissioner's Prohibited Weapons Approval

(New business application or variation to existing approval)

Part 1 – Type of application (all applicants must complete this part)

Please indicate the type of application you are applying for:

☐ New application How will your business be structured? ☐ Sole trader ☐ Partnership ☐ Body Corporate

Do you hold a current Victorian Firearm/Security Licence or Weapons Approval? Yes ☐ No ☐

If you answered "yes", please supply your licence/approval number

Part 2 – Required documentation (all new applicants only)

Cross the boxes to indicate which documents you have attached to this application. If you cannot provide the required documents (as specified in the information pages), you must detail the reasons for this in a separate letter.

- ☐ Personal Information Forms
- ☐ Completed by the applicant (sole trader)
 - ☐ Completed by each partner (partnership)
 - ☐ Completed by the nominated officer and any other officer of the body corporate (body corporate)
 - ☐ Completed by each employee with access to prohibited weapons (all business types)

Note: Those who have a current Victorian Firearm or Private Security Licence do not need to complete a Personal Information Form.

- ☐ Standard Operating Procedures for the Prohibited Weapon-related activities of the business.
- ☐ The business plans.
- ☐ A certified copy of the registration of your company as well as certified proof of the appointment of directors (these are available from the Australian Securities and Investment Commission).
- ☐ A certified copy of the registration of any business names you will trade under (this is available from Consumer Affairs Victoria).
- ☐ A copy or certificate of the currency of public liability insurance.
- ☐ A letter from a qualified accountant confirming the financial viability of the business.
- ☐ A dated and signed letter from the applicant or nominated person stating they are aware of an employer's obligation in regard to award wages, superannuation, taxation and occupational health and safety.
- ☐ A letter from the council or town planning authority that states it does not object to the establishment of your business at the address(es) provided in your application or to the business trading in the prohibited (and/or

Registered company name																														
Australian company name (ACN)																														
Australian business number (ABN)																														
Registered business name																														
Business registration number																														

Business address (if there is more than one location, please attach a separate list of these other locations)

Property name (if applicable)

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Flat/Unit Number	Street number	Lot number

Street name

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	Street type	
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Town/Suburb	Postcode	State

Postal address (only complete this section if you do not want mail sent to your business address)

GPO Box ☐ PO Box ☐ Locked bag ☐ Private bag ☐ RMB ☐ RSD ☐

Box/Bag number

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Street name

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	Street type	
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Town/Suburb	Postcode	State

Contact details

Business phone number	After hours phone number
Mobile phone number	Fax

Email address

When providing your email address, please use punctuation and indicate the exact location of the '@' symbol.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Internet address

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Cross the appropriate box to indicate whether you are a sole trader, body corporate or partnership. Complete the details for that section and then provide details for each of your employees.

Each person listed on this form **must** complete a Personal Information Form (if they do not have a current Victorian Firearm or Private Security Licence).

☐ **Sole trader applicants**

Family name																											
First given name																											
Other given names																											
Date of birth	/ /			Sex:	☐ Male	☐ Female	Licence number (if applicable)																				
Personal Information form attached?	☐ Yes	☐ No																									

☐ **Body Corporate applicants**

Nominated officer																											
Family name																											
First given name																											
Other given names																											
Date of birth	/ /			Sex:	☐ Male	☐ Female	Licence number (if applicable)																				
Personal Information form attached?	☐ Yes	☐ No																									
Officer of the body corporate																											
Family name																											
First given name																											
Other given names																											
Date of birth	/ /			Sex:	☐ Male	☐ Female	Licence number (if applicable)																				
Personal Information form attached?	☐ Yes	☐ No																									
Officer of the body corporate																											
Family name																											
First given name																											
Other given names																											
Date of birth	/ /			Sex:	☐ Male	☐ Female	Licence number (if applicable)																				
Personal Information form attached?	☐ Yes	☐ No																									

☐ **Partnership applicants**

Partner (nominate officer)																											
Family name																											
First given name																											
Other given names																											
Date of birth	/ /			Sex:	☐ Male	☐ Female	Licence number (if applicable)																				
Personal Information form attached?	☐ Yes	☐ No																									
Partner																											
Family name																											
First given name																											
Other given names																											
Date of birth	/ /			Sex:	☐ Male	☐ Female	Licence number (if applicable)																				
Personal Information form attached?	☐ Yes	☐ No																									

Part 4 – Statement of Related People (continued)

☐ **Employees**

Employee

Family name																								
First given name																								
Other given names																								
Date of birth	/ /		Sex:	☐ Male	☐ Female	Licence number (if applicable)																		
Personal Information form attached?	☐ Yes ☐ No																							

Employee

Family name																								
First given name																								
Other given names																								
Date of birth	/ /		Sex:	☐ Male	☐ Female	Licence number (if applicable)																		
Personal Information form attached?	☐ Yes ☐ No																							

Employee

Family name																								
First given name																								
Other given names																								
Date of birth	/ /		Sex:	☐ Male	☐ Female	Licence number (if applicable)																		
Personal Information Form attached?	☐ Yes ☐ No																							

Note: If you need more space, please attach an additional page to this application form with the information you could not fit here.

Part 5 – Storage (all applicants **must** complete this part)

Please describe your storage facilities:

Storage address

Are your items stored at the business address you provided in Part 3 of this application? ☐ Yes ☐ No

If you answered “yes”, go to part 6. If you answered “no”, please provide the storage address below:

Name of property owner/occupier:																							
Property name (if applicable)																							
Flat/Unit number						Street number						Lot number											
Street name																							
Town/Suburb												Postcode						State					

Part 6 – Type of Weapons

List the type(s) of Prohibited Weapons you wish to apply for. (Refer to Part 6 of the instruction pages).
Please take note of the restrictions applicable to each type of weapon you list.

If you are making an application for imitation firearms (including laser/infrared devices), please attach a colour image of the device (if possible)

Part 7 – Purpose of Prohibited Weapons Approval

Place a cross in the box(es) below to indicate what you want to do with the Prohibited Weapons listed in Part 6.

☐ Possess Prohibited Weapons	☐ Carry Prohibited Weapons
☐ Manufacture Prohibited Weapons	☐ Use Prohibited Weapons
☐ Display Prohibited Weapons	☐ Import Prohibited Weapons
☐ Advertise Prohibited Weapons for sale	☐ Sell Prohibited Weapons
☐ Purchase Prohibited Weapons	
☐ Other Purpose (e.g. hire/loan). Please specify _____	

Note: For each purpose you selected above, you must provide the additional, specific information required in a separate document (refer to Part 7 of the instruction pages).

Part 8 – Genuine Reason(s)

The *Control of Weapons Act 1990* requires you to have a genuine reason to obtain a Chief Commissioner's Prohibited Weapons Approval. Place a cross in the box next to the genuine reasons below that describe why you are applying for a weapons approval and provide the required documents/information listed to the right of each genuine reason below.

Genuine Reason Application/Exemption is required	Information and documents, you must provide
1. ☐ Trade, Retail and/or Repair For business that wish to trade, deal or repair in prohibited weapons	You must provide: 1. Personal Information Forms. 2. Standard Operating Procedures. 3. Business plan. 4. Business registration. 5. Evidence of public liability insurance 6. Evidence of financial viability. Note: Detailed information for each requirement can be found in the Instruction pages of this application form.
2. ☐ Martial Arts School For martial arts schools, academies and training facilities who wish to acquire, sell and possess prohibited martial arts weapons for the purpose of providing martial arts instruction and/or demonstration to students.	
3. ☐ Imitation Laser/Infrared gaming/skirmish facilities. For businesses that wish to acquire, sell and use imitation laser/infrared firearms for the purpose of providing facilities and equipment for gaming and general activities.	
4. ☐ Other Purpose For a business that wishes to acquire, sell or possess prohibited weapons for official purpose which can not be covered under items 1,2 or 3 nor can be covered under and Chief Commissioner's Prohibited Weapons Approval for an Individual.	

Part 9 – Acknowledgement

I acknowledge that the particulars in this application and any attachments are true and correct and I make this acknowledgement knowing that it is an offence against s 8E (2) of the *Control of Weapons Act 1990* to wilfully supply details that are false or misleading (maximum penalty 20 penalty units).

Signature: Date:

Privacy Statement: The personal and health information requested is being collected and used by Victoria Police for the purposes 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.

IMPORTANT CHECKLIST
Before you mail this application to the Licensing & Regulation Division you must make sure that you have: ☐ Read and understood all the explanatory notes in the instruction pages. ☐ Answered all the questions that apply to you. ☐ Included all documentary evidence to demonstrate the activities and Genuine Reason for which you are seeking a Chief Commissioner's Prohibited Weapons Approval (as outlined in Parts 6 and 7). If you do not complete all the steps above, your application will be returned to you. If you need more information, please contact the Licensing & Regulation Division via email: lrd@police.vic.gov.au