

## **CORPORATE LICENCE APPLICATION CHECKLIST**

- Application made on 'Application for – Corporate / Museum\* - Licence' – PF439.
- The applicant has completed all parts of the form.
- The applicant has provided documentary evidence to support the application as:
  - A Business registered in the Territory (ABN), or
  - An Australian Registered Company operating in the Territory (ACN), or
  - An Incorporate Association registered in the Territory, or
  - A Territory of Federal Government Department.
- The applicant has provided the details of the person who will be the representative of the holder of the licence.
- The applicant has provided the details of the person(s) who will be responsible for the security of the firearms held on the licence.
- The applicant has provided a list detailing the persons employed under the licence.
- The applicant has provided evidence to support both a Genuine Need and a Genuine Reason for the Categories of firearms sought in the application.
- The applicant has provided details of what Firearms Safety and Training Course will be available to their employees.
- The applicant has satisfied the Safe Storage provisions of the Act:
  - Safe Storage arrangements already recorded, or
  - The applicant requires their Safe Storage arrangements to be inspected. A PROMIS Case has been raised and tasked to the responsible Police Station to undertake the inspection.
- Payment has been made and a receipt issued.
- The application has been added to SAFER, including if required, a PROMIS ID being created.
- The receiving member has signed the application.