



EMPLOYEES LICENCE INFORMATION & REQUIREMENTS

IMPORTANT INFORMATION:

An application for a Licence must be lodged in person at the nearest Police Station, or with Police on a Rural Patrol. Applications should not be mailed in directly to the Firearms Policy and Records Unit.

A new photograph will be taken by Police each time you lodge an application for a licence.

There is no renewal system in the NT - each and every application is a fresh application under the Act, and all supporting documentation must be provided **each** occasion.

FPRU will do a full criminal history check (NT & Nationally) for every application. Ensure you answer the criminal history declaration in full and disclose all history including Juvenile offences.

In order to qualify for an Employees Licence you are required under the *Firearms Act* to have completed an approved Firearms Training and Safety Course (FTSC).

- **Government employees** in accordance with their departmental policy.
- **Security Guards** are required to complete the course **each year** (must be with an NT Police approved FTSC instructor) and for the first issue of such a licence, have been briefed by a Solicitor on the 'use of force' provisions of the *Criminal Code*.
- Applicants working in other areas such as primary production are required to complete the Firearms Training and Safety Course every five years - this also applies to H class component of A, B & H licences for pilots and sole owner/operators.

The Commissioner has approved Firearm Training and Safety Courses provided by the following persons:

- Mr. Paul **Graham** phone: 0412 430 200 or (08) 8988 4177 - Darwin
- Mr. Dan **Carroll** phone: 0427 612 789 or (08) 8988 2369 - Darwin
- Mr Mark **Butler** phone: 0400 296 179 or (08) 8953 7111 - Alice Springs
- Mr Pat **Carmody** phone: 0428 588 515 or (08) 8971 7355 - Katherine
- Mr Norman **Skennar** phone: 0437 713 433 - Alice Springs

On each and every application, an applicant for an Employees Licence is required to attach proof of having successfully completed this training within the last 5 years to your application (a copy of the Firearm Training & Safety Certificate issued by the instructor).

Your Employer, or other authorised person, is required to complete the bottom half of the application form, or provide a letter confirming that you require an employee's licence and what categories of firearms you are required to use through your employment. This may be **yourself** if you are the owner/manager/director.

Ensure both top half (employee) and bottom half (employer) of the application is signed and dated.

Without this documentation, the Commissioner cannot grant an Employees Licence.

You must make full payment and provide proof of ID at the time of application.

For further information, please contact the Firearms Policy and Records Unit on (08) 8922 3543 or FirearmsRegistry@pfes.nt.gov.au