

## FIREARMS CLUB LICENCE APPLICATION CHECKLIST

- Application made on 'Application for a Firearms Club Licence' – PF473.
- The applicant has completed all parts of the form.
- The applicant has signed and dated the application.
- The applicant has provided documentary evidence to support the application as:
  - Documentation to establish the applicant (Club) as an Incorporated Association within the meaning of the *Association Act*,
  - A copy of the Constitution of the Club which has been lodged with Department of Justice – Business Affairs,
  - Proof that the Club has affiliated with a National Association or body that has governance of the disciplines that will be shot at the Club,
  - A list of the office bearers (Committee Members) of the Club,
  - A list of the members of the Club, and
  - Details of the location where the Club has or is proposing to site its range.
- 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.
- Safe Storage arrangements are to be inspected on each and every reissue and 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.