

## Instructions and information for the Northern Territory (NT) Firearms

### 'Shooter's Licence' or 'Sport Shooter's Licence' or 'Sport's Shooter's Permit' or 'Club Junior Licence' or 'Club Junior Permit'

#### General instructions

Complete this form if you are applying for NT firearms 'Employee Licence' or 'Employee Nominee Licence' or 'Employee Representative Licence'.

Application for a NT firearms 'Licence' must be lodged **in person** at a NT Police station.

Applications should not be mailed or emailed directly to the Firearms Policy and Recording Unit (FPRU).

All NT firearms licence applications within the greater Darwin and Palmerston area (Darwin, Casuarina, Palmerston, and rural areas) are to be lodged at the Palmerston Police Station during business hours (8am–4pm Monday to Friday, excluding public holidays). All applications for a licence outside this area can be lodged at any NT Police station.

#### There is no renewal system in the NT

Each and every application is a new application under the *NT Firearms Act 1997* (the Act), and all supporting documentation must be provided on each occasion. All dealer nominees must reapply with the dealership.

Any application for a re-issue of expiring licence should be submitted at least 6 weeks prior to the licence expiration date. You must provide 100 points of identification along with this application.

#### Proof of NT residency

To be eligible for a NT firearms licence, you must be a permanent resident of the NT and provide proof of residency, evidenced by a **current NT drivers licence** or proof of NT residency, like utilities bill(s) (no more than three months) or electoral enrolment or letter from employer (no more than three months) with **current residential address** displayed.

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

Prior to completing your application, please ensure you have read through the application form, information and requirements. Please refer to the information listed under relevant sections for assistance in completing the application form.

FPRU will undertake a criminal history check (NT and nationally) for every application. Ensure you answer all four questions in the criminal and personal history declaration in full and disclose all history. It is an offence punishable by imprisonment to provide false information in connection with an application under the Act.

See NT Police website <https://pfes.nt.gov.au/police/firearmsweapons> for more information.

You **must** complete all the sections (write N/A where not applicable) using black or blue pen only and provide all supporting documentation. Applicable licence fee must be paid on application. Dealer nominee is free with the dealership.

**If you allow your Shooter's Licence to expire** without having submitting an application for re-issue, then you will also be required to resit the Shooter's Licence examination.

For clarification or enquiries, please contact Firearms Policy and Recording Unit (FPRU) on (08) 8922 3543 between 8am and 11am Monday to Friday (excluding public holidays) or email [firearmsregistry@pfes.nt.gov.au](mailto:firearmsregistry@pfes.nt.gov.au)

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

## First time applicants

It is a requirement that you must sit and pass the firearms safety examination. If you have difficulty reading and/or writing, an oral examination can be organised. Please inform the receiving officer. Read the 'Firearms Exam Training Guide' (before you sit the firearms safety examination which is part of the requirement for a firearms licence). You must get 100% correct on the firearms safety examination – if 100% is not achieved, your application will not be accepted. You will be advised by staff when re-examination can occur.

You are not required to take the safety exam, if you are applying for a 'Sports Shooter's Permit' or if you have a **current** interstate firearms licence or NT firearms 'Safety Training Certificate'.

## All applicants

Must provide 100 point identification, evidence of NT residency, documentation supporting your 'Genuine Reason' (Recreational Shooting and/or Hunting or Sports Shooting - 'Permission to shoot' and documentation supporting storage requirements (Refer to instructions in respective sections).

## Interstate transfer applicants

If you are transferring from another State or Territory and your licence is **current**, you do not have to undertake the NT police firearms safety examination. As per the mutual recognition arrangements between the States and Territories, Interstate qualification or training certificates are not recognised in the NT, only **current** interstate firearm licence is recognised.

You **must** bring your **current** interstate licence and registered firearm list (or firearm registration certificates) to the Police Station when you lodge your application. You will also need to **present** your 'currently registered firearms' and any others you hold for inspection to confirm the firearm's description (make, model, action type, capacity and calibre) and serial numbers before the firearms will be registered in the Northern Territory. If they are not presented, you must account for each one - whereabouts of the firearm, how and where is it stored, reason why it is not presented for inspection and registration.

If you are not registering all the **currently** registered firearms on your Interstate licence in the NT, you should provide a 'Statutory Declaration' explaining the variation and/or reasons.

You should transfer your firearms to the NT preferably through a dealer. If you are transferring your firearms through a dealer, the firearms do not need to be presented at an NT Police Station. You should complete and submit 'Purchase or Transfer Permit' - PF484 for each firearm.

## Waiting periods for licence

For new applicants (including 'Club Junior Licence' applicants), who have not previously held a firearms licence, there is a mandatory 28 day cooling off period as per Section 10 (2) of the *NT Firearms Act 1997*. No waiting period applies for a re-issue of Shooter's Licence or for Sports Shooter's Licence.

The waiting period applies for **current** interstate licence holders transferring to the NT (in accordance with the National Firearms Agreement). These licence holders will operate on their interstate licence during this waiting period.

## Instructions to complete your application

Tick ☒ appropriate box to select New (First time applicants, never had a firearms licence) or Re-issue (NT firearms licence holders re-applying, expired or licence due to expire or applying for additional categories of firearms or Interstate Transfer (Interstate licence holders transferring to NT)).

### Section 1: Firearms licence type/Category

**Shooter's Licence** (Recreational Shooting and/or Hunting) is issued to adults (18 and above) for recreational shooting or hunting (as per the 'permission to shoot' approved areas in the NT) to use Category A and B firearms.

**Eligibility:** To be eligible for this licence, you must have one of the documents as per 'Section 8' of this application (Permission to shoot) and provide safe storage documentation. It is a requirement of this licence that you have or have access to approved storage facility (Provide documents as per 'Section 7' of this application).

**Shooter's Licence** (Sports Shooting) is issued to adults (18 and above) for sports shooting at an approved firearms club.

**Eligibility:** To be eligible for this licence, you must be a current member of a Sport Shooting Club and provide a recent Certificate of Support ('Certificate of A/B/C firearm club membership' - PF474) signed and dated by a nominated signatory of your Club and provide safe storage documentation. If applying for 'Category C Sports Shooter's Licence' you should also attach a completed form 'Permission to inspect premises' - PF482 or 'Permission to store firearm notice' - PF492 for an approved Category C firearm safe.

**Category H Sports Shooter's Permit** is issued to both juniors (under 18) and adults (above 18) who use Category H firearms under supervision at an approved firearms club for sports shooting and is valid for a period of three (3) months.

**Eligibility:** To be eligible for this permit, you should hold a current membership at an approved firearms club offering and/or using Category H firearms and be supported by the club for Category H firearms training - attach form 'Club Support of Application for Permit to use Category H firearm under supervision' - PF474A - endorsed by authorised signatories of the club. Additional documentation for under 18 applicants - A parent/guardians consent letter supporting the application. A child must be a minimum of 10 years old to be eligible.

**This permit does not allow the permit holders to own or purchase firearms.**

**Category H Club Junior Permit** is issued to juniors (10-12 years), who have held 'Category H Sports Shooter's Permit' (for at least 3 months) prior to applying, to allow them to use Category H firearms under supervision at an approved firearms club for sports shooting until their 12<sup>th</sup> birthday, when they can apply for 'Club Junior Licence'. Refer to Appendix for required documents.

**Eligibility:** Same requirements as per 'Category H Sports Shooter's Permit'.

**This permit does not allow the permit holders to own or purchase firearms.**

**Category H Club Junior Licence** is issued to juniors (12-18 years), who have held 'Category H Sports Shooter's Permit' (for at least 3 months) or had a 'Category H Club Junior Permit' prior to applying, to allow them to use Category H firearms under supervision at an approved firearms club for sports shooting until their 18<sup>th</sup> birthday. Refer to Appendix for required documents.

**Eligibility:** Same requirements as per 'Category H Sports Shooter's Permit'.

**This licence does not allow the licence holders to own or purchase firearms.**

**Category A and B Club Junior Licence** is issued to juniors (12–18 years) under limited circumstances i.e. who have requirement to hold a licence or permit to compete in Interstate or International sport.

**Eligibility:** To be eligible for this licence, you must be a current member of a Sport Shooting Club and provide a recent Certificate of Support ('Certificate of A/B/C firearm club membership' - PF474) signed and dated by a nominated signatory of your Club and provide safe storage documentation. Refer to Appendix for required documents.

Must submit a letter from parents (a parental consent letter).

**This licence does not allow the licence holders to own or purchase firearms.**

**Category H Sports Shooter's Licence** is issued to adults (18 and above) who have held 'Category H Sports Shooter's Permit' (for at least 3 months) prior to applying or had 'Club Junior Licence' (and are now 18 years) or have/had equivalent Category H interstate licence to allow them to use Category H firearms at an approved firearms club for 'sports shooting'. This licence allows the licence holders to own or purchase firearms as per the regulations.

**Eligibility:** In order to qualify for the issue of a 'Category H Sport Shooter's Licence' you are required under the *NT Firearms Act 1997* to have completed, during the three month permit period, the Club approved training program, approved number of qualifying shoots and produce a log (Record of Participation) and completed 'Certificate of Club Membership - PF474B or have/had equivalent Category H interstate licence (transferring to the NT), provide storage details and/or permission to inspect form (as applicable) at the time of application for the licence.

#### **Record of Participation – Qualifying shoots (applicable for re-issue applicants)**

**Minimum per year:**

- 12 shoots for 1 or 2 disciplines
- 14 shoots for 3 disciplines
- 18 shoots for 4 disciplines
- 22 shoots for 5 disciplines
- 26 shoots for 6 disciplines
- 30 shoots for 7 disciplines

In all cases there must be at least 3 shoots per quarter throughout the year; or If less than minimum shoots are recorded on your 'Record of Participation', tender a letter in explanation to your Club so that your 'Certificate of Club Membership - PF474B may still be endorsed. Attach a copy to your application.

#### **Firearms licence type/Category**

The licence category you are applying for is dependent on the type of firearms that you own, propose to acquire or use. Select the firearms category relevant to your 'Genuine Reason' and/or need. Applicants for a firearms licence must provide supporting documents justifying the 'Genuine Reason' (Category A and B) or 'Genuine Need' (Category C and H) applicable to the licence category selected under this section.

Category	Genuine reason	Firearm types applicable to this form
A	Recreational Shooting and/or Hunting or Sports Shooting	Air rifles Rimfire rifles, other than self-loading (semi-automatic) Shotguns, other than lever action, pump action or self-loading (semi automatic) Shotgun and rimfire rifle combinations
B		Muzzle-loading firearms (includes Black Powder Shot Guns) Centre-fire rifles, other than self-loading (semi-automatic) Shotgun and centre-fire rifle combinations Lever Action Shotguns (Capacity 5 or less)
C	Sports Shooting	Self-loading (semi-automatic) shotguns with magazine capacity of no more than 5 rounds Pump action shotguns with magazine capacity of no more than 5 rounds
H	Sports Shooting	Pistols, revolvers and air pistols

## Section 2: Personal details

Provide your current personal details in the boxes provided. Tick ☒ appropriate box as applicable.

Tick ☒ appropriate box to select if you have ever changed your name and if you are known by any other name. If you select 'yes' for either question you must give details in the box provided.

You must provide 100 points of identification along with this application. Refer to 'Proof of Identity' - PF490 form to select the appropriate documents accepted for 100 points.

If you have ever legally changed your name, you must provide a certified copy of your marriage certificate, change of name certificate or birth certificate that includes the schedule of any name changes. A firearms licence will only be issued in your full legal name.

## Section 3: Licence details

Your Drivers' licence and/or Interstate firearms licence should be current and valid. Provide your current drivers licence number and issuing state.

You must be a permanent resident of the NT (to be eligible to get a NT firearms licence) and must provide proof of residency, evidenced by a NT drivers licence or proof of age card or utilities account or electoral enrolment or letter from employer with current residential address displayed or any government issued document that has your photo and your current residential address. Please refer to PF490 Proof of Identity form for other documents for 100 points identification.

For Interstate firearms licence holders transferring to the NT: Interstate applicants must provide their current interstate firearms licence number and the issuing State. Interstate applicants should also provide the list of firearms they currently possess. N/A for NT licence holders.

## Section 4: Applicants contact details

Provide your current contact telephone details and email address.

Firearms Policy and Recording Unit (FPRU) will use these contact details for all communications related to your firearms licence and if additional clarification or further information is required to process your licence application.

## Section 5: Applicants residential address details

Provide your current residential address and postal address including postcode. Your licence will be posted to the postal address listed in this section.

If your current residential address and the postal address are the same, indicate "as above" in the current postal address box.

## Section 6: Business/Employment details

Provide your current Business/Employment details (occupation). Fill in your Business/Employer name, occupation, contact details, email and physical address including postcode, please do not provide a PO Box.

If the Business/Employer mailing address is different from the physical address provided above, fill in the details. If both the addresses are same, indicate "as above" in the Business/Employer postal address box.

## Section 7: Storage and safekeeping of firearms

It is a requirement of licence that safe storage be provided at the time of the application.

'Storage and Safekeeping' of firearms is a requirement for granting a licence and you must have approved storage facilities or have access to an approved storage facility to be eligible for a licence. This is a mandatory requirement Irrespective of firearm ownership (Proposed or current). You have to provide this even if you don't want to buy/own a firearm.

**'Storage and Safekeeping' of firearms is every firearm owner's responsibility.**

Read the 'Storage and Safekeeping of Firearms' information sheet for more information.

When firearms are not actually being used or carried, they must be stored in a locked receptacle that complies with the *Firearms Regulations (Schedule 2 and 3)*.

Ammunition for firearms must be stored in a locked container that is kept separate from the safe or in a separate locked compartment within the firearms safe.

**You MUST provide one or more of the following supporting documents for storage:**

**For self-storage (Category A and B firearms):** If you are storing your firearms in your own safe: Complete a 'Self-Declaration' (evidence of own storage) 'Self-Declaration for Storage and Safekeeping of Firearms' - PF491 and attach current photographs showing the entire safe, locking mechanisms and method of securing/bolting in points to the wall or the floor and any other security details supporting your application.

OR

Provide a letter of permission for storage with a current licence holder or a dealer ('Permission to Store Firearms Notice' - PF492) for the firearm category held. The storage should be an approved storage for the category/type of firearm.

OR

Request your gun safe to be inspected by signing and submitting a 'Permission to Inspect Premises' - PF482 form with your application.

**For self-storage (Category C and H firearms):** If you are storing your firearms in your own safe or if you are a first time applicant applying for a Category C/Category H firearms licence, or if you have changed the location of your approved (previously inspected) Category C/Category H safe: Request your gun safe to be inspected, by signing and submitting a 'Permission to Inspect Premises' - PF482 form with your application.

**Applicants applying for re-issue of the current licence (Category A, B, C and H)**

Provide 'Self-Declaration for Storage and Safekeeping of Firearms' - PF491 along with the photos of the gun safe,

- for re-issue of Category A and B licence
- for re-issue of Category C and H licence, if the gun safe was previously inspected by Police and if there are no changes i.e. no changes to address or location of the safe or number of firearms.

OR

Provide a letter of permission for storage with a current licence holder or a dealer ('Permission to Store Firearms Notice' - PF492) for the firearm category held. The storage should be an approved storage for the category/type of firearm.

OR

Request your gun safe to be inspected by signing and submitting a 'Permission to Inspect Premises' - PF482 form with your application, if the gun safe was not inspected by Police previously (e.g. new safe) and if there are changes to safe location since your last application i.e. changes to address or location of the safe or number of firearms.

Note: If you are applying for a firearms licence and already have firearms registered in your name (e.g. re-issue), self-verification of the firearms must be undertaken on the '**Self Audit of Firearms**' - PF401 form.



This must be submitted at the time of application. This is not required if you don't own/have any firearms registered on your name.

If you hold an **interstate licence** and transferring your firearms to the NT, all the firearms must be presented to the member accepting the application. However, if the firearms are not in the NT at the time of application, you have three (3) months to present the firearms for inspection at an NT Police Station or complete the transfer through a dealer. In either case you must submit 'Application for firearms purchase or transfer permit' – **PF484** for each firearm at the time of licence application.

Where the firearms are in the NT, you should present the firearms to the Police for inspection. The member accepting the application is to check each firearm's serial number, make, model, calibre, action type and capacity against the registered list of firearms on SaFER.

If any firearms on your registered firearms list are no longer in your possession or if the residential address listed above is different from the safe storage location, complete the attached 'Statutory Declaration' along with the details.

You need complete the 'Statutory Declaration' explaining any variation(s) and/or reasons (i.e. when you are not bringing all firearms registered to you in the previous jurisdiction).

If however you are transferring your firearms through a dealer, the firearms do not need to be presented at an NT Police Station, as the dealer will audit the firearms.

## Section 8: Permission to shoot

You must establish a 'Genuine Reason' to shoot with each application.

You can do this by supplying one or more of the following (You can submit more than one reason).

- **Crown Land Hunting Permit**

'Crown Land Hunting Permit' from the NT Lands Administration Office - Department of Planning and Infrastructure.

This is available from:

DARWIN:	Energy House, Level 1, 18-20 Cavenagh St, Darwin Phone: (08) 8999 6046, or
KATHERINE:	1 <sup>st</sup> floor, Katherine Government Centre, 5 First Street, Katherine Phone: (08) 8973 8661, or
ALICE SPRINGS:	Green Well Building, Ground Floor, 50 Bath Street, Alice Springs Phone: (08) 8951 9200, or
TENNANT CREEK:	33 Leichhardt Street, Tennant Creek Phone: (08) 8962 4515

OR

- **Permission to shoot on rural land**

Provide proof that you have permission from the owner/manager of rural land of a suitable size to hunt/shoot on that land that is signed, dated and shows the period permission is granted for (e.g. valid from 01/01/2020 to 12/12/2029).

The letter must include the **NT Portion Number** and land size. Hunting or Shooting on rural land cannot be substantiated for small rural blocks less than (5 X 5) 25 sq. km (2500 hectares/approx. 6000 acres). The reference in the Regulations to rural land should be taken as large pastoral properties away from major population centres and towns,

OR

- **Approval to shoot on Aboriginal Land**

Proof that you have permission from the relevant land council to hunt on Aboriginal land. It should be on land council letterhead or form, dated, signed and typed or printed clearly and showing the period permission is granted for (e.g. valid from 01/01/2020 to 12/12/2029).

**NOTE:** Letters from individual Traditional Owners and Community or Local Councils are not accepted unless they are endorsed by the relevant Land Council (Northern or Central or Tiwi or Anindilyakwa Land Councils – as applicable).

OR

- **Other NT Government issued permits**

Other **current** NT Government issued 'Waterfowl' or 'Pig Hunting' permits,

OR

- **Sports Shooting (Category A, B, C)**

Be a **current** member of an approved firearms Club and provide a Certificate of Support ('Certificate of A/B/C firearm club membership' - PF474) from an approved signatory of your Club,

OR

- **Sports Shooting (Category H)**

Be a **current** member of an approved firearms Club and provide a Certificate of Support ('Certificate of firearm club membership 'Category H licence'- PF474B) or ('Certificate of firearm club membership 'Category H permit' - PF474A) from an approved signatory of your Club and 'Record of Participation' (as applicable),

OR

- **Other reasons (Provide details)**

Specify a 'Genuine Reason/Need' and provide justification along with supporting documentation.

**NOTE:** You must ensure your permission to shoot permit or authorising letter or club membership are **current for the duration of your licence**. If you do not have a current 'Crown Land Permit' or NT government issued 'Hunting Permit' or a 'Permission to Shoot' authorising letter, or 'Permission to Shoot' firearms club membership, it will be a breach of your licence conditions and your licence may be subject to revocation. You must re-new expiring permits or authorising letters and forward a copy to FPRU as applicable.

## Section 9: Information disclosure

All applicants including first time applicants must answer all questions.

The questions are asking about any criminal history, mental health history and Domestic, Personal or Apprehended Violence Orders (DVO, FVO or AVO) in which you were the defendant. You must answer all questions truthfully.

National checks will be undertaken during the adjudication process and if you are found to have answered the questions untruthfully your licence will be refused and you may face criminal charges.

You must disclose all DVOs/PVOs/AVOs, even if they have been withdrawn or are no longer in force.

You must disclose all court outcomes where there has been a finding of guilt, even where no conviction was recorded.

If you have been 'fined' as a result of a court appearance, this must be disclosed.

If you are unsure about any of these questions select 'Yes'.

Police will do a full criminal history check (NT and nationally) for every application.

**Ensure you answer the criminal history declaration in full and disclose all history including youth offences and all adult charges including spent convictions.**



## Section 10: Privacy disclosure

Information is authorised to be collected under Section 9 of the *NT Firearms Act 1997* and then shared with other Law Enforcement Agencies under the exemption in Section 70 (a) of the *NT Information Act 2002* (including the use of facial imagery to match with other police intelligence systems to detect/investigate the commission of offences).

**100 PENALTY UNITS OR IMPRISONMENT FOR 2 YEARS FOR FALSE OR MISLEADING STATEMENTS**

### Having difficulty understanding?

You can use an interpreter service if you are having difficulty understanding these questions.

You can contact the 'Interpreting and Translating Service NT' in person or by mail or email or phone:

### Interpreting and Translating Service NT

Ground Floor RCG House  
83-85 Smith Street  
Darwin NT 0801

GPO Box 4621  
Darwin NT 0801

Phone: (08) 8999 8506 or 1800 676 254

Email: [itsnt@nt.gov.au](mailto:itsnt@nt.gov.au)

## Appendix: Requirements matrix for different licence types

				SAFE STORAGE*				FIREARMS CLUB			
Licence / Permit	Category	Age (years)	PF490 Proof of ID	PF491 Self-Dec Storage <b>Your Own Storage</b>	• •						

\*You should submit at least one of the safe storage/safekeeping document. \*\* May submit a Self-Dec if the storage is previously inspected and recorded. # Permission to Shoot: Crown land hunting permit or Permission to shoot on rural land or Approval to shoot on Aboriginal land or Other NT Government issued hunting permits or any other documentation supporting the 'Genuine Reason'.