Northern Territory Police Force

Firearms Corporate Licence Information Sheet

Northern Territory Firearms Act 1997

Read the information sheet before completing your application.

Where to lodge your application

Application for a NT firearms Licence must be lodged in person at a NT Police station. An application cannot be mailed or emailed 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 (8:00am–5:00pm 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

Every application is a new application under the NT *Firearms Act 1997* (the Act), and all supporting documentation must be provided on each occasion.

A licence will continue to in force beyond it's expiry date provided that an application for the same licence has been submitted prior to the expiry date, and remains in force until there has been a decision to issue, refuse or revoke the licence.

Any application for a re-issue of an expiring licence should be submitted at least 6 weeks prior to the licence expiration date.

General information

- corporate licences are issued to registered businesses or corporations rather than individuals
- applications submitted must provide a genuine reason and demonstrate the need for firearms to carry out their business
- letter of intent using business letterhead (if you have one) to include:
  - what type of business you already run or intend to set up
  - where business will be conducted (property name, location, size, NT portion, parcel etc.,)
  - include a list of employees, their occupation and duties performed that requires them to carry, use or intend to use a firearm
  - why your business requires firearms to operate
  - specify the type and calibre of firearms that are currently used or intended for business use and the reasons
    - address each category of firearm selected in the application e.g. include the type of animals involved and the issues they cause for a specified calibre as opposed to another calibres, the need for a .308 calibre firearm as opposed to smaller calibres to put down cattle
- submit any specific supporting documents related to your business, as outlined in the Firearms Corporate Licence Supporting Document Information Sheet. This sheet is available on the website under Corporate Information.
- storage details when the firearms are in use/outside of the permanent storage location (i.e. when being transported to the location)
- the medical plan on procedures that are in place in case of an accident t involving firearms.
- If carrying out a service for another organisation must provide a copy of a current contract (without disclosing commercial details of any contractual arrangements)
- details of any internal company policies to which employees must comply with in respect to firearms use or carriage
- a copy of the businesses Public Liability certificate

- a corporate firearms licence may be issued for a period of up to 10 years
- all sections of the application must be completed
- incomplete applications will not be accepted
- payment must be made at the time the application is submitted.

Firearms categories

The licence category you are applying for is dependent on the type of firearm required to carry out your business. Select the firearms category relevant to your 'Genuine Reason' and/or need. Refer to NT Police website Firearms Categories for additional information.

Representative

A representative is to be nominated and is responsible for the management of the licence and the firearms held by the dealership:

- the business representative must hold an employee licence (or submit an application for an employee licence)
- the business representative must be a resident of the Northern Territory
- where a business has multiple premises (or locations) secondary business representatives may be nominated for each premises (or location)
- where there is more than one business representative, the applicant must indicate which is the primary representative

Storage and safekeeping of firearms

Applicants must comply with the storage requirements outlined in the NT *Firearms Regulations 1997* (Schedule 2 and 3), ensure you are aware of what is required for the storage and safe keeping of your firearms. More information can be found at Storage and safekeeping of firearms.

Applicants must accompany a storage form with their firearm application.

- self-storage - Category A and B
  (Attach PF491 – Self declaration for storage / safekeeping of firearms (previously inspected and no change))
- self-storage - Category A, B, C, D and H
  (Attach PF482 – Permission to inspect premises (First time applicants / existing C, D, H holders / new safe / new location))
- permission to store - Category A, B, C, D and H
  (Attach PF492 – Permission to store firearms notice)

Genuine reason

The applicant must select a genuine reason for the applying for a Corporate licence. Refer to the NT *Firearms Regulations 1997* Part 2, Division 1, for detailed information on genuine reasons.

Animal protection

An applicant for a licence whose genuine reason for possessing or using firearms is animal protection must be:

- an officer of the Royal Society for the Prevention of Cruelty to Animals established in the Territory; or
- a registered veterinarian or registered veterinarian specialist, within the meaning of the Veterinarians Act 1994; or
- a person employed by or in an Agency, within the meaning of the Public Sector Employment and Management Act 1993, or a government or local government council, responsible for animal welfare; or
- an owner, transporter, drover or other handler of animals who may need to destroy animals to avoid suffering.

Business or employment

An applicant for a licence whose genuine reason for possessing or using firearms is business or employment must demonstrate that it is necessary in the conduct of the applicant's business or employment to possess or use firearms for which the licence is sought.

Instruction in firearms use and safety

An applicant for a licence whose genuine reason for possessing a firearm is instruction in firearms use and safety must:

- have successfully completed a course in instructional techniques that is delivered by a registered training organisation (RTO) as defined in section 3 of the National Vocational Education and Training Regulator Act 2011; and
- either:
  - have successfully completed a course for firearms instructors that is delivered by an RTO; or
  - possess the relevant skills, experience or qualifications to make the applicant suitable to deliver firearms use and safety training.

Occupational requirements

An applicant for a licence whose genuine reason for possessing or using firearms is occupational requirements is for organisations who primary reason for existing does not require the use of firearms, however some aspects of their operations do – ie: council rangers, government agency employees etc

Primary production

An applicant for a licence whose genuine reason for possessing or using firearms is primary production must:

- be a person who is a primary producer or the owner, lessee or manager of land used for primary production; and
- produce evidence to the Commissioner's satisfaction that he or she intends to use firearms solely in connection with farming or grazing activities (including the suppression of vertebrate pest animals on the land).

Vertebrate pest animal control

An applicant for a licence whose genuine reason for possessing or using firearms is vertebrate pest animal control must be:

- a professional contract shooter engaged or employed in controlling vertebrate pest animals on rural land; or
- a person employed by or in, or authorised by, an Agency, within the meaning of the Public Sector Employment and Management Act 1993, or a government or local government council, that has functions relating to the control or suppression of vertebrate pest animals.

Training

Provide details of the firearms training provider who conducts the training for all employees under the firearms Corporate licence. Refer to Firearms Training and Safety Course providers for a list of current training providers in the Northern Territory.

Particulars of employees

Employees of the business that have access to the corporate firearms (including office staff that have the requirement to handle any company firearms) will need to meet the following requirements.

- must hold a current employee licence linked to the Corporate licence.
- valid employee licence and supporting licenses/qualifications/certifications
- employee licence is automatically expired when the employee is no longer employed
- the licence allows the employee only to use the firearm as part of his/her work duties and not for any other purpose.

Particulars of firearms

A Firearm Self-Audit must be conducted which requires you to physically check and record the details of each firearm, (not copy information off previous records or registration certificates).

The purpose of this is to ensure our records correctly reflect the firearm details, and to obtain information that may be missing from the current registrations (such as models).

What you need to bring?

All applicants must include the following supporting documents

- a copy of your business registration certificate
- letter of intent including details outlined in the General section of this information sheet
- copy of your Public Liability Insurance
- employee and firearm details
- storage and safekeeping forms
- a copy of your medical plan
- supporting documents related to your business, as outlined in the Firearms Corporate Licence Supporting Document Information Sheet.

Need an Interpreter service?

You can use an interpreter service if you are having difficulty understanding these questions. You can contact the 'Interpreting and Translating Service NT' by phoning: (08) 8999 8506 or 1800 676 254

Need assistance with your application?

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