



Read the information sheet before completing your application.

## Where to lodge your application

Application for a NT Ammunition Retail Permit must be lodged in person at a NT Police station or lodged with the Firearms Policy and Recording Unit (FPRU).

All 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–5:00pm Monday to Friday, excluding public holidays). All applications for a permit 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.

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

- Ammunition retail is issued to a registered business or corporation rather than individuals
- applicants must provide details of the ammunition for each firearm category they intend to sell
- include an approximate amount of ammunition you intend to store at any one time
- list of employees that access, possess, purchase or sell ammunition
- ammunition retail permit is valid for 12 months
- all sections of the application must be completed
- incomplete applications will not be accepted
- provide all supporting documentation at the time of submission
- payment must be made at the time the application is submitted.

## Business representative

A Business representative is to be nominated and is responsible for the management of the permit and the ammunition:

- 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 ammunition

Applicants must comply with the storage requirements outlined in the [NT Firearms Regulations 1997](#) Part 3 Section 22A, and ensure you are aware of what is required for the storage and safe keeping of your ammunition.

## Particulars of employees

Details of employees of the business that possess, purchase and sell the ammunition (including office staff that has access to ammunition) must be provided on the application.

It is the responsibility of the business representative to manage the supporting requirements and must inform FPRU of any changes including changes to the employment conditions etc.

## Information disclosure

The business representative must answer all questions about any criminal history, mental health history, and domestic violence in which you were involved.

- you must answer all questions truthfully
- 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
- disclose all history including youth offences and all adult charges including spent convictions
- If you have answered 'Yes' related to your medical history you are required to providing supporting documentation.

If you are unsure about any of these questions select 'Yes'. National checks will be undertaken during the adjudication process and if you are found to have answered the questions untruthfully your application will be refused and you may face criminal charges.

## How long it may take to process your licence

It may take up to 4 to 6 weeks for your application to be processed. To avoid delays:

- ensure your application is complete
- confirm all information is correct
- check all required supporting documents are provided.

## What you need to bring?

- must provide 100 point [proof of identity](#) (Business representative)
- evidence of NT residency (Business representative)
- documents relating to Information disclosure section (if applicable)
- copy of Business Registration certificate
- photos of storage container

## 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](mailto:firearmsregistry@pfes.nt.gov.au)