Northern Territory Police Force

Review of Decision Information Sheet

Northern Territory Firearms Act 1997

Read this information sheet before lodging your internal review request to ensure you understand the process and requirements

Where to lodge your application

A request for review of a firearms licensing, permit or approval decision must be submitted in writing to the Firearms Policy and Recording Unit (FPRU) - Email: firearms.management@pfes.nt.gov.au

General information

You may request an internal review of a decision made by the Firearms Policy and Recording Unit if you believe the decision was:

- made in error
- made without considering relevant information
- based on incomplete or incorrect information

An internal review should generally include new or additional information that was not available at the time the original decision was made. This process applies to decisions involving:

- refusals
- revocations
- suspensions
- conditions imposed on licences, permits, or approvals

Timeframe for requesting a review

A review request must be submitted within 14 days of receiving the original decision.

If a review is conducted and the original decision is confirmed, the 28-day appeal period to lodge an application with NTCAT begins from the date the review outcome is issued, not from the date of the original decision.

How to request a review

Your request for a review must be submitted in writing and include the following information:

- Applicant's full name and licence/permit number
- A copy of the decision being reviewed
- A clear explanation of why the applicant believes the decision should be reconsidered
- New or additional information that was not available or not considered at the time of the original decision
- Any supporting documents (e.g., medical reports, club letters, statutory declarations, training evidence)

How the review will be conducted

The review will be undertaken by a delegate who was not involved in making the original decision and who holds a higher delegation:

- The original application
- The reasons for the original decision
- Any new or additional information provided
- Relevant legislation, policy, and risk considerations

The reviewer may request additional information if needed. A written outcome will then be provided to the applicant.

How long the review process may take

The time required to complete an internal review can vary depending on:

- the complexity of the matter
- the volume of new information provided
- whether further information must be sought from you or external parties

On average, a review may take 4 to 6 weeks to finalise.

To avoid delays:

- ensure all required information and supporting documents are provided with your review request
- respond promptly if FPRU requests further information

Possible review outcomes

The reviewer may:

- confirm the original decision
- rescind the decision
- set aside the decision and substitute a new one

The written outcome will include reasons for the decision.

Right to appeal to NTCAT

If you are not satisfied with the review outcome, you may lodge an appeal with the:

Northern Territory Civil and Administrative Tribunal (NTCAT)
Website: www.ntcat.nt.gov.au

Important notes:

- The 28-day appeal period begins on the date the review outcome is issued.
- You may choose to lodge an appeal with NTCAT instead of requesting an internal review.

Need assistance with your request to review a decision?

For clarification or general enquiries, contact:

Firearms Policy and Recording Unit (FPRU)
Phone: (08) 8922 3543
Hours: 8:00am – 11:00am, Monday to Friday (excluding public holidays)
Email: firearmsregistry@pfes.nt.gov.au