



# Corporate licence – Security firms 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.

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 demonstrates the need for firearms to carry out their business
- a detailed signed letter using the business letterhead (if you have one) must be accompanied with the application outlining:
  - type of services you provide that require the carriage of firearms (ie): static guards (for what purposes), money escorts (type and frequency), alarm response (to what type of premises), other (please detail)
  - to whom you provide these services (without disclosing commercial details of any contractual arrangements) must be current contracts
  - type of uniforms that your employees will wear and whether you provide any formal identification for them to wear or carry (include pictures – front and side on)
  - details of any internal company policies to which employees must comply with in respect to firearms use or carriage (your rules of engagement)
  - details of where and how your firearms are stored, and what procedures you have in place to record the issuing of firearms to your employees
- details of your Private Security Licence (Firm) issued by the Private Security Licensing Authority
- corporate licence is valid for 5 years
- 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.

## Firearms categories

The licence category you are applying for is dependent on the type of firearms 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.

## Business representative

A Business 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 a corporate 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 (C and H if previously inspected))  
Attach PF491 Self declaration for storage/safekeeping of firearms
- self-storage (Category C and H)  
Attach PF482 Permission to inspect premises (First time applicants/new safe/new location)
- storage with the dealer or another licence holder  
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.

### 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.

## 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 suspended 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?

- must provide 100 point [proof of identity](#) (Business Representative)
- a copy of your Business Registration certificate
- copy of details of your Private Security licence
- current contracts (proof of operations)
- details of uniforms that your employees will wear - include photos (front and side on)
- storage and safekeeping

## 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).