



Instructions and Information for Northern Territory (NT) Firearms Corporate or Museum Licence

General Instructions:

Complete this form if you are applying for a firearms Corporate Licence or Museum Licence.

Application must be lodged **in person** (Employee Representative) at a NT Police Station.

All NT firearms 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 purchase or transfer permits 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 fresh application under the *Firearms Act (The Act)*, and all supporting documentation must be provided on **each** occasion. Application for new corporate licences should be accompanied with applications for one or more employee licences.

Corporate Licences are issued to entities (businesses or corporations) rather than individuals upon application by the Employee Representative (Directors / Managers / Owners etc. of businesses) who have a reason and demonstrates the need for a firearm to carry out their business (i.e. Primary Producers, Safari Operators, Cattle Station Owners, Security Firms etc.)

The Employee Representative (Manager / Owner / Operator / Nominated Employee) responsible for the management of the licence and of the firearms must also hold an employee licence (or submit an application for Employee Licence along with the Corporate Licence application (this application).

Employees of your business that access the corporate registered firearms (including office staff) must hold a current employee licence linked to your Corporate Licence.

Category A & B employee licences require a current AB Shooter licence or an NT Firearm Safety Training Certificate for Cat AB. Category C, D & H employee licences require an NT Firearm Safety Training Certificate.

Prior to submitting your application, please ensure the application form is complete.

Each section in the application has a corresponding instructions section. Please refer to the relevant instructions section for assistance in completing the application form.

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.

The Employee Representative making the application must provide proof of ID at the time of application.

Licence fee **must** be paid upon submitting the 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

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED



Instructions to complete your application

Section 1: Firearms Categories

Select the firearms category you are seeking to apply. Tick the appropriate boxes.

All applicants for a Firearms Corporate Licence must provide supporting documents justifying the genuine reason and / or need (Category C, D & H) applicable to the licence category selected under this section.

Each category of firearm has a different level of assessment requirements that must be met prior to being issued a firearms Corporate Licence (e.g. genuine reason / need, appropriate storage requirements etc).

The approval of a firearms Corporate Licence is determined by the category / type of firearm applied for in this application and the reason for which it is required and supporting documentation provided with this application.

Category	Firearm Types Applicable to this Form
A	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	Self-loading rim fire rifles with magazine capacity of no more than 10 rounds 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 All tranquiliser firearms (rifles and pistols)
D	Self-loading (semi-automatic) centre-fire rifles Self-loading (semi-automatic) shotguns with capacity of more than 5 rounds Pump action shotguns with capacity of more than 5 rounds Lever Action Shotguns with capacity greater than 5 rounds Self-loading (semi-automatic) rimfire rifles with magazine capacity of more than 10 rounds Firearms, other than pistols, less than 70 cm in length and capable of being concealed on or about the person Inoperable machine guns
H	Pistols, revolvers and air pistols (not including tranquilisers - see Category C)

Section 2: Personal Details

Provide your job title / position as employed in the organisation / business.

Provide your (Employee Representative) **current** personal details (name, date of birth, sex, and place of birth) in the boxes provided.

Provide your (Employee Representative) **current** contact telephone details and email address. Firearms Policy and Recording Unit (FPRU) will use these contact details for all communications related to your application and if additional clarification or further information is required to process your application.

Provide your (Employee Representative) **current** residential address and postal address including postcode. Applicable to both NT and interstate applicants. If your **current** residential address and postal address are the same, indicate "as above" in the **current** postal address box.

You should provide your **current** NT firearms licence along with the application (as applicable).



Firearms Corporate / Museum applications, the person (Employee Representative) applying must be a **current** employee / an employee nominee of the Business / Corporate / Museum.

Your (Employee Representative) Employee Licence should be **current and valid**. Provide your **current NT** drivers licence number and **NT** firearms licence number or **interstate** firearms licence number (as applicable). Applicants must provide their **current** firearms licence number (where available).

Interstate transfer applicants must also provide a list of registered firearms (firearms registration documentation if available). Attach the "Self-Audit form" and /or "Statutory Declaration form (as applicable).N/A for NT licence holders.

Section 3: Business / Corporate Details

Provide **current** Business / Corporate / Museum details. Fill in Business / Corporate / Museum name, Business / Corporate contact details, Business / Corporate email, Australian Business Number (ABN) or Australian Company Number (ACN) and Business / Corporate physical address including postcode. Please do not provide a PO Box.

If the Business / Corporate 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 / Corporate postal address box.

Section 4: Reason for licence

Please attach all supporting documentation required for Corporate Licences: Business Registration documents; A Business registered in the Territory (ABN), or An Australian Registered Company operating in the Territory (ACN), or An Incorporated Association registered in the Territory, or A Territory of Federal Government Department or details of the security firm registration or details of the Museum registration and appropriate approval documents supporting the registered business.

For each application supply a type letter, using the registered business letterhead (if you have one).

The letter needs to include what type of business/s you conduct and what you use the firearms for to undertake your business activities.

Examples – *"The Company / I conduct a pastoral beef cattle business on Station, a property of 1,500,000 sq. km. We utilise firearms for personal protection from wild or dangerous beasts while conducting bore maintenance, fencing or mustering activities, culling of feral animals and putting down sick and injured stock. We employ (Number of employees) stock hands of which I have (Number of employees) employees carrying firearms beside myself as they work alone or in small groups in remote areas. (Number of employees) of these employees are qualified for Aerial Culling from a helicopter which we conduct three to five times a year.*

I have supplied / attached the Firearms Safety and Training Course / program as required, as per the licence application and the category of firearm selected for the corporate licence.....

I have supplied and attached details of the storage facilities (location, safe storage details etc.)

Licensed employees are listed along with myself on the Corporate Licence application.

I understand each person who will use the corporate firearms must have a current Employee's Licence attached to this Corporate Licence at the time they use the firearm and may only use the category of firearm they are licenced for.

I have supplied and attached a copy of my current Business Registration with this letter to the Corporate Licence application" etc.

More details need to be provided as per the requirements for Security and Government Organisations.

Refer to additional information for security firms below.

Refer to additional information for government organisations below.

The letter must be clearly signed and currently dated by a person eligible to sign such a document for that business / sole trader.



Section 5: Storage

Provide details of the storage where this firearm will be stored when not in use by the employees.

If your address and / or storage details have changed since your last application, you must provide 'Notice of change of personal particulars or particulars for firearms' form (PF451) and new storage details (self-declaration (Self-Dec) along with photos) or 'Permission to inspect' form (PF482).

If your gun safe has been relocated at the same address, you **only** need to provide a new self-declaration (Self-Dec) along with photos or 'Permission to inspect' form (PF482).

Without an approved storage the Commissioner cannot grant a Corporate Licence.

Section 6: Firearms Safety and Training Program

Provide details of the Firearms Safety and Training Program or course (approved by the Commissioner) for all the employees under the Firearms Corporate Licence.

The Employee Representative (Manager/ Owner /Operator/ Nominated Employee) responsible for the management of the licence and of the firearms must also hold an employee licence. Employees of your business that access the corporate registered firearms (including office staff) must hold a current employee licence linked to your Corporate Licence.

Category A & B employee licences require a current AB Shooter licence or an NT Firearm Safety Training Certificate for Cat AB. Category C, D & H employee licences require an NT Firearm Safety Training Certificate.

The Commissioner has approved Firearm Safety and Training Courses provided by the following companies/persons:

- Australian Security Training
(**Gareth Graham - Darwin**) phone: 0412 387 178 - Darwin
gareth.graham@itscomm.com.au
- Sureline Security & Firearm Training
(**Dan Carroll - Darwin**) phone: 0427 612 789 - Darwin
surelinesecurity@bigpond.com
- Survival & Field Safety Australia phone: 0400 296 179 - Alice Springs
(**Mark Butler - ASP**) mark.butler@westnet.com.au
- Paladin Firearm Solutions
(**Pat Carmody - Katherine**) phone: 0428 588 515 - Katherine
pat.paladin@gmail.com
- Eagle Training Services
(**Gary Carter – ASP**) phone: 0414 656 821 - Alice Springs
gary@eagletraining.com.au
- Morningstar Training
(**Mr David Farlam – All NT**) phone: 0459 527 057 - All NT
info@morningstartraining.com.au

Section 7: Particulars of Employees (Employee List)

Provide details of the employees: Full name, date of birth, employee licence number and their occupation / role within the organisation (e.g. have access to firearms, use firearms). Employees of your business that access the corporate registered firearms (including office staff) must hold a current employee licence linked to your Corporate Licence.

Category A & B employee licences require a current AB Shooter licence or an NT Firearm Safety Training Certificate for Cat AB. Category C, D & H employee licences require an NT Firearm Safety Training Certificate.

Note: "NT & Commonwealth Department licences holders or businesses with more than 10 employees: Request and complete an "Employee Audit" list from FPRU".

Employee licence and supporting licenses / qualifications / certifications (e.g. category AB Shooter's Licence; FSTC etc.) must be valid for the duration of the licence. The training requirements must align with the respective corporate policies (e.g. Security Industry (Security Industry Act) or as per the federal / state government policies for the Employees to possess and / or use firearms).

It is the responsibility of the Employee Representatives to manage the supporting requirements and **must** inform FPRU of any changes including change to the employment conditions etc.

Employee licence is automatically suspended when the employee is no longer employed by the corporation to which the employee licence is linked (or corporate licence under which the employee licence is issued).



Section 8: Firearms details

List details of the firearm you are intending to hold and / or use under the Firearms Corporate Licence. Refer to the examples below on how to complete this section.

Note: "NT & Commonwealth Department licences holders or businesses with more firearms than could be listed in the table provided: Request and complete a "Firearms Audit" list from FPRU".

Particulars of Firearms for which permit is required							
Category	Make / Brand	Model	Serial Number	Action Type	Calibre	Capacity	Barrel Length (Cat H only)
A	Winchester	101XTR	K123456	SUO (Shotgun / Under & Over)	12 Gauge	2	N/A
B	Taurus	Circuit Judge	HR4567	RRC (Rifle / Revolving Cylinder)	45 Long Colt / 410gauge	5	N/A
C	BRNO	581	12345	RSA (Rifle / Semi-automatic)	22 Long Rifle	8	N/A
H	Smith & Wesson	28	S203955	PRV (Pistol / Revolver)	357 Magnum	6	100mm

FIREARM Action Type CODES

R Rifle	B Bolt	A Action
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Firearm Type		Operation Type	
R	Rifle	AF	Arrow Firing
S	Shotgun	AR	Air or Gas Operated
P	Pistol	BA	Bolt Action
C	Combination	BP	Black Powder / Percussion
M	Miscellaneous	BR	Break Action (Refers to Rifles ONLY)
		CA	Cannon
		DB	Double Barrel (Rifles & Pistols)
		HK	Humane Killer (Miscellaneous)
		LA	Lever Action (not a single shot Martini style which are RSS)
		MA	Major Part
		MG	Machine Gun
		NT	Net Gun (Misc)
		PA	Pump Action
		PB	Paint Ball
		RC	Revolving Cylinder
		RV	Revolver
		SA	Semi-Automatic
		SB	Single Barrel (Shotgun)
		SD	Side by Side
		SS	Single Shot (Rifle)
		TB	Three Barrel (Combination)
		TR	Tranquilliser
		UO	Under & Over

To measure a Revolver Barrel – open the cylinder and measure from the rear of the barrel (forcing cone) to the muzzle (do not measure cylinder length and include it) - include any permanently fixed barrel extensions.

To measure a Pistol Semi-Automatic barrel – pull back the slide or remove the barrel so you can measure from the breach to the muzzle or put a rod down the barrel and measure from face of the bolt to the muzzle - include any permanently fixed barrel extensions.

To measure Pistol Single Shot barrel– break open or pull the bolt back and measure from breach to muzzle or put a rod down the barrel and measure from the face of the bolt to the muzzle - include any permanently fixed barrel extensions.

A **Rifle Lever Action (RLA)** is a repeating rifle, not a **single shot rifle (RSS)**. A **Single Shot Rifle** may use a bolt or a lever to operate but can only fire a single shot – no magazine.



Section 9: Privacy Disclosure

Information is authorised to be collected under Section 9 of the *Firearms Act* and then shared with other Law Enforcement Agencies under the exemption in Section 70(a) of the *Information Act* (including the use of facial imagery to match with other police intelligence 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 the questions.

You can contact the Interpreting and Translating Service NT in person and by mail, 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

Additional Information

PASTORALIST / FARMER / HORTICULTURALIST / OTHER OCCUPATIONAL REQUIREMENT

- A copy of your Primary Producers Concession, or
- A copy of your business registration/ABN (as applicable), and
- A typed letter detailing the reasons/needs for requiring these licences & categories of firearms.

SAFARI GUIDES / TOUR OPERATORS – supply appropriate to your Safari or Tour Operation type

- A copy of your current business registration (as applicable), and
- A typed letter detailing the reasons/needs for requiring these licences & the categories of firearms.
- A map or maps showing safari/tour locality in relation to the nearest major towns and Communities and detailing the specific concessions (safari areas) you operate in and include any permanent campsite locations,
- If on Private Property - a currently dated contractual agreement including the dates it's in force for,
- If on Aboriginal Land – a legally binding contract or agreement from the respective Registered Aboriginal Business, Land Trust or Council (NLC/CLC) (letters from individual traditional owners are not acceptable),
- If using another safari operators concession – a copy of the agreement with that company/operator including dates it is valid for (from – to) – don't put "until otherwise advised" – show clear dates,
- Supporting documentation – copies of Tourist Vehicle (TV) registration for client transport, public liability insurance, etc., (as applicable)
- A copy of your current tour operators licence/s (if applicable),
- A copy of any returns/receipts to demonstrate that you are actively trading as a safari/tour operator, and
- A copy of current vessel registration if conducting fishing tours (if applicable),

PET MEAT / FERAL ANIMAL SHOOTERS / ANIMAL WELFARE OR CONTROL

- A copy of any current pet meat or culling/shooting contracts and/or slaughter licence,
- A copy of your business registration/ABN (as applicable), and
- A typed letter detailing the reasons/needs for requiring these licences & categories of firearms.



SECURITY FIRM

- Details of your Private Security Licence (Firm) issued by the Private Security Licensing Authority,
- Type of services you provide that require the carriage of firearms (i.e.): static guards (for what purposes), cash and/or valuables escorts – including refilling or repairing ATM machines (type and frequency), alarm response (to premises with cash and valuables), other (please detail),
- To whom you provide these services (without disclosing commercial details of any contractual arrangements) – must be current contracts (new or old); you cannot get a security firearm licence in the hope of attracting business,
- Details of any special conditions that you feel should be considered for licensing purposes,
- 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.

NOTE: Security Firm Employees must complete an annual firearm training course to ensure currency of training.