



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 (8am – 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

- a firearms dealer licence authorises the holder to possess, use and deal in only firearms of a category specified in the licence
- a firearms Dealer licence does not authorise the repair of firearms (refer Armourer's Licence)
- firearms dealer licence in respect of category C, D or H firearms is only issued to an applicant who has held a firearms dealer licence for a minimum of 12 months and can produce evidence that the applicant derives a substantial part of their income from dealing in firearms
- dealers are required to notify the Firearms Policy and Recording Unit of the sale of a firearm by way of a transaction receipt detailing the NFID template ID and all other relevant details of the firearm
- provide a brief description of genuine reason and need, accompanied by a detailed letter of intent, using the registered business letterhead (if you have one). The letter should include the following:
 - detail what type of business you already run or intend to set up and why your business requires firearms to operate
 - where the business will actually be conducted
 - the medical plan on procedures that are in place in case of an accident involving firearms.
- proof of business registration certificate
- the business representative must sign the application for a firearms dealer Licence.
- reissuing of a firearms dealer licence the business representative must include a list of all firearms in the possession of the dealership
- all sections of the application must be completed
- provide all supporting documentation at the time of submission
- incomplete applications will not be accepted
- payment must be made at the time the application is submitted

Firearms categories

The licence type 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 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

Close associates

Dealers are required to provide details of all close associates involved in the business and not listed as an employee or representative. Provide details required under the [NT Firearms Regulations 1997](#), Part 4 Section 32 (3)(c)(i)

- full name
- address
- date of birth
- nature of association (e.g. silent partner etc.)

If a change occurs in the close associates of the holder of a firearms dealer licence, the holder must give the Commissioner written notice within 7 days after becoming aware of the change, setting out the name and address of each person who is a close associate of the holder and particulars of the nature of the person's association with the holder.

Details of premises to be used

- **Ownership:** applicant to select the ownership status of the premises. If the premises used for the Dealership is not owned by you, provide details of the owner's Full Name, contact details and current residential address.
- **In-charge:** specify that you are/you are not in-charge of the premises. If NO is selected, specify who is in-charge.

A Dealer licence may not be granted if the Commissioner is not satisfied that the applicant will be the person primarily responsible for the control and management of the business/Dealership and firearms to be carried on under the authority of the licence.

- **Building:** Provide details of the premises to be used/in use for the dealership where firearms are stored and deal in. The building/premises must be permanent building.

Storage and safekeeping of firearms

Applicants must comply with the storage requirements outlined in the [NT Firearms Regulations 1997](#) (Schedule 2 and 3), and 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 include a storage form with their firearm application:

- self-storage
Attach PF482 Permission to inspect premises
- storage with the dealer or another licence holder
Attach PF492 Permission to store firearms notice

Training

Provide details of the firearms training provider who conducts the training for all employees under the firearms Dealers 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 dealer firearms (including office staff that have access to firearms) must hold a current employee licence linked to the Dealer licence.

Provide details of the employees that access the dealer firearms:

- full name
- date of birth
- employee licence number
- physical residential address

Employee licence and supporting licenses/qualifications/certifications 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 business representative to manage the supporting requirements and must inform FPRU of any changes including changes to the employment conditions etc.

What you need to bring?

- must provide 100 point [proof of identity](#) (Business Representative)
- letter of intent
- copy of Business Registration certificate
- evidence that the applicant derives a substantial part of their income from dealing in firearms (category C, D and H licences only)
- reissuing of a firearms dealer licence must include a list of all firearms in the possession of the dealership
- storage and safekeeping form

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