

Evidence required to hold a new Victorian Firearm Licence

Category A & B

Genuine Reason Evidence required for a Body Corporate

Sport / Target Shooting

Choose from one of the following:

A copy of the Body Corporate's current Approved Longarm Target Shooting Club or Organisation membership card; or
A copy of the current Body Corporate's Approved Longarm Target Shooting Club or Organisation Certificate.

Hunting

The Body Corporate must:

1. Produce written evidence that the Body Corporate owns, occupies or manages the land on which they intend to hunt; or
2. Provide a membership card of a Shooting Club or Shooting Organisation which is approved by the Chief Commissioner; or
3. Produce written evidence from the owner or manager of any privately owned land on which they intend to hunt that they may be permitted from time to time to use that land for the purposes of hunting; or
4. Produce the licence if the Body Corporate is the holder of a game licence issued under the *Wildlife Act 1975*; or
5. Produce written evidence that they are from time to time formally employed, engaged or contracted to shoot pest animals or take game; or
6. Produce written permission to hunt pest animals on Crown land, from the Secretary to the Department of Environment of Land Water and Planning (DELWP) or from any person nominated by the Secretary to give that permission.

Primary Production

Evidence that the Body Corporate is regularly engaged in the business of Primary Production as follows:

1. As an owner, manager or lessee e.g. the most recent Rates Notice (must not be more than 12 months old from date of issue) of the land used for Primary Production purposes. The land must be located in a 'rural' setting and be at least 5 acres (2 hectares) in size; and

Note: If the rates notice is in the company name, attach an official Australian Securities & Investment Commission (ASIC) document that shows the Nominee details.

2. A document describing the type of Primary Production business conducted on the property, the location, the total hours spent on Primary Production activities and it must be dated and signed by the owner; and
3. An Australian Business Number (ABN) that relates to the Primary Production business. If an ABN is not available, alternative forms of evidence can include: the most recent income tax assessment (must not be no more than 12 months old from date of issue) showing the business of Primary Production; or a letter from a tax agent or accountant (must not be more than 12 months old from date of issue) declaring that the

Body Corporate is a Primary Producer in accordance with the Australian Taxation Office (ATO) assessment criteria.

Security Organisation

The Body Corporate must hold a current Private Security Business Licence including armed guard activities and/or cash-in-transit activities and provide the following:

1. Copies of current security contracts; and
 2. A copy of current business plan; and
 3. A copy of current insurance details related to this business; and
 4. A letter (on official letterhead that is dated and signed by the Nominee/Responsible Officer), that lists the duties to be performed whilst in possession of the specified class of firearm.
-

Prison Organisation

Proof that the Body Corporate is a contractor or sub-contractor within the meaning of the *Corrections Act 1986*, as follows:

1. If the Body Corporate is applying as a Contractor: provide a copy of the relevant agreement; or
 2. If the Body Corporate is applying as a Sub-Contractor: provide a copy of the contractor's agreement and a letter from the contractor stating the Body Corporate is contracted to undertake duties as part of the agreement.
-

Official, commercial or prescribed purpose or for purpose authorised by an Act or Regulations

Provide sufficient information and documentation to support the genuine reason of official, commercial or prescribed purpose or for a purpose authorised by an Act or Regulations relating to your application; or contact Licensing & Regulation Division (LRD) on 1300 651 645 for the evidence requirements for these genuine reasons.

Category C, D or E Longarms

Genuine Reason	Evidence required for Body Corporate
----------------	--------------------------------------

Primary Production
(Category C only)

1. Evidence that the Body Corporate is substantially engaged in the business of Primary Production as follows:
2. As an owner, manager or lessee e.g. the most recent Rates Notice (must not be more than 12 months old from date of issue) of the land used for Primary Production purposes. The land must be located in a 'rural' setting and be at least 5 acres (2 hectares) in size.

Note: If the rates notice is in the company name, attach an official Australian Securities & Investment Commission (ASIC) document that shows the Nominee details.

3. A document describing the type of Primary Production business conducted on the property, the location, the total hours spent on Primary Production activities and it must be dated and signed by the owner; and
 4. An Australian Business Number (ABN) that relates to the Primary Production business. If an ABN is not available, alternative forms of
-

evidence can include: the most recent income tax assessment (must not be no more than 12 months old from date of issue) showing the business of Primary Production; or a letter from a tax agent or accountant (must not be more than 12 months old from date of issue) declaring that the Body Corporate is a Primary Producer in accordance with the Australian Tax Office (ATO) assessment criteria; and

4. Provide a sufficient explanation as to why the Body Corporate needs cannot be satisfied by a Category A, B firearm or by other means.

Professional Hunter (Category C or D)

The Body Corporate is to provide current written evidence that is dated within the last 12 months, indicating that the Body Corporate is substantially dependant on hunting as a source of income and provide the following:

1. A current letter from the Body Corporate's tax agent demonstrating that income was derived from professional hunting; and
2. Copies of contracts or formal agreements to hunt professionally; and
3. **(Category C only)** - Provide a sufficient explanation as to why the Body Corporate's needs cannot be satisfied by a Category A, B firearm or by other means or
(Category D only) - Include the quarry the Body Corporate intends to hunt, stating why the specific category of licence is required and why a lesser category of firearm could not meet these needs.

Official, commercial or prescribed purpose or for purpose authorised by an Act or Regulations

Provide sufficient information and documentation to support the genuine reason of official, commercial or prescribed purpose or for a purpose authorised by an Act or Regulations relating to your application; or contact Licensing & Regulation Division (LRD) on 1300 651 645 for the evidence requirements for these genuine reasons.

Heirloom Licence

Genuine Reason	Evidence required for Body Corporate
----------------	--------------------------------------

Heirloom	Heirloom is not applicable to a Body Corporate licence.
----------	---

Handguns

Genuine Reason	Evidence required for Body Corporate
----------------	--------------------------------------

Target Shooting

Choose from one of the following:

A copy of the Body Corporate's current membership card of an Approved Handgun Target Shooting Club; or

A copy of the current Body Corporate's Approved Handgun Target Shooting Club Certificate.

Security Organisation	<p>The Body Corporate must hold a current Private Security Business Licence including armed guard activities and/or cash-in-transit activities and provide the following:</p> <ol style="list-style-type: none"> 1. Copies of current security contracts related to this business; and 2. A copy of the current business plan related to this business; and 3. A copy of the current insurance details related to this business; and 4. A signed and dated letter from the Nominee on official letterhead, that lists the duties performed whilst armed.
------------------------------	--

Prison Organisation	<p>Proof that the Body Corporate is a contractor or sub-contractor within the meaning of the <i>Corrections Act</i> 1986, as follows:</p> <ol style="list-style-type: none"> 1. If the Body Corporate is applying as a Contractor: provide a copy of the relevant agreement; or 2. If the Body Corporate is applying as a Sub-Contractor: provide a copy of the contractor's agreement and a letter from the contractor stating the Body Corporate is contracted to undertake duties as part of the agreement.
----------------------------	--

Official, commercial or prescribed purpose or for purpose authorised by an Act or Regulations	<p>Provide sufficient information and documentation to support the genuine reason of official, commercial or prescribed purpose or for a purpose authorised by an Act or Regulations relating to your application; or contact Licensing & Regulation Division (LRD) on 1300 651 645 for the evidence requirements for these genuine reasons.</p>
--	--

Category E Handgun Licence

Genuine Reason	Evidence required for Body Corporate
Official, commercial or prescribed purpose or for purpose authorised by an Act or Regulations	<p>Provide sufficient information and documentation to support the genuine reason of official, commercial or prescribed purpose or for a purpose authorised by an Act or Regulations relating to your application; or contact Licensing & Regulation Division (LRD) on 1300 651 645 for the evidence requirements for these genuine reasons.</p>

Firearms or Ammunition Collectors Licence

Genuine Reason	Evidence required for Body Corporate
Firearm Collectors 1	<p>The Body Corporate must demonstrate that the firearms collected will be of obvious and significant commemorative, historical or thematic value; and A written explanation of what type of firearms the Body Corporate intends to collect e.g. range, era, type or manufacturer of firearms; and An endorsement on the application by a nominated officer of the Approved</p>

Firearms Collectors Club of which the Body Corporate is a member; and
A copy of the current Body Corporate's Approved Firearms Collectors Club membership card; or

A copy of the current Body Corporate's current Approved Firearms Collectors Club certificate; and

Note: To be eligible for this licence the Body Corporate is to have been for at least 6 months, a financial member of a Club of Firearms Collectors that has been approved by the Chief Commissioner. The Club must deal with the class of firearms the Body Corporate proposes to collect.

**Firearm
Collectors 2**

The Body Corporate must demonstrate that the handguns collected will be of obvious and significant commemorative, historical or thematic value; and
An endorsement on the application by a nominated officer of the Approved Firearms Collectors Club of which the Body Corporate is a member; and
A copy of the current Body Corporate's Approved Firearms Collectors Club membership card; or
A copy of the current Body Corporate's Approved Firearms Collectors Club certificate; and

Notes:

1. To be eligible for this licence the Body Corporate is to have held a Category 1 Firearm Collectors Licence for at least 2 years; and
2. Must also possess more than 10 handguns manufactured before 1st January 1947; and any additional handguns manufactured on or after 1st January 1947 will increase the historical value and significance of the collection.

**Ammunition
Collector**

A copy of the Body Corporate's current membership card of an Approved Organisation of Firearms Collectors or an Organisation of Ammunition Collectors; or

A copy of the current Body Corporate's Approved Firearms or Ammunition Collectors Organisation certificate.

Evidence required to renew a Victorian Firearm Licence

Category A & B

Genuine Reason Evidence required for an Body Corporate

Sport / Target Shooting Evidence required for this genuine reason is the same as a new application.

Hunting Evidence required for this genuine reason is the same as a new application.

Primary Production As an owner, manager or lessee, e.g. the most recent Rates Notice (must not be more than 12 months old from date of issue) of the land used for Primary Production purposes. The land must be located in a 'rural' setting and is at least 5 acres (2 hectares) in size; and
A document describing the type of Primary Production business conducted on the property, the location, the total hours spent on Primary Production activities and it must be dated and signed by the owner; or
A copy of a recent Tax Assessment which contains evidence of the Body Corporates continued Primary Production status; or a letter from an accountant verifying the Body Corporate's continued operation as a Primary Production Company or Incorporated Body.
Note: If the rates notice is in the company name, attach an official Australian Securities & Investment Commission (ASIC) document that shows the Nominee details.

Security Organisation A copy of a current Security Business Licence; and
Copies of current and/or future contracts requiring armed security work.

Prison Organisation No evidence is required.

Official, commercial or prescribed purpose or for purpose authorised by an Act or Regulations Provide sufficient information and documentation to support the genuine reason of official, commercial or prescribed purpose or for a purpose authorised by an Act or Regulations relating to your application; or
contact Licensing & Regulation Division (LRD) on 1300 651 645 for the evidence requirements for these genuine reasons.

Category C, D or E Longarms

Genuine Reason Evidence required for Body Corporate

Primary Production (Category C only)	<p>As an owner, manager or lessee, e.g. the most recent Rates Notice (must not be more than 12 months old from date of issue) of the land used for Primary Production purposes. The land must be located in a 'rural' setting and is at least 5 acres (2 hectares) in size; and</p> <p>A document describing the type of Primary Production business conducted on the property, the location, the total hours spent on Primary Production activities and it must be dated and signed by the owner; or</p> <p>A copy of a recent Tax Assessment which contains evidence of the Body Corporates continued Primary Production status; or a letter from an accountant verifying the Body Corporate's continued operation as a Primary Production Company or Incorporated Body.</p> <p>Note: If the rates notice is in the company name, attach an official Australian Securities & Investment Commission (ASIC) document that shows the Nominee details.</p>
--	---

Professional Hunter (Category C or D)	Evidence required for this genuine reason is the same as a new application.
--	---

Official, commercial or prescribed purpose or for purpose authorised by an Act or Regulations	Provide sufficient information and documentation to support the genuine reason of official, commercial or prescribed purpose or for a purpose authorised by an Act or Regulations relating to your application; or contact Licensing & Regulation Division (LRD) on 1300 651 645 for the evidence requirements for these genuine reasons.
--	---

Heirloom Licence

Heirloom	Heirloom is not applicable to a Body Corporate licence.
-----------------	---

Handguns

Genuine Reason	Evidence required for Body Corporate
----------------	--------------------------------------

Target Shooting	Evidence required for this genuine reason is the same as a new application.
------------------------	---

Security Organisation	Evidence required for this genuine reason is the same as a new application.
------------------------------	---

Prison Organisation	No evidence is required.
----------------------------	--------------------------

Official, commercial or	Provide sufficient information and documentation to support the genuine reason of official, commercial or prescribed purpose or for a purpose
--------------------------------	---

prescribed purpose or for purpose authorised by an Act or Regulations	authorised by an Act or Regulations relating to your application; or contact Licensing & Regulation Division (LRD) on 1300 651 645 for the evidence requirements for these genuine reasons.
--	---

Category E Handgun Licence

Genuine Reason	Evidence required for Body Corporate
Official, commercial or prescribed purpose or for purpose authorised by an Act or Regulations	Provide sufficient information and documentation to support the genuine reason of official, commercial or prescribed purpose or for a purpose authorised by an Act or Regulations relating to your application; or contact Licensing & Regulation Division (LRD) on 1300 651 645 for the evidence requirements for these genuine reasons.

Firearms or Ammunition Collectors Licence

Genuine Reason	Evidence required for Body Corporate
Firearm Collectors 1	A copy of the Body Corporates current Approved Firearms Collectors Club membership card; or A copy of the current Body Corporate's Approved Firearms Collectors Club certificate.
Firearm Collectors 2	A copy of the Body Corporates current Approved Firearms Collectors Club membership card; or A copy of the current Body Corporate's Approved Firearms Collectors Club certificate.
Ammunition Collector	A copy of the Body Corporates current membership card of an Approved Organisation of Firearms Collectors or an Organisation of Ammunition Collectors; or A copy of the current Body Corporate's Approved Firearms or Ammunition Collectors Organisation certificate.