





## Part 5 – Supporting Evidence Required

Provide all the documentation listed below. Cross the boxes below when documents have been included.

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Certificate of Incorporation (issued by Consumer Affairs Victoria)  |
| <input type="checkbox"/> | Copy of the Clubs / Organisation's Constitution (that complies with the <i>Associations Incorporation Reform Act 2021</i> ) |
| <input type="checkbox"/> | Copy of the Club / Organisation last minutes from the AGM   |
| <input type="checkbox"/> | Copy of the Range Safety Orders   |
| <input type="checkbox"/> | Evidence of Public Liability Insurance  |

## Part 6 - Acknowledgment (Secretary must complete this part)

I, (print given names)

(family name)

of (print address)

acknowledge that the particulars in this application and any attachments are true and correct and I make this acknowledgment knowing that it is an offence against section 140A(1) of the *Firearms Act 1996* to wilfully supply details that are false or misleading (maximum penalty 240 penalty units or 4 years imprisonment).

Signature of applicant:

Date

**Privacy Statement:** The personal and health information requested is being collected and used by Victoria Police for the purposes of assessment of an application for a licence, registration, permit or approval. It will be used in accordance with relevant legislation, including the *Firearms Act 1996*, *Private Security Act 2004*, *Control of Weapons Act 1990*, *Health Records Act 2001* and the *Privacy and Data Protection Act 2014*. The information may be disclosed to employers, approved bodies and other statutory authorities for the purposes of law enforcement and the administration of justice. To gain access to personal and health information held by Victoria Police, you must apply in writing to the Freedom of Information Division of Victoria Police, at [www.police.vic.gov.au](http://www.police.vic.gov.au).

## Instruction Pages for Application to become an Approved Club/Organisation

The information contained in your application is treated as Strictly Confidential

### General Instructions for the Completion of Your Application Form

#### General Principles

This form allows for a person or a body that is incorporated to apply to become an Approved Handgun Target Shooting Club/Organisation, Firearms Collectors Club/Organisation, Approved Category A/B Shooting Club/Organisation or Approved Category C Shooting Club/Organisation.

#### This Corporate Application should only be completed by:

Persons or Associations incorporated under the *Associations Incorporation Act 1981* or a similar Act from another state.

#### How to use these instruction pages:

There are six parts in the application form. These instruction pages will assist you in the completion of the form.

- The form is to be completed in black or blue pen **only**.
- Attach copies of supporting documents securely to your Application and forward to: Licensing and Regulation Division, GPO Box 2807 Melbourne 3001.
- **Any queries?** Contact Licensing and Regulation Division on telephone number 1300 651 645 or e-mail us at: [lrd@police.vic.gov.au](mailto:lrd@police.vic.gov.au). **Online Resources:** <http://www.police.vic.gov.au>.

**Do not send:** original documents or cash, cheques or money orders where a fee is payable.

Applicants must provide legible high quality copies of documents as these are imaged and recorded.

Under no circumstances should liquid paper be used on application forms or other documents

Failure to provide high quality documents will result in your application being returned for corrective action.

#### Entering Information

All dates must be entered in the format DD/MM/YYYY.

Please print in capital letters and avoid contact with the edge of the box.

When you are asked to make a choice, place a cross 'X' in the relevant box.

### Requirements of the Approved Club/Organisation

#### Handgun Target Shooting Clubs

Memberships:

- The Approved Handgun Target Shooting Club/Organisation must take the prescribed measures to ensure that any holder of a general category handgun licence whose licence has been suspended or cancelled does not take part in any handgun target shooting match conducted by the club.
- The approved club must not admit a person as a member of the club if the person is a prohibited person.
- The approved club must request the following information/documentation from each person applying to become a member:
  - Any records about the person kept by or on behalf of the Chief Commissioner; and
  - Two character references from people who are of or over the age of 18 years, who are of good repute and who have known the person for a minimum of 2 years; and
  - The names of any other Approved Handgun Target Shooting Clubs of which that person is a member of; and
  - The names of any other Approved Handgun Target Shooting Clubs which, at any time in the 5 years immediately preceding the application, the applicant has applied to join, or has had a membership of, or has had a membership cancelled or suspended, or has been refused membership of; and
  - Details of all handguns owned or possessed by the applicant; and
  - Details of any handguns (not in the possession of the applicant) for which the applicant has applied for a permit to acquire, or has previously been issued with a permit to acquire, or for which a permit to acquire have previously been refused.
- The approved club must notify the Chief Commissioner of acceptance of each new member within 28 days of having done so; and 7 days of having refused an application for membership.

In relation to a handgun target shooting match, the club must keep a record of –

- The date and place of the match; and
- Details of any handgun used by each person participating in the match; and
- The name and handgun licence number of each person participating in the match

In relation to applications for memberships, the club must keep a record of –

- A copy of each membership application that has been made; and
- Any information that had been given to the club with each such application.

The above records that are required to be kept must be –

- In writing
- Kept at the premises approved by the Chief Commissioner; and
- Be made available to a member of the police force at any reasonable time.

## Requirements of the Approved Club/Organisation (continued)

Within 3 months after the end of each calendar year the Approved Club must submit an annual report. The report is to include:

- Detailed lists of all the approved handgun target shooting matches conducted by the club during that year;
- Names of all persons who were at any time during that year a member of the club;
  - In respect, only if the club is the sole handgun target shooting club for that member; or
  - If that club has been nominated by that member as his/her principal club.
- The club must also supply a list of each approved handgun target shooting match conducted by the club that the above member competed in and details of each handgun used by that member at each such match; and
- Any approved handgun target shooting match conducted by any other Approved Handgun Target Shooting Club that the above member competed in and details of each handgun used by that member at each such match.

### Nominated Officers

The Nominated Officers of the approved club must notify the Chief Commissioner if he/she believes a member of the club who is licensed to own general category handguns or intends to apply for such a licence, is not a fit and proper person to possess, carry or use a general category handgun. The Nominated Officer must notify the Chief Commissioner within 7 days of cancelling or suspending that membership and the reasons for this.

The Nominated Officers of the Approved Club may endorse an application for a general category handgun licence if –

- The member has successfully completed a handgun safety course; and
- The member has good knowledge of firearms and firearms laws; and
- The member has safely participated in at least 5 approved handgun target shooting matches; and
- The member can comply with handgun storage requirements set out in *Schedule 4 of the Firearms Act 1996*.

The nominated officers of the Approved Club may endorse an application for a permit to acquire a handgun if –

- The member has successfully completed a handgun safety course; and
- The member has good knowledge of firearms and firearms laws; and
- The member can comply with handgun storage requirements set out in *Schedule 4 of the Firearms Act 1996*; and
- The handgun is necessary to enable the applicant to participate in a particular class of approved handgun target shooting matches conducted by the club.

### Firearm Collectors Clubs

Memberships:

- The Approved Firearms Collectors Club must not admit a person as a member of the club if the person is a prohibited person.
- The Approved Club must request the following information/documentation from each person becoming a member:
  - Any records about the person kept by or on behalf of the Chief Commissioner; and
  - Two character references from people who are of or over the age of 18 years, who are of good repute and who have known the person for a minimum of 2 years; and
  - The names of any other Approved Firearms Collectors Clubs of which that person is a member of; and
  - The names of any other Approved Firearms Collectors Clubs which, at any time in the 5 years immediately preceding the application, the applicant has had a membership of, or has had a membership cancelled or suspended, or has been refused membership of.

### Nominated Officers

The Nominated Officers of the Approved Club must notify the Chief Commissioner if he/she believes a member of the club who is has a Category 1 or Category 2 Firearms Collectors Licence or intends to apply for such a licence or possesses or intends to possess a firearm, is not a fit and proper person to possess, carry or use a firearm. The Nominated Officer must notify the Chief Commissioner within 7 days of cancelling or suspending that membership and the reasons for this.

The Nominated Officers of the Approved Club may endorse an application for a Category 1 or Category 2 Firearms Collectors Licence if –

- The member has good knowledge of firearms and firearms laws; and
- The member can comply with storage requirements set out in *Schedule 4 of the Firearms Act 1996*.

The Nominated Officers of the Approved Club may endorse an application for a permit to acquire a handgun if –

- The handgun that the member is intending to acquire is a handgun the member is entitled to hold under a Category 1 or Category 2 Firearms Collectors Licence; and
- The member understands handgun safety; and
- The member has storage arrangements for the handgun that comply with *Schedule 4 of the Firearms Act 1996*.

## Part 1 – Type of Club/Organisation

Select the type of Club/Organisation the application is for by crossing the relevant box

### Note: Fee Information

- Approved Handgun Target Shooting Clubs/Organisations and Approved Firearm Collector Clubs/Organisations: **a fee is payable.**
- Approved Category A/B or C Shooting Clubs/Organisations: **No fee** is required.

## Part 2 – Club/Organisation Details

**Name of Club/Organisation** – Record the name of the person or Club/Organisation in full, including the Registered Business Name (if applicable). Corporations must provide a copy of the 'Certificate of Registration of a Company', containing the Australian Company Number (ACN); or a Registration Number and a copy of 'Certificate of Incorporation of an Association' issued by Consumer Affairs Victoria for Incorporated Associations or an Australian Registered Bodies number issued by the Commonwealth Government.

**and/or**

A copy of Memoranda and/or Articles of Association of Constitution of the incorporated body.

**Registered Business Name** – You must provide a copy of the 'Certificate of Registration of a Business Name' if the organisation trades under a name different from that of the Corporation name.

**Australian Business Number (ABN)** – Record the Australian Business Number, or 'N/A' if you have not been issued an ABN.

**Business Number** – Please record the business number that is issued on your certificate of registration of a business name, or N/A if you have not been issued a business number.

**Postal Address** - Complete this section only if you want the licence forwarded to an address other than the corporate address.

## Part 3 & 4 – Secretary & Nominated Officer(s)

### Nominated Officer

A Nominated Officer must be appointed (more than one may be appointed). The Nominated Officer will be responsible for endorsing General Category Handgun and Category 1 and 2 Firearm Collector Licence Applications and Permits to Acquire General Category Handguns. A Personal Information Form is required to be completed if the above person has not previously submitted one or does not currently hold a firearm licence in Victoria.

### Position Held

Indicate the position the Nominated Officer holds in the Club/Organisation.

### Change of Nominated Officer or Secretary

Where the Nominated Officer(s) or Secretary changes during the course of the approval, the Licensing and Regulation Division must be informed in writing, before the occurrence. A Personal Information Form must be provided for the replacement Nominated Officer(s) or Secretary(s) if they have not previously submitted one or do not currently hold a firearm licence in Victoria.

### Other Club Office Bearers (excludes the Secretary and Nominated Officer(s))

The current other Office Bearers (i.e. President, Vice President, Treasurer and Director(s)) within the Club must complete and attach a Personal Information Form with this application, if they have not previously done so or do not currently hold a firearm licence in Victoria. This also applies to any new appointees to these positions during the course of the approval.

**Note:** To obtain a **Personal Information Form** you can download a copy from the Victoria Police website [www.police.vic.gov.au/firearms](http://www.police.vic.gov.au/firearms) select Other Firearm Forms or contact Licensing and Regulation Division either via telephone 1300 651 645 or via e-mail [lrd@police.vic.gov.au](mailto:lrd@police.vic.gov.au). **Fingerprints are not required.**

## Part 5 – Supporting Evidence Required

You must provide **all** the documentation listed below:

- **Certificate of Incorporation** – Provide a copy of 'Certificate of Incorporation of an Association' issued by Consumer Affairs Victoria
- **Clubs Constitution** – Provide a current copy of the Club / Organisations Constitution (that complies with the *Associations Incorporation Reform Act 2012*).
- Copy of the Clubs last minutes from the AGM
- Copy of the Range Safety Orders
- **Public Liability Insurance** – Provide evidence of current public Liability Insurance

## Part 6 – Acknowledgment

The Acknowledgment must be completed by the Secretary.