

Instruction Pages for Application for a Permit to Store General Category Handguns on Behalf of Another Licence Holder

Read instruction pages carefully before completing the application form.

General

This form is to be completed if a handgun owner will be absent or unable to manage the storage of their handguns for a period for one of the following reasons:

- The owner will be absent from the State, or
- the owner will be temporarily physically incapacitated.

If approved, a permit to store general category handguns will be issued for no less than 1 month and no more than 12 months.

Both the handgun owner and the person or organisation who will be temporarily responsible for the storage of the handgun must complete and sign this form.

How to use these instruction pages?

This form contains five parts, please complete each part in full.

Please complete the form in blue or black pen.

Write in capital letters, with one letter per box.

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

How to submit your application?

You can submit your application by post or email to the Licensing and Regulation Division:

By post: GPO Box 2807, Melbourne, VIC 3001

By email: lrd@police.vic.gov.au

Online Resources: www.police.gov.gov.au

Please ensure that if you are submitting your form by post that you firmly attach any supporting documents. If you are sending in your application by email, please include quality PDF copies of the form and supporting documents.

Waiting Periods for Permit

No waiting period applies for the Permit to Store General Category Handguns. The permit will be processed as soon as possible.

Fees

No fees apply for a Permit to Store General Category Handguns.

Expiry Date

A Permit to Store Handguns is valid for the period specified in the permit and cannot be for a period longer than 12 months.

Parts 1 – 3 must be completed by the handgun owner

Part 1 – Handgun Owner Details

How to Complete Part 1

Provide your current handgun licence number and the date of its expiry.

Provide your current personal details in the boxes provided. Make sure to leave a space between words.

If you have changed your name since the issue of your licence, you must provide a **certified** copy of your change of name certificate or full birth certificate that includes the schedule of any name changes or marriage certificate.

Part 2 – Type of Application

Fill in the appropriate details in accordance with your situation:

- Absent from the State for a substantial period of time – for a period greater than 1 month but no more than 12 months:
 - Complete the dates during which you will be absent
 - Provide any contact details during this period
- Temporarily physically incapacitated - for a period greater than 1 month but no more than 12 months:
 - Complete the dates (as accurately as possible) for the period of your incapacity

Part 3 – Handguns to be Stored

Please provide details of handgun(s) which are to be stored. Reference your Firearms Registration Certificate for details

Example of correctly completed form:

Make	G	L	O	C	K														
Model	1	7																	
Calibre 1	9	M	M	L	U	G	E	R		Calibre 2									
Calibre 3										Serial Number	A	B	C	1	2	3			
Type	H	P	Action	S	A	Configuration			Magazine Capacity	1	7	Barrel Length (mm)	1	5	3				

Please use the codes shown in the tables below to classify your firearm

Firearm **TYPE** codes

Firearm **ACTION** codes

A R	Air Rifle	I M	Imitation handgun
B L	Breech Loading	M A	Machine Gun
C A	Cannon	M L	Muzzle Loading
C C	Combination (Centrefire Cat B)	M O	Mortar
C F	Centre Fire Rifle	P W	Powerhead
C O	Combination (2 Calibres)	R F	Rimfire Rifle
C R	Combination (Rimfire Cat A)	R L	Rocket Launcher
D R	Drilling (3 Barrels)	S H	Shotgun
H P	Handgun	T R	Tranquilliser Gun
H U	Humane Killer	V R	Vierling

A R	Air	M Z	Muzzle Loading
A U	Automatic	P A	Pump Action
B A	Bolt Action	P H	Powerhead
B F	Blank Fire	P M	Modified Pump Action
B M	Modified Break Open	P N	Percussion
B O	Break Open	R O	Rocket Launcher
C H	Combination (Handgun)	R V	Revolver
F B	Falling Block	R X	Rolling Block
F L	Flintlock	S A	Semi Automatic
F P	Flare Pistol	S B	Sliding Breech
H L	Hammer Lock	S N	Sneider
I M	Imitation	S P	Starting Pistol
L A	Lever Action	S W	Swivel Breech
M H	Martini Henry	T D	Trap Door
M O	Mortar		

Firearm **CONFIGURATION** codes

DB	Double Barrel	IM	Imitation	RV	Revolver
SB	Single Barrel	UO	Under & Over	MB	Multi Barrel

Part 4 to be completed by the person/organisation intending to store the handgun(s)

Part 4 – Personal Information

Provide your current handgun licence number and the date of its expiry.

Provide your current personal details in the boxes provided. Make sure to leave a space between words.

If you have changed your name since the issue of your licence, you must provide a **certified** copy of your change of name certificate or full birth certificate that includes the schedule of any name changes or marriage certificate.

If this is an application for a Body Corporate or Government Department, the nominated person's name must be specified, including the Body Corporate name.

Storage Address

Please specify the storage address where the handguns will be stored.

The *Firearms Act 1996* (Schedule 4) provides for storage standards for firearms and ammunition. You must ensure your storage facilities comply with the Act. The following is a brief summary of the storage requirements for general category handguns which you must be able to satisfy.

Note: Your storage arrangements may be inspected prior to, or after, the approval of the Permit Application

General Category Handgun requirements

- The firearm must be stored in a purpose-built steel storage receptacle that—
 - (a) is of a thickness of at least 1.6mm that complies with Australian/New Zealand Standard 1594:2002 (as amended from time to time); and
 - (b) if the receptacle weighs less than 150 kilograms when it is empty—must be bolted to the structure of the premises where the firearm is authorised to be kept; and
 - (c) is locked with a lock of sturdy construction when the firearm is stored in it. The key to the container in which the firearm is stored must be kept securely in a separate room from the container when the container is not in use. This key must not be accessible to any person who is not licensed. Ammunition must be stored in a separate locked container (not with the firearm) unless the receptacle is purpose built to store ammunition.

Part 5 to be completed by the person intending to store the handgun(s) and the owner of the handgun(s)

Part 5 – Acknowledgment

The person intending to store the handgun(s) and the owner of the handgun(s) must acknowledge that they both agree for the handgun(s) listed in Part 3 to be stored at the storage address specified in Part 4 for the allocated period of time. Both parties must sign and date the relevant Acknowledgement section.

Post your completed form to:

Licensing & Regulation Division
GPO Box 2807
MELBOURNE 3001
Phone: 1300 651 645
Email: lr@police.vic.gov.au Web:
www.police.vic.gov.au

VP Form 337D



VICTORIA POLICE

Application for a Permit to Store General Category Handguns on Behalf of Another Licence Holder

Parts 1- 3 to be completed by the handgun owner

Part 1 – Handgun Owners Details

Handgun Licence Number

Expiry Date

Current Name

Family Name

First Given Name

Second Given Name

Third Given Name

Date of Birth:

Part 2 – Type of Application

Absent from the State for a substantial period of time (for a period greater than 1 month but no more than 12 months)

Effective from

To

Contact details

Mobile

Other

Email address:

Temporarily physically incapacitated (for a period greater than 1 month but no more than 12 months)

Effective from

To

Part 3 – Handguns to be stored (List the handguns that are to be stored at the alternative premises)
 If you have more than five handguns, please photocopy this page and attach it to your application. Cross if copy is attached.

Make	<input type="text"/>																								
Model	<input type="text"/>																								
Calibre 1	<input type="text"/>												Calibre 2	<input type="text"/>											
Calibre 3	<input type="text"/>												Serial Number	<input type="text"/>											
Type	<input type="text"/>	Action	<input type="text"/>	Configuration	<input type="text"/>	Magazine Capacity	<input type="text"/>	Barrel Length (mm)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Type	<input type="text"/>	Action	<input type="text"/>	Configuration	<input type="text"/>	Magazine Capacity	<input type="text"/>	Barrel Length (mm)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Calibre 1	<input type="text"/>												Calibre 2	<input type="text"/>											
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Type	<input type="text"/>	Action	<input type="text"/>	Configuration	<input type="text"/>	Magazine Capacity	<input type="text"/>	Barrel Length (mm)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 4 to be completed by the person intending to store

Part 4 – Personal Information

Current Name

Handgun Licence No. Expiry Date / /

Family Name

First Given Name

Second Given Name

Third Given Name Date of Birth: / /

Company or Organisation Name

Handgun Licence No. Expiry Date / /

Company or Organisation Name

Trading Name (If applicable)

Nominated Person

Date of Birth: / /

Storage Address

Name of Property owner/occupier

Property Name (if applicable)

Flat/Unit/Suite Number / Street Number / Lot Number

Street Name

Street Type (RD, ST, AVE, etc.)

Town/Suburb State Postcode

Schedule 4 of the *Firearms Act 1996* specifies storage requirements for firearms and ammunition.

The instruction pages describe the storage requirements of Schedule 4 of the *Firearms Act 1996*.

Do your storage facilities comply with Schedule 4 requirements? Yes No

If 'no' please explain.....

.....
.....
.....
.....

Part 5 to be completed by the person intending to store the handgun(s) and the owner of the handgun(s)

Part 5 – Acknowledgment (To be completed by the person intending to store the handgun(s))

I _____, hereby allow _____, to store the firearms
(full name) (full name)

listed in Part 3 in accordance with Schedule 4 of the *Firearms Act 1996*, at my Storage Address specified in Part 4 and understand that this is for the period from ____/____/____ to ____/____/____.

Signature Date

Acknowledgment (To be completed by the owner of the handgun(s))

I _____, hereby allow _____, to store the firearms
(full name) (full name)

listed in Part 3 in accordance with Schedule 4 of the *Firearms Act 1996*, at my Storage Address specified in Part 4 and understand that this is for the period from ____/____/____ to ____/____/____.

Signature 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.