

Evidence required to hold a new Victorian Firearm Licence

Category A or AB

Genuine Reason	Evidence required for an Individual
Sport or Target Shooting	<p>Choose from one of the following:</p> <p>A copy of the applicant's current Club or Organisation membership card for the purpose of the applicant's genuine reason; or</p> <p>A letter of endorsement on official letterhead from the Approved Shooting Club or Shooting Organisation where the applicant is a member. This letter must contain the applicant's name and be current as at the date of assessment (e.g. the membership must not be more than 12 months old from date of issue).</p>
Hunting	<p>Choose from one of the following:</p> <p>Owner of Property Evidence of continual ownership (i.e., Rates Notice that must be not more than 12 months old from the date of issue), occupancy or management of land on which you intend to hunt. The land must be located in a 'rural' setting, at least 5 acres (2 hectares) in size and the location of property is to be provided.</p> <p>Owner of Property A copy of a Certificate of Title that list's the applicant as the owner of the land. The land must be located in a 'rural' setting or is at least 5 acres (2 hectares) in size. The title must be no more than 12 months old from the date of issue.</p> <p>Occupier of Property Written evidence of either a letter or a contract from the landowner that the person is occupying the land and intends to hunt, for which they have permission. Include details, such as suitability of land (e.g., that the land is located in a 'rural' setting and is at least 5 acres (2 hectares) in size and location of property). The document must contain the applicant's name and address, location of property, the landowner's full name and contact details and must be signed and dated by the owner or manager.</p> <p>Manager of Property A copy of a rates notice for the property that the applicant manages (must not be more than 12 months old from date of issue) and proves the suitability of the land (e.g. that the land is located in a 'rural' setting or is at least 5 acres (2 hectares) in size (the size of which can be taken from the rates notice); or a letter from the owner of the land giving permission to the applicant to hunt, and stating that the applicant is the manager, occupier, or lessee of the land. The letter must provide the location and not be more than 12 months old from date of issue and proves the suitability of the land (e.g., that the land is located in a 'rural' setting or is at least 5 acres (2 hectares) in size and dated and signed by the owner.</p>

Permission to Hunt

Hunting evidence can be one of the following:

Written permission from either the owner or manager of land upon which the applicant intends to hunt (the letter must contain the applicants name, the size and location that the land is in a 'rural' setting and is at least 5 acres (2 hectares) in size and of the owner or manager's property, the owner or manager's full name and contact details and must be signed and dated by the owner or manager). This letter must be new (must not be more than 12 months old from date of issue) and not a copy of a letter previously provided.

Member of an Approved Club/Organisation

Copy of a current membership card of an Approved Shooting Club or Shooting Organisation that is approved for the activity of hunting, which is current at the time of application.

Game Licence

A copy of a current Victorian Game Licence issued by the Game Management Authority in the applicant's name.

Employed, engaged, or contracted

Written evidence in the form of a letter or a contract that specifies the applicant is from time to time formally employed, engaged, or contracted to shoot pest animals or take game.

Registration of Interest

A Registration of Interest for hunting pest animals on Crown land, which was issued by the Department of Energy, Environment and Climate Action (DEECA). The document must be in the name of the applicant and must have been issued within the last 12 months.

**Primary
Production**

Choose from one of the following:

Owner

Evidence that the applicant is regularly engaged in the business of Primary Production (as an owner) as follows:

1. Evidence of continual ownership, 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
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 applicant is a Primary Producer in accordance with the Australian Tax Office (ATO) assessment criteria.

Lessee

Evidence that the applicant is regularly engaged in the business of Primary Production (as a lessee) is as follows:

1. Evidence of your lease on the land used for Primary Production purposes. The land must be located in a 'rural' setting and is at least 5 acres in size,

and

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 signed and dated by the lessee; 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 applicant is a Primary Producer in accordance with the Australian Tax Office (ATO) assessment criteria.

Share Farmer

Evidence that the applicant is regularly engaged in the business of Primary Production (as a share farmer) as follows:

1. Evidence of the share farming arrangement on the land used for Primary Production purposes; and
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 share farmer. The land must be located in a 'rural' setting and is at least 5 acres in size; 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 applicant is a Primary Producer in accordance with the Australian Tax Office (ATO) assessment criteria.

Manager

Evidence that the applicant is regularly engaged in the business of Primary Production (as a manager) as follows:

A signed and dated document from the owner of the land who employs the applicant, listing his/her full name, contact details, the Australian Business Number (ABN), the land location and size. The land must be located in a 'rural' setting and is at least 5 acres in size; and

The document must also contain: the applicant's full name, the type of Primary Production activities undertaken as a manager and the total hours spent on Primary Production activities.

Hobby Farmer

Evidence that the applicant is regularly engaged in Primary Production activities (as a Hobby Farmer) is as follows:

1. Evidence of continual ownership, e.g., your most recent Rates Notice (must not be more than 12 months old from date of issue) of the land used for hobby farming purposes. The land must be located in a 'rural' setting and is at least 5 acres in size; and
 2. A document describing the type of hobby farming engaged on the property, the location, the total hours spent on hobby farming activities, and it must be signed and dated by the owner; and
 3. A letter from a tax agent/accountant (must not be more than 12 months
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old from date of issue) declaring that the applicant is a hobby farmer.

Employee

Evidence that the applicant is employed in the business of Primary Production as an employee (whether paid or unpaid):

A signed and dated document from the Primary Production owner or lessee or manager of the land who employs the applicant, listing his/her full name, contact details, their Australian Business Number (ABN), the land location and size. The land must be located in a 'rural' setting and is at least 5 acres or (2 hectares). The document must also contain: the applicant's full name; the type of Primary Production activities undertaken as an employee and the total hours spent on Primary Production activities.

Security Guard (as Employee)

The applicant must hold a current Private Security Individual Licence that includes armed guard activities and or cash in transit activities and provide the following:

A letter of employment from the Nominee/Responsible Officer (on official company letterhead) that indicates the hours of employment (8 hours or more per week), duties performed whilst armed with a longarm.

Prison Guard

A letter of employment (on official letterhead) dated and signed by the Nominee/Responsible Officer, that lists the applicant's duties to be performed whilst armed with a longarm.

Official, commercial or prescribed purpose or for a 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.

Evidence required to renew a Victorian Firearm Licence

Category A or AB

Genuine Reason Evidence required for an Individual

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

Security (Company or Self-employed) Evidence required for this genuine reason is the same as a new application.

Security (as employee) Evidence required for this genuine reason is the same as a new application.

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

Official, commercial or prescribed purpose or for a purpose authorised by an Act or Regulations Evidence required for this genuine reason is the same as a new application.