

Instruction Pages for Application for a Permit to Acquire a Longarm

General

This application form is to be used by current Firearms Licence holders who wish to acquire a longarm.

Waiting Periods for Permits

If this application is to acquire your first firearm, the Permit to Acquire cannot be issued until 28 days has elapsed from the receipt of your application. If you already possess other registered firearms the Permit to Acquire will be issued as soon as possible. A permit to acquire will not be issued, if your firearms licence is due to expire in less than 28 days.

How to use these instruction pages

There are Five Parts in the Permit to Acquire application form. You may not have to complete all parts. These instruction pages help you decide whether you have to fill out each part, and how to fill out the parts that apply to you.

- You can complete this form in an Adobe Acrobat Browser or download and complete the form in the Adobe Acrobat Application, using your phone/tablet/computer by typing in the text fields.
- You will then be required to print the form and complete all signature sections using a blue or black pen.

Or

- You can print and complete the form in black or blue pen.
- Attach copies of supporting documents securely to your application and forward to Licensing & Regulation Division:
GPO Box 2807 Melbourne 3001
- Online Resources: <http://www.police.vic.gov.au>

Do not send: original identification documents; cash, cheques or money orders.

Entering Information

If you are to print and complete the form, you are required to print in capital letters and avoid contact with the edge of the boxes. When you are asked to make a choice, place a cross in the appropriate box.

Multiple Acquisition of Firearms

The application can be used to acquire multiple firearms of the same licence category. A Permit to Acquire will be issued for each firearm proposed to be acquired. A separate fee is payable for each permit issued. Separate Permit Applications are to be submitted if you want to acquire multiple firearms under different licence type.

Interstate Acquisition of Firearms

A person may use a Permit to Acquire issued in Victoria to acquire a firearm from, or through, a Licensed Firearms Dealer in New South Wales or South Australia.

Part 1 - Category of Firearm and Licence Details (All applicants must complete this part)

Identify the Category of Firearm you propose to acquire from the firearm list below:

Firearm Categories	Firearm Types Applicable to this Application Form
A	Airguns; paintball firearms; rimfire rifles (includes pump action not semi-automatic) shotguns (not semi-automatic or pump action); any combination of a shotgun and rimfire rifle; muzzle loading shotguns.
B	Muzzle loading firearms (except shotguns); centre fire rifles (includes pump action not automatic or semi-automatic); any combination of shotgun, and centre fire rifle, or black powder ball firing cannon. (Category B licence automatically allows you to use Category A firearms).
C	Semi-automatic rimfire rifles (magazine capacity no more than 10 rounds); semi-automatic shotguns (magazine capacity not more than 5 rounds); pump action shotguns (magazine capacity not more than 5 rounds); tranquilliser guns.
D	Semi-automatic rimfire rifles (magazine capacity of more than 10 rounds); semi-automatic shotguns (magazine capacity of more than 5 rounds); pump action shotguns (magazine capacity of more than 5 rounds); semi-automatic centre fire rifles.
E	Machine guns, tear gas guns or projectors; shotguns or rifles with a length of less than 75cm measured parallel to the barrel; cannons (which are not black powder ball firing); mortars; bazookas; rocket propelled grenades, large calibre military firearms designed to fire an explosive or projectile.

NOTE: A Junior Firearm licence Holder cannot own firearms, but can use A and B longarms, C longarms (being shotguns) or General Category Handguns under supervision of an appropriate firearms licence holder.

How to Complete Part 1

Specify the Firearm Licence Number that the firearms will be acquired and registered under.

Part 2 - Personal Information (All applicants must complete this part)

How to Complete Part 2

Provide your current personal details in the boxes provided. Make sure to leave a space between words. 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. If you have ever changed your name, 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 applicable, you must provide your e-mail address and contact telephone details to enable Licensing & Regulation Division to contact you if a problem is encountered in the processing of your application. When providing your e-mail address, make sure you indicate the exact case, punctuation marks and location of the '@' symbol. Please specify the business or body corporate address.

Part 3 - Firearms Storage (All applicants must complete this part)

The Firearms Act 1996 (Schedule 4) provides for new storage standards for firearms and ammunition. The following is a brief summary of the storage requirements which you must be able to satisfy.

Category A and B requirements

- Purpose built steel storage receptacle – not easy to penetrate
- If the receptacle weighs less than 150kg when empty, it must be securely fixed to the floor or wall frame.
- The receptacle MUST be locked with a lock of sturdy construction when firearms are stored in it.
- The premises must be fitted with an 'intruder alarm system' if more than 15 firearms are stored on the premises.
- 'Intruder alarm system' means an alarm system which is installed, maintained and operated in accordance with Australian Standard 2201.1:2007 (as amended from time to time) and which, in the event of an intrusion, activates an audible alarm warning device and an external visible alarm warning light.
- Ammunition must be stored in a separate locked receptacle (not with the firearm) unless the receptacle is purpose built to store ammunition separately from the firearms.

Category C, D and E Longarm requirements

- Purpose built steel storage receptacle – not easy to penetrate
- If the receptacle weighs less than 150kg when empty, it must be bolted to the structure of the premises.
- The receptacle MUST be locked with a lock of sturdy construction when firearms are stored in it.
- The premises must be fitted with an 'intruder alarm system' if more than 15 firearms are stored on the premises.
- 'Intruder alarm system' means an alarm system which is installed, maintained and operated in accordance with Australian Standard 2201.1:2007 (as amended from time to time) and which, in the event of an intrusion, activates an audible alarm warning device and an external visible alarm warning light.
- The key must be carried by the licence holder or kept securely in a separate room from the receptacle.
- Ammunition must be stored in a separate locked receptacle (not with the firearm) unless the receptacle is purpose built to store ammunition separately from the firearms.

Category 1 & 2 Collectors requirements (All categories of firearms)

Firearms must be stored:

- On premises, or a part of the premises, which is permanent building and which has secure locks on all openings.
In a room where:
 - The walls of which are solid enough to be a substantial physical barrier to entry; and
 - The windows must be covered by security bars.
 Any doors:
 - Must be solid material or covered by steel sheet or reinforced by firmly fixed steel mesh;
 - Must be fitted with a lock of a dead latch type or an extra hasp and barrel bolt padlock which is of such a nature as to reduce the possibility of the door being sprung from the jamb; and
 - Hinged with concealed hinge pins or which are welded to prevent pins from being removed.
 In a container:
 - To be made of steel or another robust material;
 - Fixed to the wall or floor of the room;
 - With doors that are attached with concealed or welded hinges; and
 - When firearms are in container, it must be locked, with a lock which is so constructed as to prevent the doors of the container being easily sprung.
- The premises must be fitted with an 'intruder alarm system' if more than 5 firearms are stored on the premises.
- 'Intruder alarm system' means an alarm system which is installed, maintained and operated in accordance with Australian Standard 2201.1:2007 (as amended from time to time) and which, in the event of an intrusion, activates an audible alarm warning device and an external visible alarm warning light.
- Firearms can only be removed from the container by the licence holder.
- The key to the container in which the firearm is stored must be carried by the licence holder or kept securely in a separate room from the container, not accessible to persons who do not hold the appropriate licence.
- Any bolt or firing pin which is required to be stored separately from the firearm it is part of, must be stored in the same manner as is required for the storage of a firearm under a licence for Category A or B Longarm.

NOTE: If less than 15 Category A or B firearms are owned under a Category 1 Firearms Collectors Licence and no other firearms are stored at the premises, storage can be specified below:

- Purpose built steel storage receptacle – not easy to penetrate;
- If the receptacle weighs less than 150kg empty, it must be securely fixed to the floor or wall frame; and
- When the firearm is in the receptacle, it MUST be locked with a lock and be of sturdy construction.

Ammunition and Heirlooms Licence Requirements

- Purpose built steel storage receptacle - not easy to penetrate
- If the container weighs less than 150kg when empty, it must be securely fixed to the floor or wall frame.
- When a firearm is in the receptacle, the receptacle MUST be locked with a lock of sturdy construction.
- A firearm under an heirlooms licence may be displayed by being fixed to a wall in a manner that makes it unable to be readily removed.

Part 4 - Longarm(s) to be acquired (All applicants must complete this part)

You must provide details of the firearm(s) you wish to acquire:

- You can apply for multiple firearms of the same category.
- The licence holder may only use the permit to acquire a firearm of that Type, Action and Calibre specified.
- You can not acquire a firearm with a calibre less than or greater than that specified on the permit. Amendments to the permit by Licensed Firearm Dealers WILL NOT BE ACCEPTED.

Category A and B Longarms

Category A Longarms: Prior to applying for a Permit to Acquire you are required to identify the firearm *Type and Calibre* only.

Category B Longarms: You are required to identify the firearm *Type, Action and Calibre*. The Type, Action and Calibre of the firearm will then be printed on the permit. The full calibre details must be provided, eg 223REM, 303BRITISH, 270WIN etc. Provide the serial number and/or Police Reference Number (if known) of the firearm you are applying to acquire. With the exception of Category A firearms, you must show your genuine need/reason for the acquisition of a firearm. To show a genuine need, you have to explain why you need that particular category of firearm. For example, a recreational hunter may need different types of firearms to hunt different game. A sport and target shooter may need a number of firearms in the same category to shoot in different competitions. If you are acquiring a Category B firearm you will need to explain why your genuine need cannot be met by a Category A firearm.

Category C, D, E Longarms and Heirlooms

Category C and D Longarms: For Category C or D Permit Applications, you can only acquire and own **ONE** semi-automatic Rimfire Rifle and/or **ONE** semi-automatic shotgun or pump action shotgun. Approval may in some circumstances be granted to acquire more than one Category C firearm, being a shotgun, for the reason of clay target shooting.

If you intend to acquire a Category C, D or E Longarm, or if you are acquiring a firearm under a Heirlooms Licence, you must supply full firearm details. The full calibre details must be provided, eg. 223REM, 303BRITISH, 270WIN etc.

You must show your genuine need/reason for the acquisition of a firearm. To show a genuine need, you have to explain why you need that particular category of firearm. For example, a recreational hunter may need different types of firearms to hunt different game. A sport and target shooter may need a number of firearms in the same category to shoot in different competitions. You must explain why your genuine need can not be met by another category of firearm.

Provide the serial number and/or Police Reference Number (if known) of the firearm you are applying to acquire.

Heirlooms Licences. Your application must include a certificate of deactivation from a Licensed Firearm Dealer that the proposed firearm has been **rendered permanently inoperable** in accordance with the Firearms Act 1996, Schedule 2.

Category 1 or 2 Firearms Collectors.

The acquisition of the firearm must meet the theme of your collection which you indicated on your licence renewal/application. Provide the serial number and/or Police Reference Number (if known) of the firearm you are applying to acquire.

- If you wish to acquire a Category D or E longarm you must provide full details of that firearm and a certificate of deactivation from a Licensed Firearms Dealer that the proposed firearm(s) have been **rendered permanently inoperable** in accordance with the *Firearms Act* 1996, Schedule 2. You must also detail your genuine reason for acquiring this firearm.

Example of a correctly completed form:

Firearm Category	B	Firearm Type	C	F	Firearm Action	B	A	Firearm Configuration	B	B	Magazine/Firearm Capacity	0	5
Make:	R	E	M	I	N	G	T	O	N				
Model:	7	0	0										
You must indicate full calibre details eg. 223REM, 303BRITISH.													
Calibre 1:	2	2	3	R	E	M							
Calibre 2:													
Calibre 3:													
Serial Number: (optional)	A	B	C	1	2	3							
Police Reference Number (optional)	7	5	8	4	4	5	2						

Part 4 - Longarm(s) to be acquired (All applicants must complete this part)

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

Firearm TYPE Codes	
Code	Description
AR	Air Rifle
BL	Breech Loading
CA	Cannon
CC	Combination (Centrefire Cat B)
CF	Centre Fire Rifle
CR	Combination (Rimfire Cat A)
DR	Drilling (3 Barrel)
HP	Handgun
HQ	Antique Handgun
HU	Humane Killer
MA	Machine Gun
ML	Muzzle Loading
MO	Mortar
NF	Needle Fire
PB	Paintball Marker
PW	Powerhead
RF	RimFire Rifle
RL	Rocket Launcher
SH	Shotgun
TR	Tranquilliser Gun
VR	Vierling

Firearm Configuration Codes	
Code	Description
DB	Double Barrel - Side by Side
MX	Matchlock
MB	Multi Barrel
RV	Revolver
SA	Semi-Automatic
SB	Single Barrel
TF	Teat Fire
UO	Under and Over

Firearm ACTION Codes	
Code	Description
AR	Air
AU	Automatic
BA	Bolt Action
BF	Blank Fire
BM	Modified Break Open
BO	Break Open
CH	Combination (Handgun) Category H
FB	Falling Block
FL	Flintlock
FP	Flare Pistol
HL	Hammer Lock
LA	Lever Action
MH	Martini Henry
MO	Mortar
MX	Matchlock
MZ	Muzzle Loading
PA	Pump Action
PH	Powerhead
PM	Modified Pump Action
PN	Percussion
RB	Rolling Breech
RO	Rocket Launcher
RV	Revolver
RX	Rolling Block
SA	Semi-Automatic
SB	Sliding Breech
SC	Screw Breech
SN	Sneider
SP	Starting Pistol
SW	Swivel Breech
TD	Trap Door
TF	Teat Fire

Part 5 - Acknowledgement (All applicants must complete this part)

You must read the Privacy Statement, sign and date the Acknowledgement.

Indicate whether the application is being completed on behalf of an Individual or Business/Organisation and then follow the 'Go to Section' instructions.

If the application is being completed on behalf of a Business/Organisation, the Nominated Responsible Person must complete the acknowledgement.

Send your completed application to:
 Licensing Services Division
 GPO Box 2807
 MELBOURNE 3001
 Phone: 1300 651 645
 E-mail: licensing@police.vic.gov.au
 Web: www.police.vic.gov.au



VICTORIA POLICE

Application for a Permit to Acquire a Longarm

Read instruction pages carefully before completing application form.

Part 1 - Category of Licence that Longarm(s) to be acquired under

(All applicants must complete this part)

Specify the Firearm Licence Number that the firearm(s) will be acquired and registered under.	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
	(Licence Number)		

Part 2 - Personal Information (All applicants must complete this part)

Current Name			
Family Name	<input style="width: 100%;" type="text"/>		
First Given Name	<input style="width: 100%;" type="text"/>		
Second Given Name	<input style="width: 100%;" type="text"/>	Sex: <input type="checkbox"/> Male	<input type="checkbox"/> Female
Third Given Name	<input style="width: 100%;" type="text"/>	Date of Birth:	<input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>

Previous Name			
Have you changed your name?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If "yes", refer to instructions.

Body Corporate and/or Business Name (if applicable)			
<input style="width: 100%; height: 20px;" type="text"/>			
<input style="width: 100%; height: 20px;" type="text"/>			

Residential or Business/Body Corporate Address			
Property name (if applicable): <input style="width: 100%;" type="text"/>			
Flat / Lot etc...	Street Number	Lot Number	
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	
Street Name			Street Type (RD, ST, AVE, etc)
<input style="width: 100%;" type="text"/>			<input style="width: 20px; height: 20px;" type="text"/>
Town / Suburb		State	Postcode
<input style="width: 100%;" type="text"/>		<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

Postal Address (only complete this section if you want your permit forwarded to an address different to your residential address)			
<input type="checkbox"/> GPO Box	<input type="checkbox"/> PO Box	<input type="checkbox"/> Locked Bag	<input type="checkbox"/> Private Bag
<input type="checkbox"/> RSD	<input type="checkbox"/> RMB	Box/Bag/Street Number	
Street Name		Street Type (RD, ST, AVE, etc)	
<input style="width: 100%;" type="text"/>		<input style="width: 20px; height: 20px;" type="text"/>	
Town / Suburb		State	Postcode
<input style="width: 100%;" type="text"/>		<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

Part 4 - Longarm(s) to be acquired (continued) (All applicants to complete this part)

Genuine Need/Reason for this Firearm -

You must explain a genuine need/reason (**except Category A**) for the firearm you are applying to acquire:

- Firearms collectors, please explain how this firearm fits the theme of your collection:
- if the firearm is to be used for an official purpose, you are required to supply further documentation – eg. An authority to Control Wildlife issued by the Department of Sustainability and Environment.

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Please tick the box if the firearm to be acquired is being imported from overseas:

Firearm Collectors

If you are acquiring a firearm for the purpose of collecting, you must provide your membership details below.

What is the theme of your collection? {Cross the appropriate box(es)}:

- Commemorative Historical Thematic

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(Name of Firearm Collectors Organisation)

(Membership Number)

(Expiry Date)

Heirlooms Licences

Your application must include a certificate of deactivation from a Licensed Firearm Dealer that the proposed firearm has been **rendered permanently inoperable** in accordance with the *Firearms Act 1996*, Schedule 2.

Firearms to be Acquired from a Deceased Estate

If Longarm(s) are being acquired from a deceased estate, a letter from the Executor of the Will is required specifying:

- name, address and firearms licence number of deceased person;
- date of death of deceased person;
- name and firearm licence number of the firearm licence holder for whom the Longarm(s) have been left to as specified in the deceased's Will;
- details of all the Longarm(s) to be acquired by the firearm licence holder as specified in the deceased's Will; and
- contact details (phone numbers and address) of the Executor of the Will.

NOTE: Making a false declaration/statement is an offence against Section 140A(1) of the *Firearms Act 1996*. Maximum penalty 240 penalty units or 4 years imprisonment.

Firearm 2

Firearm Category	<input type="checkbox"/>	Firearm Type	<input type="checkbox"/>	Firearm Action	<input type="checkbox"/>	Firearm Configuration	<input type="checkbox"/>	Magazine/ Firearm Capacity	<input type="checkbox"/>
Make	<input type="text"/>								
Model	<input type="text"/>								
You must indicate full calibre details eg. 223REM, 303BRITISH.									
Calibre 1	<input type="text"/>				Calibre 2	<input type="text"/>			
Calibre 3	<input type="text"/>				Serial Number (optional)	<input type="text"/>			
								Police Reference Number (optional)	<input type="text"/>

Genuine Need/Reason for this Firearm -

You must explain a genuine need/reason (**except Category A**) for the firearm you are applying to acquire:

- Firearms collectors, please explain how this firearm fits the theme of your collection:
- If the firearm is to be used for an official purpose, you are required to supply further documentation – eg. An authority to Control Wildlife issued by the Department of Sustainability and Environment.

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Please tick the box if the firearm to be acquired is being imported from overseas:

Firearm Collectors

If you are acquiring a firearm for the purpose of collecting, you must provide your membership details below.

What is the theme of your collection? {Cross the appropriate box(es)}:

- Commemorative Historical Thematic

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(Name of Firearm Collectors Organisation)

(Membership Number)

(Expiry Date)

Part 4 - Longarm(s) to be acquired (continued) (All applicants to complete this part)

Firearm 3

Firearm Category	<input type="text"/>	Firearm Type	<input type="text"/>	Firearm Action	<input type="text"/>	Firearm Configuration	<input type="text"/>	Magazine/ Firearm Capacity	<input type="text"/>
Make	<input type="text"/>								
Model	<input type="text"/>								
You must indicate full calibre details eg. 223REM, 303BRITISH.									
Calibre 1	<input type="text"/>				Calibre 2	<input type="text"/>			
Calibre 3	<input type="text"/>				Serial Number (optional)	<input type="text"/>			
								Police Reference Number (optional)	<input type="text"/>

Genuine Need/Reason for this Firearm -

You must explain a genuine need/reason (**except Category A**) for the firearm you are applying to acquire:

- Firearms collectors, please explain how this firearm fits the theme of your collection:
- If the firearm is to be used for an official purpose, you are required to supply further documentation – eg. An authority to Control Wildlife issued by the Department of Sustainability and Environment.

Please tick the box if the firearm to be acquired is being imported from overseas:

Firearm Collectors

If you are acquiring a firearm for the purpose of collecting, you must provide your membership details below.

What is the theme of your collection? {Cross the appropriate box(es)}:

- Commemorative Historical Thematic

<input type="text"/>	<input type="text"/>	<input type="text"/>
(Name of Firearm Collectors Organisation)	(Membership Number)	(Expiry Date)

Part 5 - Acknowledgement

(This acknowledgment must be signed and dated or your application will be returned)
(Ensure that you read the Privacy Statement before signing the Acknowledgement)

Privacy Statement: The information collected in this application is being collected by Victoria Police. It will be used in accordance with the provisions of the *Firearms Act 1996*, *Private Security Act 2004*, *Control of Weapons Act 1990* and the *Information Privacy Act 2000*. Your information may be disclosed to employers, approved bodies and other statutory authorities by Victoria Police for the purpose of law enforcement and the administration of justice. Applicants may gain access to their information through application to the Victoria Police Freedom of Information Unit. Failure to provide information requested in this application may result in this application being returned.

Acknowledgment:

- a) Under what type of licence are you acquiring this Longarms permit
- | | | |
|-----------------------|--------------------------|-----------------------------------|
| Individual | <input type="checkbox"/> | Go to c) and Sign Acknowledgement |
| Business/Organisation | <input type="checkbox"/> | Go to b) |
- b) The Acknowledgement must be signed by the Nominated Responsible Person of the business/organisation. The details on the front of this application must also reflect this person's details. **Go to c)**
- c) I acknowledge that the particulars in this application and any attachments are true and correct and I make this acknowledgement 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

Date

(Day) (Month) (Year)