



# FIREARMS REGISTRY

## Instructions for completing a P559 Business, Club or Government Agency Licence Application

P559

This FACT sheet provides information on how to complete a P559 Business Firearms Licence Application.

### Licence Holder Obligations and Responsibilities

All firearms licence holders must comply with the general legislative requirements of the *Firearms Act 1996* and the *Firearms Regulation 2006*.

In addition to these general legislative requirements, there are specific legislative requirements applicable to each licence category and genuine reason. All applicants and licence holders are encouraged to familiarise themselves with both the general legislative requirements and the specific authority and conditions applicable to the genuine reason and category of your firearms licence.

A copy of the general legislative requirements applicable to all licence holders can be viewed on the Legislative Requirements and Authority and Conditions page of the Firearms Registry Internet site. For information specific to your genuine reason, see the *Firearms Act 1996* and the *Firearms Regulation 2006*.

### Firearms Safety Training

If you have never held a licence in NSW before, you are required to complete a firearms safety training course for either long arms or pistols and provide a copy of the certificate obtained when you successfully complete the course with your licence application. If your application is for both long arms and pistols you will need to complete safety training for long arms and pistols and provide a copy of both certificates with your licence application.

**Long Arms:** You must complete an approved firearms safety training course, for training providers contact:

The Firearms Safety Training Council - 02 94863077,  
Sporting Shooters Association Australia - 1300746683,  
Department of Primary Industries, Game Licensing Unit - Phone: 02 63913750,  
Your nearest firearms club or the NSW Firearms Registry.

**Pistols:** You must complete the safety training for pistols run by your club or other approved course provider. For approved course providers for pistol safety training, contact the Firearms Registry.

If you have previously held a firearms licence, either in NSW or Interstate for the same category of licence for which you are applying, you may not need to complete the course again.

### Safe Keeping and Storage of Firearms

All persons who possess a firearm in NSW must take all reasonable precautions to ensure that a firearm in their possession is kept safe, is not lost or stolen, and does not come into the possession of an unauthorised person - section 39 of the *Firearms Act 1996* (the Act).

In addition to this general requirement for the safe keeping of firearms, there are specific requirements for the safe keeping and storage of firearms prescribed by the Act. The safe keeping and storage requirements for each type and category of licence are found on the Safe Storage page on the Firearms Registry Internet site and include the Commissioners recommendations for the minimum standards for receptacles and safes.

### Business Declaration

A Business Declaration form must be completed and submitted with your firearms licence application. You may print a Business Declaration from the Licence page on the Firearms Registry Internet site.

Note, if the licence or permit is issued to a corporation, the authority extends to the company as the legal entity and persons nominated to handle firearms in the course of their duties will need to be authorised by an individual licence or permit.

### Licence Terms

A firearms licence can be issued for 2 or 5 years.

### Licence Fees

Initial licence & re-application 5 year - \$200  
Initial licence & re-application 2 year - \$100

### How do I complete the P559 Application for a Firearms Licence form?

Mark the appropriate box for new application, new category or re-application.

Also mark the box indicating if this is an application for a business, a club or a government agency. For reapplications or new category, insert the business firearms licence number.

# Instructions for completing the P559 Business Application Form

## SECTION A - BUSINESS, CLUB, GOVERNMENT AGENCY DETAILS.

Complete the business name, trading name and the contact details including business phone number, mobile phone number and email address.

## SECTION B - BUSINESS ADDRESS

Insert your full business address here. If the format does not match your address, write the details in the property field.

## SECTION C - POSTAL ADDRESS

If your postal address is the same as your business address mark the box with an 'X', otherwise, insert your postal address here. If the format does not match your address, write the details in the property field.

## SECTION D - NOMINATED PERSON DETAILS

This is the person nominated as being responsible for the day to day running of the business. The 'Last Name' & 'Given Names' box should show your full legal name. This should be the name on your birth certificate, marriage certificate, change of name certificate or passport.

Insert your NSW drivers licence number. Complete your contact details including phone numbers.

List any other names by which you have been known and supply details.

## SECTION E - FIREARMS SAFETY TRAINING NOMINATED PERSON

Insert your previous licence number or mark the box to indicate that a copy of the certification obtained when you successfully completed the safety training course is attached to your firearms licence application.

## SECTION F - LICENCE TERM

All applicants must mark the box for either a 5 year or 2 year licence.

## SECTION G - SAFEKEEPING ADDRESS OF FIREARMS

This section must be completed, even if the business does not currently own any firearms. If your firearm safekeeping address is different to your business address, insert the address in this section. If the safekeeping address is the same as the business address, mark the box.

In this section you are confirming the safe keeping address of any firearms currently in your possession or declaring the safe keeping address for firearms acquired after the issue of your licence.

The facilities for the safe keeping and storage of the business firearms must be inspected by police and a safe storage inspection event number supplied with your application. Contact your local licensing police to arrange an inspection time.

## SECTION H - PERSONAL HISTORY NOMINATED PERSON

Please answer all questions by marking the appropriate 'YES' or 'NO' box. If you answer 'YES' to any question, provide details as an attachment.

## SECTION I - DECLARATION

The application form must be signed and dated by the applicant.

## SECTION J - PAYMENT

Payment must accompany your application. You may complete the credit card details on the application form, or forward a cheque or money order made payable to the NSW Police Force with your application.

## RELATED INFORMATION

See FACT Sheets:

'Safe Storage Level One - Category A & B Requirements'

'Safe Storage Level Two - Category C, D & H Requirements'

'Transportation of Firearms'

## Firearms Registry

### Address

Locked Bag 1  
Murwillumbah NSW 2484

### Telephone

1300362562

### Interstate

02 66708590

### Fax

02 66708558

### Email

frlicensing@police.nsw.gov.au  
OR  
firearmsenq@police.nsw.gov.au

### Website

[www.police.nsw.gov.au/firearms](http://www.police.nsw.gov.au/firearms)

## Where can I find more information?

The information provided in the FACT Sheet is for general guidance only. Applicants and licensees should familiarise themselves with the *Firearms Act 1996* and the *Firearms Regulation 2006*, which are available on the NSW Legislation website - [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au).



**NSW Police Force**  
[www.police.nsw.gov.au](http://www.police.nsw.gov.au)

