



NSW Police Force
www.police.nsw.gov.au

FIREARMS REGISTRY

Instructions for Completing an Application for a Club Approval

P641

All clubs seeking approval to operate and run activities involving the possession or use of firearms must make application to the Firearms Registry for approval under the *Firearms Act 1996*.

This FACT sheet provides information on completing the P641 Application for Approval of a Target Shooting, Hunting, Pistol or Collecting Club.

What is a club approval?

A club must seek approval from the Firearms Registry to conduct activities on an approved range involving the possession or use of firearms. Members of the club can use their club membership as proof of their genuine reason to support their application for a firearms licence. After issue of the approval to operate as a firearms club, the club may seek to obtain a club firearms licence if they wish to acquire firearms for use by club members.

What kind of clubs are there?

There are four types of firearms clubs: target shooting; hunting; pistol and collecting clubs.

Who completes this application?

The P641 application form must be completed by the club secretary, or other relevant office holder, as the nominated person for the approval.

What supporting documents must accompany this application?

To support your application you will need to attach the following documents.

- * If the Club is a business entity, the Business Declaration, completed and signed, providing information concerning the business.
- * Clubs operating in NSW must supply details of the Association with which the club is affiliated.
- * A complete list of all club office bearers on the Club Executive Nomination P642 form.
- * Attach a complete list of all club members including their full name, residential address, date of birth and firearms licence number (if applicable). A club must have a minimum of 10 active members to meet the requirements for approval.
- * If you are applying for a club approval with less than 10 active members, please provide the full name, residential address, date of birth and firearms licence number (if applicable) of each member and documentation in support of having less than 10 active members (for example, a remote location). In certain circumstances a club may be approved with a minimum of 5 active members.
- * Attach a copy of the club rules and constitution.
- * Attach details of the club activities, including the number and type of meetings held each calendar year (this includes dates for AGM's), as well as any training activities or events.
- * Attach a risk assessment detailing the safety precautions the club will take when conducting its activities.
- * Clubs operating outside of NSW are not required to be affiliated with the Associations, but must supply all other supporting documentation and comply with all other requirements.
- * For Target Shooting Clubs that do not operate their own range, provide a letter from the host club confirming approval for the club to conduct target shooting competitions on the range.

Clubs in NSW must be affiliated with one of the following associations, including any other approved peak firearms association that is interstate, and that association must recommend that the approval is granted.

Air Rifle Association of Australia Inc;
Antique Arms Collectors Society of Australia
Co-operative Ltd;
Arms & Militaria Collectors' Association of NSW;
Arms Collectors Guild of NSW;
Australian Clay Target Association Inc;
Australian Deer Association;
Australian Hunters International Inc;
Australian Sporting Clays;
Federation of Hunting Clubs Inc;
Field and Game Australia Inc;
Game Management Council (Australia) Inc;
Illawarra Regional Shooting Association Incorporated;

Military Rifle Clubs Association Inc;
National Rifle Association of Australia Ltd;
NSW Field & Game Association Inc;
NSW Amateur Pistol Association Inc;
NSW Clay Target Association Inc;
NSW Muzzle Loading Association;
NSW Rifle Association Inc;
NSW Shooting Association Limited;
NSW Small Bore & Air Rifle Association;
Shooting Sports Council of NSW Inc;
South Coast Hunters Club Incorporated;
Sporting Shooters Association of Australia (NSW) Inc;
Target Rifle Australia Inc.

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How to complete the P641 form.

Section A Club Details

The P641 form is interactive and can be completed online, then printed and signed prior to sending back to the Firearms Registry.

Enter the details of the club and the date of establishment of the club in the appropriate fields.

The club must have been established for at least 3 months and a copy of the minutes must be supplied to confirm this. Select the boxes for the type of club or society and the categories of firearms which are required for each approval.

To obtain approval to use category C shotguns, target shooting clubs must be affiliated with the Australian Clay Target Association or another body approved by the Commissioner.

Complete Sections C, D & E.

Section F - Insurance

Clause 91(3)(c)(iv) of the *Firearms Regulation 2006* states that the Commissioner must not grant approval unless satisfied that the club will maintain adequate public liability AND member insurance. A copy of the insurance certificate of currency naming the club as an interested party must be supplied with the application.

Section G - Affiliation

Attach a copy, on your Association's letterhead confirming affiliation and your Association's endorsement of this application.

Section H - Personal History

The nominated person making application must complete the personal history and answer all questions.

Section I - Declaration

Print the form, then read and sign the declaration. Your completed form is then returned, with supporting documentation, to:

Firearms Registry
Locked Bag 1
Murwillumbah NSW 2484

Check list for your application

Ensure the following documents are included with your application.

- Application form P641 completed and signed.
- Association endorsement from the affiliated body.
- Complete list of all club members.
- Club Executive form P642.
- List of club activities and meetings.
- Copy of club constitution and rules.
- Risk assessment to address public safety.
- Copy of current insurance certificate.

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.

Firearms Registry

Address

Locked Bag 1
Murwillumbah NSW 2484

Telephone

1300362562

Interstate

02 66708590

Fax

02 66708558

Email

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

Website

www.police.nsw.gov.au/firearms



NSW Police Force
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