APPLYING FOR A NSW Firearms Licence or Permit

Firearms and hunting safety training: what to expect

We recommend you study the Hunter LEAP Firearms and Hunting Safety (Long-arms) Course booklet before you attempt the training. You can request an electronic version from your Hunter LEAP Firearms Safety Trainer when you schedule the course.

## Your firearms safety training kit

Check that the following items are in your kit:

* Firearms and Hunting Safety (Long-arms) Course Booklet
* Firearms and Hunting Safety Question Booklet

**Do not write on these booklets.**

* P650 Declaration form - Person shooting on an Approved Range or undertaking a Firearms Safety Training Course
* Theory Answer Sheet
* This factsheet

Please see your Hunter LEAP Firearms Trainer if you are missing any of these items.

## NSW Firearms Licence application form

**Have you received your Firearms Licence application form from the NSW Police Force Firearms Registry?**

***Yes:*** complete your pre-filled *Application for a Personal Firearms Licence* and *Genuine Reason* forms, then ask your trainer to check they are filled in correctly.

***No:*** see your Hunter LEAP Firearms Trainer before the training commences.

You can request a Firearms Licence Application by visiting the NSW Police Force Firearms Registry website: [www.police.nsw.gov.au/online\_services/firearms/licences/licence\_and\_genuine\_reasons/ online\_firearms\_licence\_application\_request](http://www.police.nsw.gov.au/online_services/firearms/licences/licence_and_genuine_reasons/%20online_firearms_licence_application_request)

## Your Hunter LEAP Trainer

Your Hunter LEAP Trainer is accredited by the Department of Primary Industries for hunter education, and approved by the NSW Police Force as a Firearms Safety Instructor.

They are a nominated representative of a Hunter LEAP Provider and are approved to conduct other hunter education courses and assessments like the R-Licence Accreditation Course. Visit [www.dpi.nsw.gov.au/hunting](http://www.dpi.nsw.gov.au/hunting) for more information on other hunter education and training courses you would like to attend.

**If you need help understanding and completing the assessment, you should notify your Hunter LEAP Trainer now.**

You should direct any questions you have about the firearms safety training course and assessment to your Hunter LEAP Firearms Trainer, including any queries about the course material.

**Note: You may ask the Hunter LEAP Firearms Trainer   
to help you understand a question but   
they will not provide any answers.**

## Before the training starts

1. Switch off your mobile phone.
2. Fill out the **P650 form – Person shooting on an Approved Range or undertaking a Firearms Safety Training Course**.If you answer ‘YES’ to any question on the declaration, you are unable complete the training until the NSW Police Force Firearms Registry gives you approval to do so.

Your Hunter LEAP Firearms Trainer will forward your completed P650 form to the NSW Police Force Firearms Registry for review and you will be informed of their decision via post.

It is a serious offence under the *Firearms Act 1996* to provide false or misleading information.

1. Fill out the **Genuine Reason** form issued by the NSW Police Force.

You must have a valid Genuine Reason for your NSW Firearms Licence application to be considered. If you have more than one Genuine Reason, you must complete **a separate Genuine Reason form for each one.**

Allowable genuine reasons for possessing and using a firearm in NSW are:

* + sport or target shooting (P660 form)
  + recreational hunting or vermin control (P661 form)
  + primary production (P662 form)
  + vertebrate pest animal control (P663 from)
  + business or employment (owner of business or employee of business) (P667 form)
  + rural occupation (P669 form)
  + animal welfare (P670-P673 form)
  + firearms collection (the collection must have genuine commemorative, historical or financial value) (P674 form)

You should have received the form that relates to the Genuine Reason/s you nominated when requesting a NSW Firearms Licence application form. Depending on the reason/s you nominate, you may need a club official, employer or landholder to complete and sign a section.

**Note:** For the Genuine Reason ‘Recreational hunting or vermin control’, you need to supply supporting evidence such as a NSW game hunting licence, hunting club membership or written permission from a landholder.

1. Fill out the *Application for a Personal Firearms Licence* (P561 form). You must complete every section.
2. **Discuss the payment** options with your Hunter LEAP Firearms Trainer before the training commences. Most trainers only accept cash payments.
3. Your Hunter LEAP Firearms Trainer will conduct a Work, Health and Safety risk assessment on the use of firearms and ammunition during the course.
4. Your Hunter LEAP Firearms Trainer will complete a Hunter LEAP Firearms and Hunting Safety (Long-arms) Course event checklist to ensure you have an adequate training space.

## During the training

1. You will view a presentation while your Hunter LEAP Firearms Trainer takes you through the Hunter LEAP Firearms and Hunting Safety (Long-arms) Course booklet and then conducts both a theory and practical assessment.

**Theory**

The theory section is assessed by a closed book, multiple-choice test. Answers to the questions are in the Hunter LEAP Firearms and Hunting Safety (Long-arms) Course booklet. While the trainer will take you through the booklet before assessing you, we recommend that you have studied the handbook before attempting the course.

Adults must complete all 30 questions and receive a minimum pass mark of 83% (25/30).  
Minors must complete first 10 questions only and receive a minimum pass mark of 70% (7/10).

**Practical**

Your Hunter LEAP Firearms Trainer will demonstrate 18 safe handling tasks using a firearm as well as a short 10 minute firearms safe handling video.

Both adult and minor applicants must be competent in 18 out of 18 tasks (100%).

1. The training should take less than 3-hours, depending on your prior knowledge of firearms and hunting safety.
2. You must not handle any firearms or ammunition without the direct supervision of your Hunter LEAP Firearms Trainer. **Any applicant in breach of this will be automatically disqualified from the training.**
3. If you are completing the Hunter LEAP Firearms and Hunting Safety (Long-arms) Course at an approved firearm range, you must abide by all the range rules. The Range officer has complete authority.

Ensure you wear all the appropriate personal protection equipment while at the range. This includes eye protection, ear protection and enclosed footwear.

1. **You must complete your own test.** Do not help others or have others assist you, or you may be asked to re-sit the test at a later date.

If you have trouble reading or understanding the course material, you must inform your Hunter LEAP Firearms Trainer before attempting the assessment.

## After the training

1. After completing the theory test, take your answer sheet to the Hunter LEAP Firearms Trainerfor marking.

**Take all the contents of your Firearms and Hunting Safety Kit with you to the marking area.** Hunter LEAP Firearms and Hunting Safety (Long-arms) Course booklets and other materials must not be taken home. Talk to your Hunter LEAP Trainerif you would like further learning material.

1. If you do not achieve the required pass mark, your Hunter LEAP Trainerwill identify tasks you are not yet competent in and give you an opportunity to correct them.

If your final mark is not sufficient to pass the course, you will be asked to study the Hunter LEAP Firearms and Hunting Safety (Long-arms) Course booklet and then re-attempt the training later.

1. When you pass the assessments, your Hunter LEAP Trainerwill complete a Hunter LEAP Firearms and Hunting Safety (Long-arms) Course Accreditation Certificate. The certificate tells the Game Licensing Unit and the NSW Police Force Firearms Registry who your trainer was, where you completed the training and your competencies.
2. You will receive two copies of your Hunter LEAP Firearms and Hunting Safety (Long-arms) Course Accreditation Certificate. Please keep the yellow copy for your records.

## Submitting your application to the NSW Police Force Firearms Registry

1. Work through the **Instructions for completing a P561 Application for a Personal Firearms Licence form** (which accompanies the application form)to ensure your application is complete
   * Ensure your *Application for a Personal Firearms Licence* is complete (you may ask your trainer for assistance) and that you have attached all the necessary supporting documentation.
   * If you are satisfied your application is complete and that all supporting documents are attached, lodge your application using the following details.

NSW Police Force Firearms Registry

Locked Bag 1

Murwillumbah NSW 2484

Your *Application for a Personal Firearms Licence* is processed by the NSW Police Force Firearms Registry. For more information, visit their website at [www.police.nsw.gov.au/\_\_data/assets/file/0016/245203/Visio-No\_Link\_2\_October\_2012\_HowToApplyForFirearmLicence.pdf](http://www.police.nsw.gov.au/__data/assets/file/0016/245203/Visio-No_Link_2_October_2012_HowToApplyForFirearmLicence.pdf)

## More information

Your Hunter LEAP Firearms Trainerwill be on hand if you require assistance during your training.

For game licensing inquiries, Hunter LEAP Firearms and Hunting Safety (Long-arms) training and hunter education, contact the Game Licensing Unit Education and Training Team on 02 9842 8351 or [hunter.leap@dpi.nsw.gov.au](mailto:hunter.leap@dpi.nsw.gov.au)

For more information on the process of applying for a NSW Firearms Licence, to track the progress of your application or any other firearms licence and genuine reason related enquiries, visit the NSW Police Force Firearms Registry website [www.police.nsw.gov.au/online\_services/firearms](http://www.police.nsw.gov.au/online_services/firearms)

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