



VICTORIA POLICE

Application for a Permit to Store General Category Handguns on Behalf of Another Licence Holder

Parts 1 - 3 to be completed by the handgun owner

Part 1 - Handgun Owners Details

Handgun Licence Number

<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>	Expiry Date	<input style="width: 20%; height: 20px;" type="text"/> / <input style="width: 20%; height: 20px;" type="text"/> / <input style="width: 60%; height: 20px;" type="text"/>
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Current Name

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

Company or Organisation Name

Company or Organisation Name	<input style="width: 100%; height: 20px;" type="text"/>									
Trading Name (If Applicable)	<input style="width: 100%; height: 20px;" type="text"/>									
Nominated Person	<input style="width: 100%; height: 20px;" type="text"/>									
Date of Birth:	<input style="width: 20%; height: 20px;" type="text"/>	/	<input style="width: 20%; height: 20px;" type="text"/>	/	<input style="width: 60%; height: 20px;" type="text"/>					

Part 2 - Type of Application

Please specify why this permit is required..... (Cross the relevant box(es) below)

Absent from the State for a substantial period of time (for a period greater than 1 month but no more than 12 months)

Effective from: / / to: / /

Contact details

Mobile Other

E-mail address

Temporarily physically incapacitated (for a period greater than 1 month but no more than 12 months)

Period from: / / to: / /

*NOTE: A medical certificate must be provided, see Part 2 of Instruction Pages.

Part 3 - Handguns to be stored (List the handguns that are to be stored at the alternative premises)

If you have more than five handguns, please photocopy this page and attach it to your application. Cross if copy attached.

Make																		
Model																		
Calibre 1							Calibre 2											
Calibre 3							Serial Number											
Type			Action			Configuration			Magazine Capacity			Barrel Length (mm)						

Make																		
Model																		
Calibre 1							Calibre 2											
Calibre 3							Serial Number											
Type			Action			Configuration			Magazine Capacity			Barrel Length (mm)						

Make																		
Model																		
Calibre 1							Calibre 2											
Calibre 3							Serial Number											
Type			Action			Configuration			Magazine Capacity			Barrel Length (mm)						

Make																		
Model																		
Calibre 1							Calibre 2											
Calibre 3							Serial Number											
Type			Action			Configuration			Magazine Capacity			Barrel Length (mm)						

Make																		
Model																		
Calibre 1							Calibre 2											
Calibre 3							Serial Number											
Type			Action			Configuration			Magazine Capacity			Barrel Length (mm)						

Instruction Pages for Application for a Permit to Store General Category Handguns on Behalf of Another Licence Holder

The information contained in your application is treated as Strictly Confidential

General

This application form is to be completed by the holder of a general category handgun licence or a firearms dealers licence who intends to store general category handguns on behalf of another general category handgun licence holder. The general category handgun owner must propose to be absent from the State for a substantial period of time, or be temporarily physically incapacitated (for a period greater than 1 month but no more than 12 months). Approval of this application is the only circumstance that the participation conditions of your target shooting licence will be waived.

How to use these instruction pages.

There are **Five Parts** in the application form. These instruction pages will assist you in the completion of the form.

- The form is to be completed in black or blue pen **only**.
- Attach copies of supporting documents securely to your Application and forward to Licensing Services Division, GPO Box 2807 Melbourne 3001.
- Any queries? Contact Licensing Services Division if you have any queries on telephone number 1300 651 645 or e-mail us at: licensingervices@police.vic.gov.au

Online Resources: <http://www.police.vic.gov.au>

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

High quality copies of documents must be provided. If documents are not clear your application will be returned.

This includes:

- Passports in particular the photograph of holder
- Drivers Licences in particular the photograph of holder
- Any other acceptable Identification Documents in particular those with a photograph
- Credit cards
- Medicare cards
- Membership cards of Shooting Clubs or Organisations
- Gaming Licences

Under no circumstances should liquid paper be used on application forms or other documents

Entering Information

All dates must be entered in the format DD/MM/YY. For example:

1	4	0	6	0	7
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Please print in capital letters and avoid contact with the edge of the box. The boxes on the right are a **good example** of how to fill in the boxes. Ensure the printed characters are all **very neat and do not cross or touch the lines of the boxes.**

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z

The example on the right has been filled in incorrectly. Printing touches or crosses the lines of the boxes. Printing like this will result in application processing delays.

B	U	E
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When you are asked to make a choice, select boxes like this: Yes No

Not like this: Yes No

Waiting Periods for Permit

No waiting period applies for the Permit to Store General Category Handguns. The permit will be processed as soon as possible.

Expiry Date

A Permit to Store Handguns is valid from the period specified in the permit, but in no case, for more than 12 months. If the period of absence or incapacitation may extend over twelve months, transferring the handguns to another licence holder via a Permit to Acquire or selling the handguns will need to be considered.

Parts 1 - 3 must be completed by the handgun owner

Part 1 - Handgun Owner Details

How to complete Part 1

Provide your current handgun licence number and the date of its expiry.

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 changed your name since the issue of your licence, 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.

Part 2 - Type of Application

Fill in the appropriate details in accordance with your situation:

- Absent from the State for a substantial period of time – for a period greater than 1 month but no more than 12 months;
 - **Complete the dates during which you will be absent**
 - **Provide any contact details during this period**
- Is temporarily physically incapacitated – for a period greater than 1 month but no more than 12 months:
 - **Complete the dates (as accurately as possible) for a period of your incapacity**
 - **You must provide a medical certificate along with your application.** The medical certificate must state the approximate period of incapacity and how it would significantly hinder your ability to use a general category handgun.

Part 3 - Handguns to be Stored (To be completed by the Handgun Owner)

Please provide details of handgun(s) which are to be stored. Reference your Firearms Registration Certificate for details.

Example of correctly completed form:

Make	G	L	O	C	K														
Model	1	7																	
Calibre 1	9	M	M	L	U	G	E	R						Calibre 2					
Calibre 3						Serial Number	A	B	C	1	2	3							
Type	H	P	Action	S	A	Configuration			Magazine Capacity	1	7	Barrel Length (mm)	1	5	3				

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

Firearm **TYPE** codes

A R	Air Rifle	I M	Imitation handgun
B L	Breech Loading	M A	Machine Gun
C A	Cannon	M L	Muzzle Loading
C C	Combination (Centrefire Cat B)	M O	Mortar
C F	Centre Fire Rifle	P W	Powerhead
C O	Combination (2 Calibres)	R F	Rimfire Rifle
C R	Combination (Rimfire Cat A)	R L	Rocket Launcher
D R	Drilling (3 Barrels)	S H	Shotgun
H P	Handgun	T R	Tranquilliser Gun
H U	Humane Killer	V R	Vierling

Firearm **ACTION** codes

A R	Air	M Z	Muzzle Loading
A U	Automatic	P A	Pump Action
B A	Bolt Action	P H	Powerhead
B F	Blank Fire	P M	Modified Pump Action
B M	Modified Break Open	P N	Percussion
B O	Break Open	R O	Rocket Launcher
C H	Combination (Handgun)	R V	Revolver
F B	Falling Block	R X	Rolling Block
F L	Flintlock	S A	Semi Automatic
F P	Flare Pistol	S B	Sliding Breech
H L	Hammer Lock	S N	Snider
I M	Imitation	S P	Starting Pistol
L A	Lever Action	S W	Swivel Breech
M H	Martini Henry	T D	Trap Door
M O	Mortar		

Firearm **Configuration** codes

D B	Double Barrel	R V	Revolver
I M	Imitation	S B	Single Barrel
M B	Multi Barrel	U O	Under & Over

Parts 4 - 5 to be completed by the person intending to store the handgun(s)

Part 4 - Personal Information

Provide your current handgun licence number and the date of its expiry.

Provide your current personal details in the boxes provided. Make sure to leave space between words.

If you have changed your name since the issue of your licence, 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.

Storage Address

Please specify the storage address where each handgun will ordinarily be stored.

The *Firearms Act 1996* (Schedule 4) provides for new storage standards for firearms and ammunition. You must ensure your storage facilities comply with the Act. The following is a brief summary of the storage requirements for general category handguns which you must be able to satisfy.

NOTE: Your storage arrangements may be inspected prior to, or after the approval of the Permit Application.

General Category Handgun requirements

- Steel safe – not easy to penetrate.
- If the safe weighs less than 150kg when empty, it must be securely fixed to the floor or wall frame.
- When a firearm is in the safe, the container **MUST** be locked with a lock of sturdy construction.
- 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 to the container in which the firearm is stored must be kept securely in a separate room from the container when the container is not in use. This key must not be accessible to any person who is not licensed.
Ammunition must be stored in a separate locked container (not with the firearm) unless the receptacle is purpose built to store ammunition.

Part 5 - Acknowledgment (To be completed by the person intending to store the handgun(s))

The person intending to store the handgun(s) must acknowledge that they allow the owner of the handgun(s) to store the handgun(s) listed in Part 3 at the storage address specified in Part 4 for the allocated period of time. This must be signed and dated by the person intending to store the handgun(s).