Notification of being an ammunition seller

This application form is for all persons who are either:

1. Applying for a New Zealand Firearms Licence for the first time AND will be operating as an Ammunition Seller; **OR**
2. A holder of a current firearms licence AND who will be operating as an Ammunition Seller. Therefore, notification may be completed:
	1. during the term of their current firearms licence;
	2. at renewal of their firearms licence.

## Who should provide notification of being an ammunition seller?

[Section 22D, Arms Act 1983](http://www.legislation.govt.nz/act/public/1983/0044/latest/DLM72622.html?src=qs)

We are requesting that you notify Police when you are a person who is responsible for the day-to-day management of a business that includes selling or supplying ammunition.

**You do not need to notify Police if you are**:

i. The holder of a New Zealand Dealer’s License, or

ii. A member of a shooting club, if the member sells ammunition –

1. to a club member, or on club premises, with the approval of the management committee of the club or a majority vote of club members; and
2. the sales revenue is used for the benefit of the club.

## What you need to do

Please ensure you read the following carefully before you begin filling in the form. An incomplete form will cause delays in processing this form.

1. **Complete this notification form**
* **Download the form to your computer or device** and enter the information requested.

**IMPORTANT NOTE**: Please save the form to your device and open it using PDF software. We recommend using Adobe Acrobat Reader. If the form is completed using a browser, the entered information may be lost if you click the ‘back’ button or if you try to save it.

1. **Fee**
* No specific fee is charged or payable when lodging this form.
1. **Get the required documents**
* You’ll need to include:
1. This notification form IF you hold a current firearms licence AND wish to notify Police that you operate a business as an Ammunition Seller, or
2. This notification form and complete and submit a [firearms licence application form](https://firearmssafetyauthority.govt.nz/manage-and-apply/licensing/firearms-licence) if you’re applying for a firearms licence for the first time AND at the same time wish to notify Police that you operate a business as an Ammunition Seller.

1. **Submit your notification to Police**
* If you hold a current firearms licence, email your notification form and any required documents to firearmslicence.applications@police.govt.nz.
* If you are applying for a firearms licence for the first time, or renewing your firearms licence, you can use MyFirearms to submit your firearms licence application, and email your notification form to firearmslicence.applications@police.govt.nz
	+ Please attach it in the ‘**Upload copies/photos of other documents**’ section. Please ensure you include the word “notification” in the filename. e.g. Bloggs Joe – Notification of ammunition seller.

**If you need more space** than is provided in each section of the notification form, record the additional information in the space provided near the end of the form, noting the relevant section reference. If you need to attach documents or additional information to your notification, please include your full name (and firearms licence number if you already have one) with each attachment.

**If you need help completing this notification form**, please Call the Firearms Enquiry Team on **0800 844 431** / 09 302 6500. Additional information is available on our website [**www.firearmssafetyauthority.govt.nz**](http://www.firearmssafetyauthority.govt.nz).

## Duration of ammunition seller

The duration you can operate as an ammunition seller is the term of your firearms licence.

**Privacy Statement**

*New Zealand Police will hold, store, use or disclose the personal information collected in accordance with the provisions of the Privacy Act 2020. This means that, where necessary, Police may use your personal information to enable it to carry out its lawful functions, including prevention, detection, investigation and prosecution of offences. Please refer to the* [*How we manage personal information*](https://www.police.govt.nz/about-us/how-we-manage-personal-information) *section of the Police website for more information.*

**NOTES**

1. Please complete all sections of the form. Please ensure you provide a comprehensive answer to each question. Incomplete answers may delay the processing of your notification.

2. Notification forms include questions which you may have been asked and answered in previous licence and / or endorsement applications. The purpose of asking these questions again is to ensure that we have the most current information available; and to ensure our record for you is correct and up to date.

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| **Section A. Notification of being an ammunition seller**  |
| A.1 I wish to notify Te Tari Pūreke that I will be selling non-prohibited ammunition as an ammunition seller | Yes [ ]  No [ ]  |
| A.2 I have never had a firearms licence |  [ ]  |
| A.3 I have a current firearms licence | Firearm licence number       |
| A.4 Endorsements held: |       |

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| **Section B. Personal information** |
| **Please do not use initials or nicknames.****Your last, first and middle names must be written in full.****If you have changed your name several times, please list all other previously used names in the space provided below (B.5) and indicate the most recent previous name.** |
| B.1.Surname      | B.2.First name      | B.3.Middle names      |
| B.4.Gender | Male [ ]  | Female [ ]  | Gender diverse [ ]  |
| B.5. Maiden/other names used |       |

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| **Section C. Ammunition seller details** |

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| **Please provide details of the name of your business, including locations. If details are not provided, this may delay processing of your notification.**  |
| C.1.Business name |       |
| C.2 Company name (for limited liability companies) |       |
| C.3 New Zealand business number |       |
| C.4 Role in the business | Owner [ ]  Senior Manager [ ] Store Manager [ ]  Other       |
| C.5 Your contact email address |       |
| C.6 Place of business | Number and Street       |
| Suburb       |
| City       | Postcode       |
| C.7 Place(s) of business (List any additional addresses)  | If you have more sites to add, do so in the space provided near the end of the form, noting the relevant section. |
| C.8 Postal Address | Same as place of business [ ]  | Different from principal place of business [ ]  |
| Number and Street       |
| Suburb       |
| City       | Postcode       |
| C.9 Please indicate your proposed ammunition business activity / activitiesRetail [ ]  Wholesale [ ]  Importation [ ]  Manufacturing [ ]  |

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| **Section D. Ammunition secure storage and record keeping** |
| Security and record keeping requirements for ammunition seller premises are set out in the Arms Act 1983. (see sections 22E and 24C.  |
| D.1 How is the ammunition in the business inventory at the business location(s) stored when not being displayed to a customer? *Select all that apply* |
|  | **Strong Room** | **Steel cabinets, etc.** | **Safes** | **Secure display cabinet** | **Other** |
| Non-prohibited Ammunition | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| If **Other** (please describe)       |
| D.2 How is ammunition available for sale displayed to customers?[ ]  Locked glass display cabinets [ ]  Glass counter units [ ]  Other (please describe)       |
| D.3 How is displayed ammunition secured against opportunist theft?      |
| D.4 Please describe in your own words how you will meet the requirement to keep records of ammunition supplies or sales set out in section 22E.      |

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| **Section E. Checklist** |
| **Before submitting your notification, have you...** |
| Answered all relevant questions? | [ ]  |
| Attached a separate sheet(s) of paper with additional information if necessary? | [ ]  |
| Signed and dated the declaration [below]? | [ ]  |

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| **Section F. Declaration** |
| **Please read the following statements and show your acceptance by ticking each box.** |
| I declare that the information I have supplied for this application is true and correct.  | [ ]  |
| I consent to the Police making inquiries into my fitness to possess firearms and to sell and supply ammunition, and authorise any person or organisation approached by the Police in this matter to release or disclose all relevant information. | [ ]  |
|  **Date**       |
| **If you have printed / handwritten this form, please sign below.** |

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| **Section G. Additional comments** |
| This space is for any additional comments you wish to add or to continue your answers to questions in this form.      |