



Application for Certification of a Shooting Range

Section 38M, Arms Act 1983

USE THE ADDITIONAL COMMENTS BOXES FOR ANY COMMENTS THAT EXCEED THE LIMITATIONS OF THE TEXT BOXES

Privacy Statement: The information provided is collected for the purpose of administration of the Arms Act 1983. 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 or disclose 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’](#) section of the Police website for more information.

Important Note(s):

- Do not use an Internet browser or Apple's Preview application to open and complete these forms. Please save the forms to your device first, close the web browser, then go to where you've saved the files and right click on PDF and select 'open with Adobe Reader DC or Pro (or similar PDF editor). Using a browser will cause the entered information to be lost if you click on the 'back' button, or if you try to save it.
- To submit your application, send the completed application form and any supporting documents electronically using the [upload page](#) on the Police website (Note: if submitting online, file types must be jpg, jpeg, png or pdf and each file size must not exceed 5MB). Alternatively, you can post it to Clubs and Ranges, Te Tari Pūreke - Firearms Safety Authority, DX PX10012, Palmerston North.
- Once you submit your application, we will calculate the appropriate fee and send you an invoice. Your submitted application won't be processed until that invoice has been paid.

Further guidance on making an application for certification of a shooting range can be found at [Te Tari Pūreke – Firearms Safety Authority website](#).

Section A. Applicant information

Note: Your last, first and middle names must be written in full.

If you have changed your name, please indicate the most recent name on the form and list all other previously used names on the appendix sheet. Return this sheet with your completed application.

1. Surname	2. First name	3. Middle names
4.	Firearms licence number	OR Drivers licence number
5.	Please tick as appropriate	5A: I am the individual proposing to operate the shooting range – please answer both A.6 and A.7, and then go to Section C (you do not need to answer Section B) 5B: I am authorised to apply on behalf of the proposed shooting range operator which is not an individual (e.g. it is a body corporate or other non-individual entity) – please answer A.6 and then Section B onwards (you do not need to answer A.7)
6.	Applicant's contact details	Physical address Postal address (if different) Email Phone
7.	Email service opt in for individual range operators	If you are an individual applying to be a range operator and have provided an email address in A.6 above, have you provided that email address as an address for service for the purposes of section 72A(1)(ca)? Yes – this will mean that Police can send official documents relevant to the range operator to this email address and they will be treated as sufficiently served or given to the range operator. If you need to update this email address, you can do so by emailing clubsandranges@police.govt.nz No – Police will communicate with the range operator at this email address where appropriate but will not use it as a way of serving official documents on the range operator.



Section B. Non-individual Range Operator Contact details

This section only needs to be completed where the proposed range operator is not an individual (in section A, question 5, box 5B will have been ticked)

1. Name of non-individual proposed range operator

(For example, if an incorporated society or club is going to operate the range, then provide the name of the society or club)

2. Contact Details for the proposed range operator

Physical address
Postal address (if different)
Phone
For the attention of: (name),
(role/position of the operator, e.g. Director (of a company), President (of a club))

3. Range operator email

4. Is this above email address provided as an address for service for the purposes of section 72A(1)(ca) of the Arms Act 1983?

Yes – this will mean that Police can send official documents relevant to the range operator to this email address and they will be treated as sufficiently served or given to the range operator. If you need to update this email address, you can do so by emailing clubsandranges@police.govt.nz
No - Police will communicate with the range operator at this email address where appropriate but will not use it as a way of serving official documents on the range operator.

5. Legal status of proposed range operator (tick one)

Registered incorporated society
Registered company
Other – specify type

Section C. Contact person for the Shooting Range

Please provide the name and contact details of at least 1 contact person for the shooting range who is of or over the age of 18 years, ordinarily resident in New Zealand, and who can be contacted when needed, about the affairs of the shooting range (this is an additional contact who is not the applicant).

1. Surname

2. First name

3. Middle name(s)

4. Contact person's relationship to the proposed range operator (e.g. director, secretary)

5. Contact Details

Physical Address
Postal Address (if different)
Email
Phone

Section D. Shooting range identifying information

1. Shooting range / multi-range site name

2. Site address

Number and street (if applicable)

Suburb (if applicable)

City (if applicable)

Postcode

3. Map reference - NZTM

Map sheet No.

Eastings

Northings

4. Number of Ranges



Section E. Shooting range activities

1. Please select one of the following	<p>The range existed as a shooting range on 24 June 2022.</p> <p>The proposed range is a new shooting range as it did not exist as a shooting range on 24 June 2022.</p> <p>This is a one-time use range. The dates for use are: _____ to _____</p>
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2. Firearms to be used on the shooting range	Rifles	Shotguns	Pistols
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3. Maximum calibre to be used on the shooting range	
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Section F. Storage of ammunition or firearms

If firearms and/or ammunition are going to be stored on the shooting range premises, those premises will need to be security compliant with the Arms Regulations 1992. In this context, “stored” includes firearms or ammunition that are on the premises of a shooting range and not in the physical possession of a firearms licence holder. Pistols, pistol magazines, and pistol carbine conversion kits must not be stored overnight on the premises of a shooting range without the prior written consent of Police. Further information can be found in the [“Secure storage and transportation guide for firearms and ammunition”](#).

1. Will firearms and/or ammunition be stored on the premises of the shooting range? (Tick all that apply)	<input type="checkbox"/> No <input type="checkbox"/> Firearms <input type="checkbox"/> Ammunition
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Section G. Dealer activities

If you are an incorporated society selling ammunition and /or firearms, you are exempt the ‘Dealer’ licence requirement and do not need to complete this section except to tick ‘No’.

1. Does the range operator intend to sell, hire, lend or otherwise supply firearms, ammunition or any other class of arms item?	<input type="checkbox"/> No <input type="checkbox"/> Yes – please provide the details below of the relevant firearms or dealer licence holder responsible for these items and this activity.
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2. Surname	3. First name	4. Middle names
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5. Dealer licence number or firearms licence number	
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Section H. Checklist

Before submitting your application, have you:	
If you are making this application for a proposed range operator that is not an individual (e.g. a company, incorporated society, or an unincorporated club), have you attached evidence that you have been authorised by the proposed range operator to make this application? e.g. meeting minutes?	<input type="checkbox"/>
Attached the range standing orders	<input type="checkbox"/>
Attached the shooting range inspection report	<input type="checkbox"/>



Section I. Declaration

Please read and complete the following:

Check all boxes

I declare that all the information I have supplied for this application is true and correct.

I declare that I have the necessary territorial authority and regional council consents to operate the shooting range.

I declare that all landowners affected or likely to be affected by the operation of the shooting range have consented to the range's operation

I am aware that if the certified range will depart from any conditions that it is subject to, a review of the certification must be requested.

I am aware that I must obtain approval from Police prior to making a change to the range standing orders which will or may affect the ballistic characteristics of the shooting range or the safe operation of the range.

I am aware that I must obtain approval from Police prior to making a change to the range standing orders. Police will review any proposed changes to ensure they do not affect the ballistic characteristics of the shooting range or the safe operation of the range (Any change to the authorised date of the range standing orders will affect all range certificates issued at the time of certification).

Sign and date the application (signature not required if electronic)

Signature

Date

Appendix

This space is for any additional comments you wish to add or to continue your answers to questions in this form. Attach separate sheets if necessary.