



Application for Approval of a Shooting Club

Section 38D, 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.
- The application fee for a certificate of approval for a shooting club is \$140 and there also an annual fee for compliance activities (\$40 if firearms or ammunition are being sold on behalf of the club, or \$30 otherwise). Indicate in section D if you wish to pay any annual fees with this application. After you submit this application, an invoice will be sent to you with payment instructions. The application will not be processed until the application is paid.

Incorporated societies: Information does not need to be provided in this application if it is publicly available on:

- the register of incorporated societies established under section 231 of the Incorporated Societies Act 2022, or
- an electronic register kept by the Registrar of Incorporated Societies under section 33 of the Incorporated Societies Act 1908.

Further information about making an application for approval of a shooting club 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. You must be authorised by the club to make the application (and in the case of a club that is not incorporated, be the club’s representative).

1. Surname	2. First name	3. Middle names
4. Firearms licence number	OR Drivers licence number	
5. Physical address	6. Telephone number	
7. Postal address (if different)		
8. Email		
9. Role in the shooting club (if any)		



Section B. Club information

Please select one of the following	<p><i>The club existed as a shooting club on 24 June 2022.</i></p> <p><i>This is a new shooting club as it did not exist on 24 June 2022.</i></p>	
1. Club Name		
2. Club premises address (if any)	Number and street	
	Suburb	
	City	Postcode
3. Club postal address	Number and street	
	Suburb	
	City	Postcode
4. Club email address		
5. Is this above email address provided by the shooting club as an address for service for the purposes of section 72A(1)(ca) of the Arms Act 1983?	<p>Yes – this will mean that Police can send official documents relevant to the club to this email address and they will be treated as sufficiently served or given to the club.</p> <p>If you need to update this email address, you can do so by emailing clubsandranges@police.govt.nz</p>	
	<p>No – Police will communicate with the club at this email address where appropriate but will not use it as a way of serving official documents on the club.</p>	
6. Is the club an incorporated society?	Yes	No
7. New Zealand Business Number (if any)		
<p>8. Please provide the names of the officers of the club below.</p> <p>An officer is a person who is a member of the committee of the club or a person occupying a position in the club that allows the person to exercise significant influence over the management or administration of the club (for example, a treasurer or a chief executive). If there is not enough space available, list all other officers and details on the appendix sheet.</p>		
Role	Role	
Surname	Surname	
First name	First name	
Middle name	Middle name	
Role	Role	
Surname	Surname	
First name	First name	
Middle name	Middle name	
Role	Role	
Surname	Surname	
First name	First name	
Middle name	Middle name	



Section D. Continued

6. Annual fees: for compliance activities \$40 if firearms or ammunition are being sold on behalf of the club, or \$30 otherwise	You may pay annual fees in advance. How many years annual fees do you wish to pay with this application? 1 year 2 years 3 years 4 years 5 years
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Section E. Storage of firearms and ammunition

If at any time firearms or ammunition are on premises used by the shooting club and not in the physical possession of a firearms licence-holder, the premises and storage facilities must meet the requirements set out in regulations 28GH and 28GI of the Arms Regulations 1992. Further information can be found in the ["Secure storage and transportation guide for firearms and ammunition"](#).

1. Will firearms or ammunition be stored on any premises used by the club? (Tick all that apply)	Ammunition
	Firearms
	No

Section F. Shooting ranges used by the club for shooting activities

- A shooting club may conduct shooting activities only on a certified shooting range.
- Please specify the range or ranges on which the club intends to conduct shooting activities organised by the club. If more than two, please indicate these ranges on the appendix sheet.

1. Range 1 Name

2. Range 1 Address	Number and Street (if applicable)		
	Rapid number (if known/applicable)		
	Suburb (if applicable)	Postcode (if applicable)	
	City (if applicable)		
3. Range 1 map reference	New Zealand Topographic Map sheet	Eastings	Northings
4. Is your club an authorised user in the range standing orders for this range?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending (an application is under way)		

5. Range 2 Name

6. Range 2 Address	Number and Street (if applicable)		
	Rapid number (if known/applicable)		
	Suburb (if applicable)	Postcode (if applicable)	
	City (if applicable)		
7. Range 2 map reference	New Zealand Topographic Map sheet	Eastings	Northings
8. Is your club an authorised user in the range standing orders for this range?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending (an application is under way)		



Section G. Checklist

Please provide copies of the documents listed in this checklist unless they are accessible via an official public domain (do not 'tick' if not provided with this application).

Evidence that you are authorised by the club to make the application on its behalf	<input type="checkbox"/>
A copy of the club's constitution or rules	<input type="checkbox"/>
A copy of any minutes of the club's last annual general meeting, or inaugural meeting if there has been no annual general meeting	<input type="checkbox"/>
Club for which ammunition or firearms are sold or supplied on behalf	
An approved financial report that provides sufficient detail to reconcile all firearms and ammunition purchased, held, sold or supplied by the club, and provide evidence that the revenue will be used for the benefit of the club	<input type="checkbox"/>
Pistol club only	
The names of all club members and the firearms licence numbers of all members holding a firearms licence	<input type="checkbox"/>
Details of the process for recording club member and visitor participation in shooting activities organised by the club	<input type="checkbox"/>

Section H. Declaration

Please read and complete the following:

I declare that all the information provided in this application is true and correct.

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

Signature	Date
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Appendix

Additional comments

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.