

# Application for Certification of a Pistol Shooting Range OR Renewal of a Pistol Shooting Range Certification (where Significant Change to Circumstances Occurred)

## Section 38S Arms Act 1983 (the Act) and Regulation 28GZM Arms Regulations 1992 (the Regs)

### This applicant is for (select one):

Application for Certification of a Pistol Shooting Range.

OR

Application for Renewal of Certification (Significant Change to Circumstances) of a Pistol Shooting Range.

### Privacy Statement

The information provided is collected for the purpose of administration of the Act and the Regs. 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.

### Instructions for Use

1. The Shooting Range Operator (SRO) or applicant submits an Application for Certification or Renewal of Certification of a pistol shooting range to Clubs and Ranges as an **initial application for certification or initial renewal of certification application**. The Clubs and Ranges email address is [clubsandranges@police.govt.nz](mailto:clubsandranges@police.govt.nz).
2. Clubs and Ranges will provide advice on the application or renewal (significant change to circumstances) process and will provide a report for further information. The report will capture range structural details and measurements, range standing orders (RSO) requirements, and any other information the Commissioner may reasonably require.
3. On completion of the report, the SRO or applicant will submit their updated **final application for certification or final renewal of certification application** and provide any additional documents.
4. A physical inspection of the range by the Clubs and Ranges team may then occur.
5. The application, completed report, and additional documents, are reviewed by the Clubs and Ranges team before a decision to grant a certificate is made.

### Important Note(s)

1. Significant change to the circumstances of a pistol shooting range means any changes to the design, construction, or operation of the shooting range that have, or may have, a material impact on the safety or ballistic characteristics of the shooting range.
2. 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.
3. 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 email it to [clubsandranges@police.govt.nz](mailto:clubsandranges@police.govt.nz), or post it to Clubs and Ranges, Te Tari Pūreke - Firearms Safety Authority, DX PX10063, Palmerston North.
4. Once you submit your application, the appropriate fee will be calculated, and an invoice will be emailed to you with payment instructions. Your submitted application won't be processed until that invoice has been paid.
5. For further information, refer to the Clubs and Ranges page on [Te Tari Pūreke - Firearms Safety Authority](https://www.police.govt.nz) website.

## Section A. Applicant or Shooting Range Operator 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.

Surname

First name

Middle name(s)

Firearms licence **OR** Drivers licence number

New Zealand business number (if any)

### Please tick as appropriate

I am the individual proposing to operate the shooting range – please answer the **rest of Section A** and then **go to Section C** (you do not need to answer Section B).

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 the **contact details on Section A** and then **Section B onwards** (you do not need to answer the email service opt in question in Section A).

### Applicant contact details

Physical address

Postal address (if different)

Email

Phone number

### 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 above, have you provided that email address as an address for service for the purposes of section 72A(1)(ca) of the Act and in accordance with regulation 28F(2)(e) of the Regulations.

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](mailto:clubsandranges@police.govt.nz).

No – please provide the email address for service that Police can send official documents relevant to the range operator that will be treated as sufficiently served or given to the range operator.

Email

## 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 will have been ticked)

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)

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)

Range operator email

Is this above email address provided as an address for service for the purposes of section 72A(1)(ca) of the Act and in accordance with regulation 28F(2)(e) of the Regs.

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](mailto:clubsandranges@police.govt.nz)

No – please provide the email address for service that Police can send official documents relevant to the range operator that will be treated as sufficiently served or given to the range operator.

Email

Legal status of proposed range operator (please tick one)

- ☐ Registered incorporated society
- ☐ Registered company
- ☐ Body corporate
- ☐ Other – specify type

## Section C. Contact Person for the Pistol Shooting Range

Please provide the name and contact details of at least 1 contact person for the pistol shooting range who is of or over the age of 18 years, ordinarily resident in New Zealand, and who can be contacted about the affairs of the pistol shooting range.

Tick here if the contact person is the same person as the applicant, and move to **Section D**.

Surname First name Middle name(s)

Physical address

Postal address (if different)

Email Phone number

## Section D. Pistol Shooting Range Identifying Information

Are you applying for the application (or renewal) of multiple ranges on the same site?

☐ Yes ☐ No

If **Yes**, how many ranges?

Range Address (Number, street, suburb, city, postcode)

### Map reference

Map sheet Number Eastings Northings

## Section E. Types of Firearms, Air Rifles or Air Pistols to be Used on the Range

List the types of firearms, air rifles or air pistols to be used, or are being used, on the range

Maximum calibre to be used, or being used, on the range

## Section F. Storage of Ammunition or Firearms

If any firearms or ammunition, or both, are stored overnight on the premises and storage facilities of a pistol shooting range, those premises will need to be security compliant with the Arms Regulations 1992. Any overnight storage of pistols, pistol magazines and PCKs must have Police consent (regulation 28GZK(4) of the Regs). Further information can be found in the “[Secure storage and transportation guide for firearms and ammunition](#)”.

Will firearms, airguns (rifles/pistols) and/or ammunition be stored on the premises of the shooting range? (Tick all that apply)

- ☐ No
- ☐ Ammunition – Refer to page 18, section 5, of the Secure storage and transportation guide for firearms and ammunition at the link above
- ☐ Firearms as listed at Section E

## Section G. Selling Ammunition or Firearms

If the range is operated by a shooting club, has the intention to sell ammunition and/or firearms been captured in the club application form?

- ☐ No – complete the ammunition detail below
- ☐ Yes – move to **Section H**
- ☐ Not Applicable – the range operator is not a shooting club. Complete the ammunition detail below

### Ammunition

If you are a range operator who is not a shooting club, and you are intending to sell ammunition on your range, you need to hold a dealer’s licence. For detailed information, please visit the [Te Tari Pūreke – Firearms Safety Authority](#) website.

If you are a shooting club that has not included their intention to sell ammunition and/or firearms in the club application form, and you sell ammunition at your range, you are subject to specific legal requirements and responsibilities. For detailed information, please visit the [Te Tari Pūreke – Firearms Safety Authority](#) website.

Does the range operator intend to sell ammunition?

☐ No ☐ Yes

## Firearms

If you are not operating as a shooting club, and you intend to sell, hire, lend, or otherwise supply a class of arms items, you are subject to specific legal requirements and responsibilities. For detailed information, please visit the Te Tari Pūreke – Firearms Safety Authority website.

Does the pistol shooting range intend to sell, hire, lend or otherwise supply firearms or any other class of arms item?

No

Yes – please provide the details below of the relevant dealer licence holder responsible for this activity.

Surname

First name

Middle name(s)

Dealer's licence number **OR** Firearms licence number

## Section H. Changes to Circumstances

Complete this section only if this is an application for renewal of certification. If not, proceed to **Section I – Checklist**.

If there have been any significant changes to the circumstances of a certified pistol shooting range in the previous 5 years, list the details below. For a definition of significant changes to the circumstances, refer to Important Notes on first page.

## Section I. Checklist

### Before submitting your application, have you

Attached evidence that you have been authorised by the proposed range operator to make this application for a range operator that is not an individual (e.g. a company, incorporated society, or an unincorporated club) e.g. meeting minutes?

Attached the range standing orders approved by Police if available.

**Note:** Approved range standing orders will be required before the range certification is granted.

Attached the completed Pistol Shooting Range Report provided by Clubs and Ranges Te Tari Pūreke – Firearms Safety Authority.

## Section J. Declaration

### Please read and complete the following

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

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

I declare that all landowners whose property is used for the operation of the pistol shooting range and its associated danger area, have consented to its operation.

**Note:** In accordance with section 38T of the Act, on receipt of your application, the Commissioner may make any inquiries and request any further information or documents considered necessary to determine whether the application should be granted.

I am aware that if the certified pistol range departs from, or has departed from, any conditions that it is subject to, that 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.

Sign and date the application if filled in hard copy, use an electronic identity credential within the meaning of section 8 of the Electronic Identity Verification Act 2012.

Surname

Initials

Signature

Date DD/MM/YYYY

## 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.