

Application for Certificate of Approval of a Pistol Shooting Club

Section 38D, Arms Act 1983 (the Act)

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 Act. 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)

1. 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.

2. 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 or post it to Clubs and Ranges, Te Tari Pūreke – Firearms Safety Authority, DX PX10063, Palmerston North.

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 on its behalf.

Surname	First name	Middle name(s)
Physical address		
Postal address (if different)		
Email	Phone number	

Section B. Pistol Shooting Club Information

Club name

Club premises address (if any) (Number, street, suburb, city, post code)

Club postal address (Number, street, suburb, city, postcode)

Club email address

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 Act and regulation 28F(2) (e) of the Arms Regulations 1992 (the Regs)?

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.

If you need to update this email address, you can do so by emailing clubsandranges@police.govt.nz.

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

Email

A pistol shooting club may not hold a certificate of approval under section 38G unless the club is registered as an incorporated society under –
(a) the Incorporated Societies Act 1908; or
(b) the Incorporated Societies Act 2022.

Registration number of the incorporated society

New Zealand Business Number (if any)

Please provide the full legal names of the officers of the pistol shooting club below.

An officer is an individual who is a member of the committee of the shooting club or an individual who occupies a position in the pistol shooting 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.

Role	Surname
First name	Middle name(s)

Role	Surname
First name	Middle name(s)

Role	Surname
First name	Middle name(s)

Role	Surname
First name	Middle name(s)

Role	Surname
First name	Middle name(s)

Section C. Contact Person

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

Club contact person

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	

Additional club contact

Surname	First name	Middle name(s)
Physical address		
Postal address (if different)		
Email	Phone number	

Section D. Pistol Shooting Club Activities

The following questions cover the pistol shooting club's activities.

List the shooting discipline or shooting disciplines of the pistol shooting club

List the aims, objectives, and proposed activities of the pistol shooting club (if you need more space, please use the appendix page)

If firearms or ammunition are to be sold or supplied on behalf of the club the application must also be supported by a financial report approved in accordance with the club's rules. This must provide evidence of a reconciliation of all firearms and ammunition purchased, held, and sold on behalf of the club and evidence that the revenue will be used for the benefit of the club.

Does the pistol shooting club intend to permit the sale of ammunition and/or firearms?

No Ammunition Firearms

If ammunition is sold to persons on behalf of a non-pistol shooting club, is the ammunition to be used on the day of sale at a shooting activity organised by the non-pistol shooting club and not taken off the premises used by the pistol shooting club.

Yes No

If **No**, then the non-pistol shooting club must keep a record (in hard copy or electronically) of the following details in respect of the sale:

(a) the name of the person who sold the ammunition (the seller); and

(b) the seller's firearms licence number; and

(c) the name of the person to whom the ammunition was sold (the purchaser); and

(d) the purchaser's firearms licence number or, if the ammunition was sold to the purchaser for use under the immediate supervision of another person who holds a firearms licence, the name and firearms licence number of that other person; and

(e) the quantity and type of ammunition sold.

Note: A pistol shooting club financial year is 12 months commencing 1 July in each year and ending on 30 June in the following year (s38J(3) of the Act.

Fees

\$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

Section E. Storage of Ammunition and Firearms

If any firearms or ammunition, or both, are stored overnight on the premises of a pistol shooting club, those premises and storage facilities will need to be security compliant with the Arms Regulations 1992. Any overnight storage of pistols, pistol magazines, and PCCKs 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 any firearms or ammunition, or both, be stored overnight on the premises of the pistol shooting club? (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

Section F. Shooting Ranges Used by the Club for Shooting Activities

A pistol shooting club may conduct shooting activities only on a certified pistol 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.

Range name

Address (Number, street, rapid number (if applicable), suburb, city, postcode)

Map reference

Map sheet number Eastings Northings

Is your club an authorised user in the range standing orders for this range?

Yes No

Range name

Address (Number, street, rapid number (if applicable), suburb, city, postcode)

Map reference

Map sheet number

Eastings

Northings

Is your club an authorised user in the range standing orders for this range?

Yes

No

Section G. Checklist**Please provide copies of the documents listed in this checklist (a copy of the club's constitution or rules will be accessed through the Incorporated Societies Register).**

Evidence that you are authorised by the club to make the application on its behalf

A copy of any minutes of the club's last annual general meeting, or inaugural meeting if there has been no annual general meeting

The names of all club members and the firearms licence numbers of all members holding a firearms licence

Details of the process for recording club member and visitor participation in shooting activities organised by the club

Club for which ammunition or firearms are sold or supplied on behalf.

A financial report approved in accordance with the club's rules, containing sufficient detail to provide a reconciliation of all firearms and ammunition purchased on behalf of the club with the firearms and ammunition held or sold on behalf of the club; and evidence that all revenue generated by the sales was used, or is to be used, for the benefit of the club

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 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.