

Application for Enrolment of a Non-Pistol Shooting Range

Section 38XE, Arms Act 1983 (the Act)

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.

Instructions for Use

1. The Shooting Range Operator (SRO) or applicant submits an Application for Enrolment of a Non-Pistol Shooting Range as an **initial application** to Clubs and Ranges. This form may also relate to a significant change to the circumstances of an enrolled non-pistol shooting range. The Clubs and Ranges email address is clubsandranges@police.govt.nz.

2. Clubs and Ranges will provide advice on the application process and will provide a report for further information. This 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 **initial 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 the application for enrolment is made.

Important Note(s)

1. Significant change to the circumstances of an enrolled non-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, 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.firearms.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

Range operator 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 28GQ(2)(e) of the Arms Regulations 1992 (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.

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 28GQ(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.

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).

☐ Shooting Club

☐ Registered incorporated society

☐ Registered company

☐ Body corporate

☐ 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 non-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 non-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. Non-Pistol Shooting Range Identifying Information

Are you applying for 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

List the association the non-pistol shooting range is affiliated with (if any)

List the discipline of the non-pistol shooting range

Is the range (or any of the ranges) an indoor or outdoor range?

☐ Indoor ☐ Outdoor ☐ Combination of indoor and outdoor

Is this a new range or an existing range?

☐ New ☐ Existing

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 on the shooting range

Maximum calibre to be used on the shooting range

Section F. Secure Storage of Ammunition or Firearms

If any firearms or ammunition, or both, are stored overnight on the premises of a non-pistol shooting range, those premises and storage facilities 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 non-pistol shooting range and not in the physical possession of a firearms licence holder. Further information can be found in the ["Secure storage and transportation guide for firearms and ammunition"](#).

Will firearms, airguns (air rifles/pistols) and/or ammunition be stored on the premises of the non-pistol 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. Sellington Ammunition and / or Firearms

If the range is operated by a shooting club, has the 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 range operator 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 firearms or dealer licence holder responsible for this activity.

Surname

First name

Middle name(s)

Dealer's licence number

Section H. 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 for the non-pistol range if available.

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

If the range standing orders are available, attached evidence that the range standing orders have been approved by—

- (a) the association the non-pistol shooting range is affiliated with (being an association that, under regulation 28GZZD, may approve the range standing orders of the non-pistol shooting range); or
- (b) the Police.

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

Section I. Declaration

Before making the final submission, please read and complete the following:

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

Note: In accordance with section 38XF of the Act, the Commissioner may, for the purpose of determining whether the information is complete and correct, make any inquiries and request any further information or documents.

I declare that all necessary territorial authority and regional council consents to operate the non-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.

I am aware that if the enrolled range departs from any conditions that it is subject to, a review of the enrolment must be requested.

The non-pistol shooting range has range standing orders that have been approved by the association the range is affiliated with or the Police (section 38XE(2)(b)(i) of the Act).

I am aware that I must obtain approval from the association the non-pistol shooting range is affiliated with (that, under regulation 28GZZD, may approve the range standing orders of the non-pistol shooting range), or the 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 the range operator of an enrolled non-pistol shooting range must ensure that notice is given to the Commissioner within 28 days after the change of any change to the range standing orders for the shooting range, including those made with the prior approval of— (a) the association the non-pistol shooting range is affiliated with (that, under regulation 28GZZD, may approve the range standing orders of the non-pistol shooting range); or (b) the Police.

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.