

# Application for Renewal of Certification of a Pistol Shooting Range (No Significant Change to Circumstances in the Previous 5 Years)

## Section 38XB of the Arms Act 1983, and Regulation 28GZN of the Arms Regulations 1992

### Privacy Statement

The information provided is collected for the purpose of administration of the Arms act 1983 (the Act) and the Arms Regulations 1992 (the Regulations). 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'](#) of the Te Tari Pūreke – Firearms Safety Authority website.

### Instructions for Use

1. The SRO, or the applicant if they are not the SRO, completes this Application for Renewal of a Pistol Shooting Range Certification (no significant change to circumstances in the previous 5 years (refer to important note(s) below). The completed application form must be submitted to Clubs and Ranges with evidence that the applicant is authorised to make the application. Applications are to be emailed to [clubsandranges@police.govt.nz](mailto:clubsandranges@police.govt.nz).
2. Clubs and Ranges will review the application and provide guidance on the renewal (no significant change to circumstances in the previous 5 years) process. They will provide a report to include range structural details and measurements. Clubs and Ranges will consult with the applicant to gather any other information the Commissioner may reasonably require.
3. A physical inspection of the range by the Clubs and Ranges team may then occur.
4. The application form, completed report, and additional documents, are considered by Clubs and Ranges before a recommendation to grant a certificate is made.

### Important Note(s)

1. No significant change to the circumstances of a pistol shooting range in previous 5 years means that there have not been 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](#) website.

## Section A. Applicant or Pistol 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 in accordance with regulation 28GZC(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 (as selected under Section A).

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 in accordance with regulation 28GZC(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

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 one 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 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 being used on the range.

Maximum calibre being used on the range

### Section F. Changes to Circumstances in the Previous 5 Years

List the details of any changes to the circumstances of the pistol shooting range in the previous 5 years, if any (refer to Important Notes on first page).

**Note:** This may include (but is not limited to) 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, security of ammunition and firearms, and the selling of ammunition and/or firearms.

### Section G. 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 proposed range operator that is not an individual (e.g. a company, incorporated society, or an unincorporated club) e.g. meeting minutes.

## Section H. Confirmation

### Please read and complete the following

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

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

**Note:** In accordance with section 38U(b) of the Act, the Commissioner may grant an application for certification if the Commissioner is satisfied that all necessary territorial authority and regional council consents to operate the pistol shooting range have been obtained.

In accordance with regulation 28GZC(3)(b), I confirm 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.