

# Application for Enrolment of a Non-Pistol Shooting Club

## Section 38M, 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, you can email it to [clubsandranges@police.govt.nz](mailto:clubsandranges@police.govt.nz) (Note: the document file size must not exceed 5MB. Additional documents can be emailed but the file types must be jpg, jpeg, png or pdf). Alternatively, you can post it to Clubs and Ranges, Te Tari Pūreke – Firearms Safety Authority, DX PX10063, Palmerston North.

### Incorporated societies

1. 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.

2. Further information about making an application for approval of a shooting club can be found at [Te Tari Pūreke – Firearms Safety Authority](https://www.firearms.govt.nz/) 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. Non-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 28GQ(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](mailto: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

**Non-pistol shooting club must be incorporated society in certain circumstances**

- (1) If firearms are sold to persons on behalf of a non-pistol shooting club.
- (2) If ammunition is sold to persons on behalf of a non-pistol shooting club. However, this does not apply if ammunition is sold to persons on behalf of the non-pistol shooting club for use on the day of sale at a club shooting activity and the ammunition is—
  - (a) used by the persons at the club shooting activity; or
  - (b) stored on the premises of the club after the club shooting activity.

Is the non-pistol shooting club an incorporated society?

Yes      No

If yes, what is the registration number of the incorporated society

New Zealand Business Number (if any)

**Please provide the full legal names of the officers of the non-pistol 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 non-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)

**Section C. Contact Person**

Please provide the name and contact details of at least 1 contact person for the non-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 non-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. Non-Pistol Shooting Club Activities

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

List the shooting discipline or shooting disciplines of the non-pistol shooting club.

List the aims, objectives, and proposed activities of the non-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 non-pistol shooting club intend to permit firearms, ammunition, or both firearms and ammunition, to be sold to persons on its behalf?

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.

DD/MM/YYYY

When does the non-pistol clubs financial year end?

### Annual fees: For compliance activities

There is no application fee, but there is an annual fee for compliance activities (\$40 if firearms or ammunition are being sold on behalf of the club, or \$30 otherwise). After you submit this application, an invoice will be emailed to you with payment instructions. 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 Firearms and Ammunition

If any firearms or ammunition, or both, are stored overnight on the premises of a non-pistol shooting club, those premises and storage facilities will need to be security compliant with the Regs. Further information can be found in the "[Secure storage and transportation guide for firearms and ammunition](#)".

Will firearms or ammunition be stored overnight on any premises used by the 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 non-pistol shooting club may conduct shooting activities only on an enrolled non-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 unless they are accessible via the registers for incorporated societies (do not 'tick' if not provided with this application).**

A copy of the club's constitution or rules

**Section H: Declaration****Please read and complete the following:**

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

I declare that I am authorised by the club to make the application on its behalf.

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.