



NSW Police Force
www.police.nsw.gov.au

FIREARMS REGISTRY

Open Day Permit

P 634

This FACT sheet provides information on the requirements for an Open Day Permit.

An Open Day involving the possession and use of firearms by persons who are not authorised by a licence or permit may be conducted by a club at an approved shooting range provided the club meets the requirements of clause 66 of the *Firearms Regulation 2006*.

What does an Open Day Permit authorise?

This permit authorises a club (within the meaning of Part 9 of the *Firearms Regulation 2006*) or shooting range, to conduct an Open Day at the club or range.

The Open Day Permit also authorises persons (open day participants) who do not hold a licence or permit to possess and use firearms under the direct supervision of the permit holder, club official, range official or firearms safety training instructor.

A Permit to Conduct an Open Day will only authorise the use of firearms registered to the club, club official, range officer or firearms licence qualification instructor.

This permit does not authorise the use of prohibited pistols or firearms or firearms registered to individual club members.

Who can apply for an Open Day Permit?

The permit will only be issued to the club secretary (or other relevant office holder if there is no secretary) or the shooting range approval holder of a club or range approved by the Commissioner of Police.

What is considered to be direct supervision?

Direct supervision must not exceed a ratio of one unlicensed person to one licensed supervisor. The licensed supervisor must be present at the firing line and not leave whilst shooting activities are being undertaken by the unlicensed person.

The licensed supervisor must be able to immediately render assistance to the unlicensed person, if required.

The licensed supervisor must personally convey the firearm and ammunition to be used by the unlicensed person from its place of storage to the firing line. The licensed supervisor must personally convey the firearm and ammunition from the firing line to the place of storage upon the conclusion of shooting activities.

What is the term of the permit and how much will the permit cost?

The permit is issued for the day of the Open Day only and the prescribed fee for this permit is \$75. Your payment must accompany the application.

What conditions must be met for an Open Day Permit?

Unlicensed persons participating in the shoot must receive instruction in the safe handling of firearms from an approved range officer, club official or firearms safety training instructor prior to the shoot.

No alcohol is to be served at the venue during the Open Day.

Minors will need the written permission of a parent or legal guardian to participate in the Open Day.

All persons wishing to participate in the Open Day shoot must complete the P590 'Open Day Declaration' form available on our Internet site or by contacting the NSW Firearms Registry. If any persons responded "Yes" in the Personal History section of the P590 form to any of the questions, these persons must not be allowed to participate in the Open Day.

All declarations completed for participants of the Open Day shoot must be forwarded to the NSW Firearms Registry within 21 days of the completion of the Open Day.

A register must be kept of all persons participating in the shoot including name, address, DOB, photo identification details and parental/legal guardian authority (if applicable). Details of this Register must be forwarded to the NSW Firearms Registry within 21 days of the completion of the Open Day.

A register must be kept of all firearms used in the shoot including make, model, calibre, registration number and serial number, and that register must also contain a certification that the firearms have been inspected by a suitably qualified person (i.e. club armourer, club official or licensed firearms dealer) and found to be in good working order & repair and capable of being used without jeopardising public safety.

How do I apply for an Open Day Permit?

You must complete the P634 'Application for a Firearms Permit' form and the 'Open Day Permit Legitimate Reason' form and where applicable provide any supporting documentation. Please see the reverse of this FACT Sheet for instructions on how to complete the P634 form.

Instructions for completing the Firearms Permit Application Form

FIREARMS PERMIT APPLICATION FORM (P634)

NEW APPLICATION / REAPPLICATION

Mark appropriate box (new application or reapplication) and insert any previous or current firearms licence or permit number.

SECTION A - PERMIT TYPE

From the drop down list select the type of permit relevant to this application. If the permit is not listed in the drop down list, enter the type of permit you require in the space provided.

SECTION B - NOMINATED PERSON/BUSINESS OR NOMINATED PERMIT HOLDER/INDIVIDUAL

Insert your full name, date of birth, gender, NSW drivers licence (if held), contact phone numbers, email address and supply details if you have been known by any other names.

SECTION C - RESIDENTIAL ADDRESS

Insert your full residential address in this section.

SECTION D - POSTAL ADDRESS

If the postal address is the same as the residential address, mark the box. If your postal address is different to your residential address, insert your postal address in this section.

SECTION E - BUSINESS, CLUB OR GOVERNMENT AGENCY DETAILS

If this application is being made by a Business, Club or Government Agency, provide details in this section and attach supporting documentation.

SECTION F - SAFEKEEPING ADDRESS OF FIREARMS

If the safekeeping address is the same as the residential address, select 'YES' in the box. If your firearm safekeeping address is different to your residential address, insert the address in this section.

SECTION G - PERSONAL HISTORY

Answer each question by selecting a 'YES' or 'NO' from the drop down list. If you answer 'YES' to any question, provide details as an attachment.

SECTION H - DECLARATION

The application must be signed and dated by the applicant.

SECTION I - FEE

The prescribed fee for this permit is \$75. Your payment must accompany the application.

RELATED INFORMATION

See FACT Sheet - '100 Point Identification',
See FORM - 'Declaration to Participate in a Club Open Day' P590.

Firearms Registry

Address

Locked Bag 1
Murwillumbah NSW 2484

Telephone

1300362562

Interstate

02 66708590

Fax

02 66708558

Email

firearmsenq@police.nsw.gov.au

Website

www.police.nsw.gov.au/firearms

Where can I find more information?

The information provided in the FACT Sheet is for general guidance only. Applicants and licensees should familiarise themselves with the *Firearms Act 1996* and the *Firearms Regulation 2006*, which are available on the NSW Legislation website - www.legislation.nsw.gov.au.



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