

*Clubs seeking approval to operate as a historical or commemorative club or society or a collector's club or society must make application for approval by the Commissioner under the Weapons Prohibition Act 1998 and the Weapons Prohibition Regulation 2009.*

*This FACT sheet provides information on completing the P651 Application for Approval of a Prohibited Weapon Club.*

### **What is the purpose of a club approval?**

If the approval is issued, members of the club can use their membership to support the genuine reasons of historical re-enactment or weapons collection when applying for a prohibited weapon permit.

### **Who completes this application?**

The application form must be completed by the club secretary, or other relevant office holder, as the nominated approval holder.

### **What requirements are there for the club?**

A club must have a minimum of 10 active members and the club must have been established at least three months to meet the requirements for approval.

In certain circumstances, a club may be approved with a minimum of 5 active members. If you are applying for a club approval with less than 10 active members, please provide documentation to support the application, including reasons for membership of less than 10 (ie remote location).

### **What information must be sent with the club approval application?**

- ✓ Attach a complete list of all club office bearers on the Club Executive Nomination form.
- ✓ Attach a copy of the club rules and constitution.
- ✓ The applicant must supply the full name, date of birth and residential address of each member of the club.
- ✓ If club membership has less than 10 active members, provided documentation to support the application for approval of the club by providing reasons for membership of less than 10.
- ✓ Attach details of the club's activities, including the number and type of meetings held each calendar year (this includes dates for AGM's), as well as any training activities or events.

- ✓ Attach a risk assessment detailing the safety precautions the club will take when conducting its activities.
- ✓ Copies of public liability and membership insurance.

### **How do I complete the application form?**

#### **Section A Club Details**

Enter the details of the club in the appropriate fields.

Enter the date of establishment of the club. The club must have been established for at least 3 months and a copy of the minutes must be supplied to confirm this.

Indicate if the club is a collecting club or society or an historical or commemorative club or society.

#### **Section B Nominated Approval Holder Details**

Complete last name, given name, contact details and club position held.

#### **Sections C and D Residential and Postal Address**

Complete residential and postal address details.

#### **Sections E Insurance Details**

The *Weapons Prohibition Regulation 2009* states that the Commissioner must not grant approval unless satisfied that the club will maintain adequate public liability AND member insurance. A copy of the insurance certificate of currency naming the club as an interested party must be supplied with the application.

#### **Sections F**

Nominate the type of prohibited weapons your club members possess. You may need to refer to the 'Schedule 1 prohibited Weapons' list.

#### **Section G - Personal History**

The nominated person completing the application must complete the personal history and answer all questions.

#### **Section H - Declaration**

The applicant must read and sign the declaration in the presence of a witness.

### Check list for your application

Ensure the following documents are included with your application.

- Application form P651 completed and signed.
- Copy of current insurance certificate for public liability and member insurance.
- List of all club members including name, date of birth and residential address.
- Club executive information.
- Copy of club constitution and rules.
- List of club activities and meetings.
- Risk assessment to address public safety.

### Firearms Registry

#### Address

Locked Bag 1  
Murwillumbah NSW 2484

#### Telephone

1300362562

#### Interstate

0266708590

#### Fax

02-66708558

#### Email

clubs@police.nsw.gov.au  
firearmsenq@police.nsw.gov.au

#### Website

[www.police.nsw.gov.au/firearms](http://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](http://www.legislation.nsw.gov.au).



**NSW Police Force**  
[www.police.nsw.gov.au](http://www.police.nsw.gov.au)

