



## Instructions and Information for the Northern Territory (NT) Firearms

### **'EMPLOYEE LICENCE'**

#### **(DEALER EMPLOYEE (NOMINEE))**

#### **General Instructions:**

Complete this form if you are applying for NT firearms 'Employee Licence' or 'Employee Nominee Licence' or 'Employee Representative Licence'.

Application for a NT firearms 'Licence' must be lodged **in person** at a NT Police Station.

Applications should not be mailed or emailed directly to the Firearms Policy and Recording Unit (FPRU).

All NT firearms licence applications within the Greater Darwin and Palmerston area (Darwin, Casuarina, Palmerston, and rural areas) are to be lodged at the Palmerston Police Station during business hours (8am – 4pm Monday to Friday, excluding public holidays). All applications for a licence outside this area can be lodged at any NT Police Station.

There is **no renewal system in the NT**.

Each and every application is a new application under the *Firearms Act 1997 (the Act)*, and all supporting documentation must be provided on each occasion. All Dealer Nominees must reapply with the Dealership

Any application for a re-issue of expiring licence should be submitted at least 6 weeks prior to the licence expiration date. You must provide 100 points of identification along with this application.

#### **Proof of NT residency**

To be eligible for a NT firearms licence, you must be a permanent resident of the NT and provide proof of residency, evidenced by a **current** NT drivers licence or proof of NT residency, like utilities bill(s) (no more than three months) or electoral enrolment or letter from employer (no more than three months) with **current** residential address displayed.

A new photograph will be taken by Police each time you lodge an application for a licence.

FPRU will conduct a full criminal history check (NT and nationally) for every application.

Prior to completing your application, please ensure you have read through the application form, information and requirements. Please refer to the information listed under relevant sections for assistance in completing the application form.

FPRU will undertake a criminal history check (NT & Nationally) for every application. Ensure you answer all four questions in the criminal and personal history declaration in full and disclose all history. It is an offence punishable by imprisonment to provide false information in connection with an application under *the Act*.

See NT Police website <https://pfes.nt.gov.au/police/firearmsweapons> for more information.

You **must** complete all the sections (write N/A where not applicable) using black or blue pen only and provide all supporting documentation. Applicable licence fee **must** be paid on application. Dealer Nominee is free with the Dealership.

**For clarification or enquiries, please contact Firearms Policy and Recording Unit (FPRU) on (08) 8922 3543 between 8 am and 11am Monday to Friday (excluding public holidays) or email [FirearmsRegistry@pfes.nt.gov.au](mailto:FirearmsRegistry@pfes.nt.gov.au)**

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**



## Instructions to complete your application

Tick  appropriate box to select **EMPLOYEE** (All applicants) or **DEALER (NOMINEE) EMPLOYEE**.  
Applicable to NT firearms Employee licence holders re-applying, expired or licence due to expire or applying for additional categories of firearms.

### Section 1: Personal Details

Provide your **current** personal details in the boxes provided. Tick  appropriate box as applicable. You must provide 100 points of identification along with this application. Refer to 'Proof of Identity' - PF490 form to select the appropriate documents accepted for 100 points.

Tick  appropriate box to select if you have ever changed your name and if you are known by any other name. If you select 'yes' for either question you must give details in the box provided. If you have ever legally changed your name, you must provide a certified copy of your marriage certificate, change of name certificate or birth certificate that includes the schedule of any name changes. A firearms licence will only be issued in your full legal name.

### Section 2: Licence Details

Your Drivers' licence and / or Interstate firearms licence should be **current and valid**. Provide your **current** drivers licence number and issuing state.

You must be a permanent resident of the NT (to be eligible to get a NT firearms Employee licence) and must provide proof of residency, evidenced by a NT drivers licence or proof of age card or utilities account or electoral enrolment or letter from employer with **current** residential address displayed or any government issued document that has your photo and your **current** residential address. Please refer to PF490 Proof of Identity form for other documents for 100 points identification.

**For Interstate firearms licence holders transferring to the NT:** Interstate applicants must provide their **current** interstate firearms licence number and the issuing State. Interstate applicants should also provide the list of firearms they currently possess. N/A for NT licence holders.

### Section 3: Firearms Safety Training Certificate

Tick  appropriate box to select if you have completed an eligible NT or Interstate Firearms Safety Training Certificate (FSTC) or an approved qualification that are **current** or hold a **current** NT firearms licence (e.g. Shooter's Licence or NT Employee licence etc.).

If have **not** completed an eligible NT or Interstate FSTC or an approved qualification, provide reasons and attach supporting documents. If you have booked an approved FSTC course or booked a training course for renewal, provide supporting documents. You **must** submit a **current** valid FSTC for issuing the licence.

In order to qualify for an Employees Licence you are required under *the Act* to have completed an approved Firearms Safety and Training Course (FSTC) or, for category AB only, hold a current AB Shooter licence.



**On each application, the applicant is required to attach proof of having successfully completed this training or as applicable. A copy of the dated FSTC issued by the instructor is required.**

(FSTC is not a requirement for Dealer Nominee)

- **Government employees** in accordance with their departmental policy.
- **Security Guards** are required to complete the course **each year** (must be with an NT Police approved FTSC instructor) and for the first issue of such a licence, have been briefed by an NT Solicitor on the 'Justification' provisions within sections 27, 28, and 29 of the *Criminal Code*.
- Applicants working in other areas such as primary production are required to complete the Firearms Safety and Training Course once - this also applies to H class component of A, B & H licences.

The Commissioner has approved Firearm Safety and Training Courses provided by the following companies/persons:

- |   |   |                 |
|---|---|-----------------|
| • Australian Security Training<br>( <b>Gareth Graham - Darwin</b> )       | phone: 0412 387 178<br><a href="mailto:gareth.graham@itscomm.com.au">gareth.graham@itscomm.com.au</a>       | - Darwin        |
| • Sureline Security & Firearm Training<br>( <b>Dan Carroll - Darwin</b> ) | phone: 0427 612 789<br><a href="mailto:surelinesecurity@bigpond.com">surelinesecurity@bigpond.com</a>       | - Darwin        |
| • Survival & Field Safety Australia<br>( <b>Mark Butler - ASP</b> )       | phone: 0400 296 179<br><a href="mailto:mark.butler@westnet.com.au">mark.butler@westnet.com.au</a>           | - Alice Springs |
| • Paladin Firearm Solutions<br>( <b>Pat Carmody - Katherine</b> )         | phone: 0428 588 515<br><a href="mailto:pat.paladin@gmail.com">pat.paladin@gmail.com</a>                     | - Katherine     |
| • Eagle Training Services<br>( <b>Gary Carter - ASP</b> )                 | phone: 0414 656 821<br><a href="mailto:gary@eagletraining.com.au">gary@eagletraining.com.au</a>             | - Alice Springs |
| • Morningstar Training<br>( <b>Mr David Farlam - All NT</b> )             | phone: 0459 527 057<br><a href="mailto:info@morningstartraining.com.au">info@morningstartraining.com.au</a> | - All NT        |

## Section 4: Applicants Contact Details

Provide your **current** contact telephone details and email address.

Firearms Policy and Recording Unit (FPRU) will use these contact details for all communications related to your firearms licence and if additional clarification or further information is required to process your licence application.

## Section 5: Applicants Residential Address Details

Provide your **current** residential address and postal address including postcode. Your licence will be posted to the postal address listed in this section.

If your **current** residential address and the postal address are the same, indicate "as above" in the **current** postal address box.



## Section 6: Business / Employment Details

Provide your **current** Business / Employment details (occupation). Fill in your Occupation, Business / Employer name, contact details, email and physical address including postcode, please do not provide a PO Box.

If the Business / Employer mailing address is different from the physical address provided above, fill in the details. If both the addresses are same, indicate "as above" in the Business / Employer postal address box.

## Section 7: Employer Endorsement

Employer to complete all the sections, sign and date the endorsement section.

Your Employer, or other authorised person (Employee Representative (Dealer's Principal Nominee), is required to complete this section of the application form confirming that you require an employee's or dealer nominee's licence and what categories of firearms you are required to use through your employment. This may be yourself if you are the owner / manager / director / Principal Nominee.

Without this endorsement, the Commissioner cannot grant an Employee Licence or Dealer's Employee (Nominee) Licence.

Tick  appropriate box to select the categories of firearms that the Employee has access to and / or allowed to use during the course of his/her employment. Employee may or may not have access to all the firearms listed under the Employee Corporate Licence. Select as applicable. For Employee Representative (or Dealer Employee Representative (Principal Nominee) select all the Categories as listed under the Firearms Corporate (Dealer) Licence.

Tick  appropriate box to confirm the Employee training (FSTC) requirements. The FSTC (training course) should have been completed within the last 5 years for all types of Employees (Exception: Dealer Employee (Nominee) – FSTC N/A). The last 12 months for the security industry Employees. Within the last 2 years for Government Employees. The training requirements must align with the respective corporate policies (e.g. Security Industry (Security Industry Act) or as per the federal / state government policies for the Employees to possess and / or use firearms).

Read the Employer declaration, sign, print name, date and place of declaration.

## Section 8: Information Disclosure

All applicants including first time applicants **must** answer all questions.

The questions are asking about any criminal history, mental health history and Domestic, Personal or Apprehended Violence Orders (DVO, FVO or AVO) in which you were the defendant. You must answer all questions truthfully.

National checks will be undertaken during the adjudication process and if you are found to have answered the questions untruthfully your licence will be refused and you may face criminal charges.



You must disclose all DVOs / PVOs/ AVOs, even if they have been withdrawn or are no longer in force.

You must disclose all court outcomes where there has been a finding of guilt, even where no conviction was recorded.

If you have been 'fined' as a result of a court appearance, this must be disclosed.

If you are unsure about any of these questions select 'Yes'.

Police will do a full criminal history check (NT & nationally) for every application.

**Ensure you answer the criminal history declaration in full and disclose all history including youth offences, adult charges including spent convictions.**

## Section 9: Privacy Disclosure

Information is authorised to be collected under Section 9 of the *Firearms Act* and then shared with other Law Enforcement Agencies under the exemption in Section 70 (a) of the *Information Act* (including the use of facial imagery to match with other police intelligence systems to detect / investigate the commission of offences).

**100 PENALTY UNITS OR IMPRISONMENT FOR 2 YEARS FOR FALSE OR MISLEADING STATEMENTS**

### Having difficulty understanding?

You can use an interpreter service if you are having difficulty understanding these questions.

You can contact the 'Interpreting and Translating Service NT' in person or by mail or email or phone:

### Interpreting and Translating Service NT

Ground Floor RCG House  
83-85 Smith Street  
Darwin NT 0801

GPO Box 4621  
Darwin NT 0801  
Phone: (08) 8999 8506 or 1800 676 254

Email: [itsnt@nt.gov.au](mailto:itsnt@nt.gov.au)