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## Firearms Licence: Application Process

### To apply for a new firearms licence, there are five main steps:

1. Decide which category of firearm is needed (see *Information Sheet 3 Firearms Licence Categories*). Membership of an approved pistol club is required for a Category H licence for sport or target shooting (a category H licence and membership is required to be held for 6 months prior to an application for a permit to acquire to obtain a firearm of that category being approved).
2. Fill out a **licence application form** from **Service Tasmania**, and attach:
  - 100 points of identification, including proof of age (Service Tasmania can provide a list of documents they accept).
  - An 'Authority to Exchange Information' (also from Service Tasmania) which allows Firearms Services to exchange information with the relevant approved pistol shooting club or approved rifle club.
  - Any documents relating to the 'genuine reason' claimed on the application (see the relevant *Information Sheet* for each genuine reason for more information).
3. Firearms Services check the application and conduct appropriate background checks:
  - To confirm the person is fit and proper (see *Information Sheet 7 Fit and Proper Person*).
  - In reviewing whether someone is fit and proper, the persons mental and physical condition is relevant. Firearms Services may ask for extra information about a person's mental or physical condition.

- To confirm the person has a 'genuine reason' to possess firearms.
4. Complete a Tasmanian **Approved Firearms Safety Course**. Firearms Services will write to the applicant to notify them to enrol with TasTAFE. There are different courses for different categories of firearm. Once a person has completed an **approved** course for the relevant category, they don't have to do it again. Some courses in QLD and SA have also been approved, call Firearms Services for a list of approved courses.
  5. A letter is sent by Firearms Services asking the person to go to Service Tasmania and have their photo taken for their licence card. The card is posted from an interstate card manufacturer and may take around two weeks to arrive. A person who applied for a new licence (not renewing) cannot possess any firearm or shoot until their licence card arrives.

### Frequently asked questions (FAQ):

- Can a person try shooting before they apply for or get a licence?
  - It is possible to shoot at an approved rifle club, pistol shooting club or approved range without a firearms licence if the person makes a written application to the Commissioner for an exemption under section 155(1A) of the Act. A person who has signed an application for an exemption is entitled to participate in one shooting activity, on one day, at an approved rifle club, pistol club or approved range. The person must only use



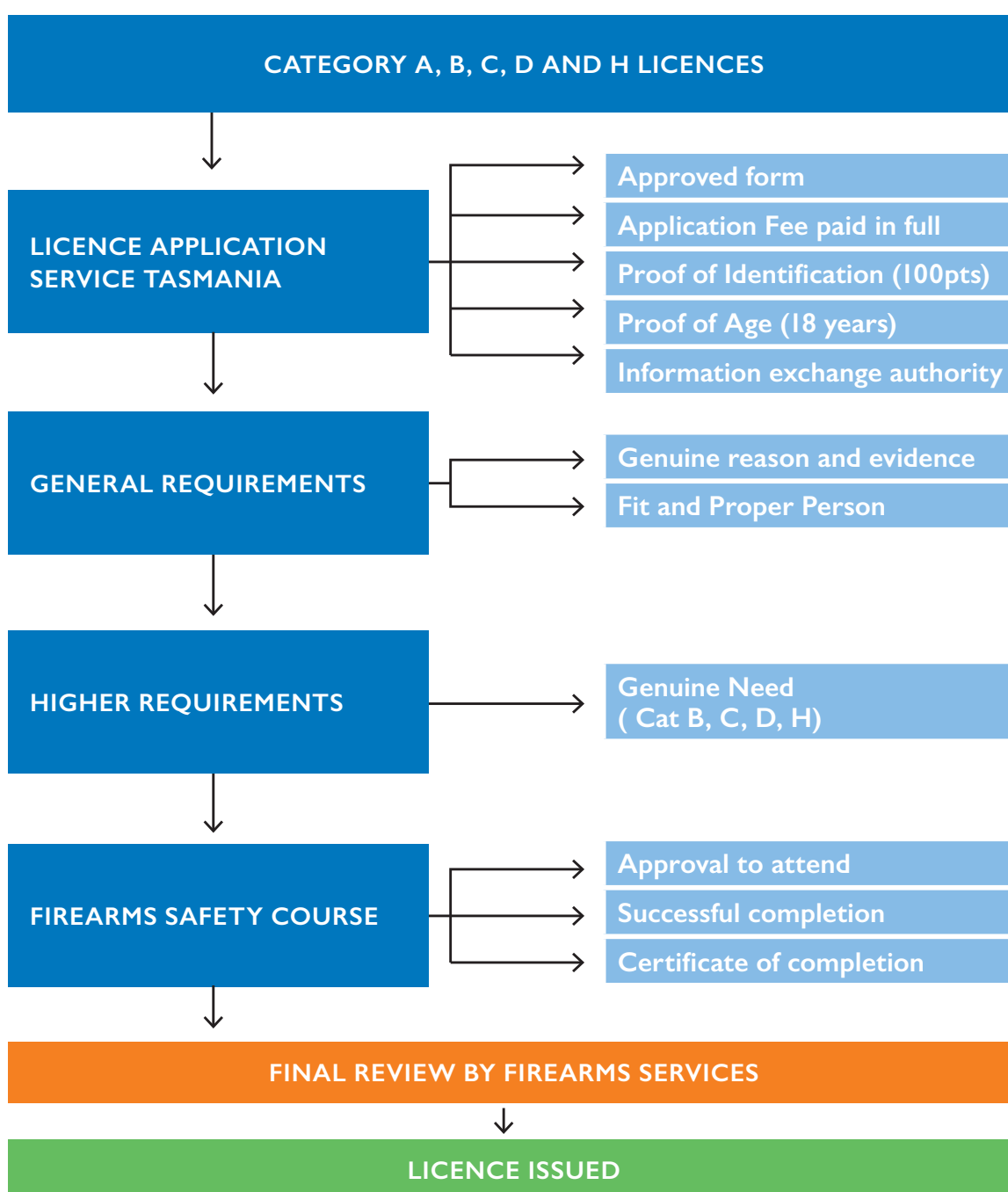


a firearm which is approved for use at the particular club or range. If an exemption is granted, the person will be supplied with a written exemption document that will entitle the person to possess or use a firearm approved for use at a specific club or range for the period stated by the Commissioner and subject to any conditions specified in the exemption.

- How does a person buy a firearm once they have a licence?
  - Once they know which firearm they need, they can file an application for a **permit to**

**acquire** that firearm with Firearms Services (see *Information Sheet 40 Permit to Acquire*).

- The permit to acquire application forms can be downloaded from the Firearms Services website or collected from Service Tasmania.
- When the application is granted, the firearm can be acquired through a firearms dealer.
- How should firearms be stored?
  - There are different storage rules for different categories of firearm. See the relevant *Storage – Quick Guide* for more information.



## How does a person challenge a decision to refuse their licence?

- Firearms Services recommend writing to us to request a 'Statement of Reasons' so that we can explain why the application was refused in detail. The person requesting a 'Statement of Reasons' has 28 days from the date of notification of licence refusal to request the document.
- Firearms Services are required to provide the Statement of Reasons upon request in most cases. If it is not required to be provided, for example it was not requested within 28 days of notice of the refusal, we will explain why.
- A person can challenge the decision to refuse the granting of a licence in the Administrative Appeals Division of the Magistrates Court.
- **If a statement of reasons is provided** and the person still wants to challenge the decision, they have 28 days from the date they receive the statement to apply to the court.
- **If a statement of reasons is not provided** and the person wants to challenge the decision, they have 28 days from the date the original decision was provided to them to apply to the court.

To challenge a decision to refuse or not grant a licence, contact the Magistrates Court of Tasmania:

- **Hobart:** (03) 6165 7136  
[registry.hobart@justice.tas.gov.au](mailto:registry.hobart@justice.tas.gov.au)
- **Launceston:** (03) 6777 2945  
[registry.launceston@justice.tas.gov.au](mailto:registry.launceston@justice.tas.gov.au)
- **Devonport:** (03) 6478 4353  
[registry.devonport@justice.tas.gov.au](mailto:registry.devonport@justice.tas.gov.au)
- **Burnie:** (03) 6477 7140  
[registry.burnie@justice.tas.gov.au](mailto:registry.burnie@justice.tas.gov.au)



**TASMANIA POLICE** FIREARMS SERVICES  
Department of Police, Fire and Emergency Management  
**Phone** (03) 6173 2720  
**Email** [firearms.services@police.tas.gov.au](mailto:firearms.services@police.tas.gov.au)

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