

# APPLICATION FOR THE GRANT OR RENEWAL OF A FIREARM AND/OR SHOTGUN CERTIFICATE

## NOTES

Please read these **BEFORE** completing the form

**FIREARM:** Section 1 of the Firearms Act 1968 (as amended) applies to all firearms except:

- i. a shotgun;
- ii. an air weapon (unless declared 'specially dangerous');
- iii. prohibited weapons such as centrefire self-loading rifles, handguns, machine guns etc (unless specifically authorised).

**Shotgun:** Section 1(3)a of the Firearms Act 1968 (as amended) defines a shotgun as:

- i. a smooth bore gun (not being an air weapon);
- ii. having a barrel not less than 24" (60.96cm) and a bore less than 2" (5.08cm);
- iii. either having no magazine, or a non-detachable magazine incapable of holding more than two cartridges;
- iv. not a revolver gun.

1. You must not withhold information about **any conviction**. This includes motoring offences, binding overs, formal written warnings, cautions and convictions in and outside Great Britain, and (by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975) convictions which are spent under the 1974 Act. A conditional discharge and an absolute discharge both count as convictions for this purpose. Details of parking offences and fixed penalty notices do not need to be declared.
2. Applications must be accompanied by four identical photographs of you and sized 45mm x 35mm. The photographs must be full face and without a hat and must be a current true likeness. Ordinary passport style photographs are suitable for this purpose. A computer generated likeness is acceptable if it is full face, against a plain background and printed on good quality gloss or matt paper. If you are applying for both a firearm and a shotgun certificate you need only submit four photographs.
3. One of the photographs must be signed in ink, on the back by you, the applicant. Each of the referees must endorse a further separate photograph, in ink with her/his signature and the date the likeness was compared.
4. Unless otherwise advised by the police, you should post or take the completed form together with the fee and photographs to the police firearms licensing department. In the case of an application for renewal of a shotgun certificate, the current certificate or a signed and dated recent copy should be included with the application.
5. Personal health and medical declaration. You must disclose any physical or mental health condition that may affect your ability to safely possess and use a firearm (including a shotgun). This includes for example epilepsy, stroke, stress related illness, depression, alcoholism, heart disease, cancer etc. If in doubt, consult your GP.
6. Where an application is successful a letter will be sent to your GP and where there is good reason a medical report may be required.
7. To apply for both a **firearm certificate** and a **shotgun certificate** and to have them expire at the same time (coterminous certificates) you should complete the sections for firearm and shotgun certificates. The fee payable for such certificates may be less than the normal fee for the grant or renewal of a shotgun certificate if both of your application forms are dealt with at the same time.
8. (1) To acquire or possess firearms or ammunition under Section 1 of the Firearms Act 1968, you have to provide evidence that you have a good reason to do so. This applies to the grant, renewal or variation of a firearm certificate. This evidence can take several forms: permission to shoot over land or membership of a target shooting club, or a booking or invitation to go deer stalking are examples, but these are not exhaustive.

**Section 1: Firearm Only**

(2) Please provide the address of one area of land where you have permission to shoot, together with the name, address and telephone number of the person who has given you that permission or the details of a Home Office approved club of which you are a full member. **NB:** You will not necessarily be limited to shooting over that individual piece of land or at that club.

- 9. You must complete parts A and B before passing the form to your referee(s) for signing.**
- 10.** When applying for a **firearm certificate**, two people who have agreed to act as referees must complete Part F (i & ii) and when applying for a **shotgun certificate** one person who has agreed to act as referee must complete part F (i).
- 11.** The referee(s) who have agreed to act for you must have known you personally for at least two years and must be resident in Great Britain. Referees must not be a member of your family, a registered firearms dealer, a serving police officer or police employee. Referees must be of good character and references must be given freely and not on payment.
- 12.** The equality monitoring information you provide in Part G aims to assist the force in meeting its duties as a Public Authority. The information will be kept separately from the application.

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