



## QUEENSLAND POLICE SERVICE

# APPLICATION FOR A LICENCE GUIDE



**Q1. All applicants are required to provide a genuine reason for possessing a weapon. What information is required to support my genuine reason for possessing a weapon?**

The genuine reasons for possession of a weapon are outlined in section 10 of the Form 1 – Application for a Licence. The required documentation and information required to support your application for a licence are outlined in the Form 1 Annexure that pertains to your specific genuine reason.

**Q2. Where do I obtain a Form 1 – Application for Licence and a Form 1 Annexure relevant to my genuine reason?**

Form 1 applications and Form 1 Annexure/ s are available on-line at [www.police.qld.gov.au](http://www.police.qld.gov.au) or at all Queensland police stations.

**Q3. What do I need to provide when applying for a licence?**

When applying for your licence you will need to provide:

- A completed Form 1 – Application for a Licence;
- A completed Form 1 - Annexure relevant to your genuine reason and all supporting documentation or information outlined in the Annexure;
- A completed QP 415 – Firearms List (if applicable refer to Q5);
- A completed Form 30 - Proof of Identity Declaration (refer note);
- two passport size, colour photographs approximately 3.5 cm x 4.5 cm, not more than six months old and endorsed by the independent person who completed the form 30 (refer note).

Note: If you are the holder of a current Weapons Act licence of another type, you are not required to complete another Proof of Identity or supply recent photographs unless a period of not more than 3 years has elapsed since you provided proof of identity, or the current licence card does not reflect an accurate likeness of you (e.g. have you grown or removed a beard since the issue of that licence?).

**Q4. What happens if I do not provide this information at the time of application?**

You will be contacted by telephone or letter requesting the information. If the information is not supplied within a period of 28 days, the application may be rejected. To avoid this situation, if you are unable to supply information at the time of making application, you should make a note as to when the material will be provided.

**Q5. How do I register firearms in my possession?**

If you are in possession of any firearms that have been previously registered to you in another state or country, you must complete the attached QP 415 – Firearms List. You are also required to provide proof of registration in another state or country with your application. If you are unable to provide proof of registration, you must make application for a Permit to Acquire at your local police station to register the firearm/s. Alternatively, if you are from a country where registration of firearms is not applicable, you must provide a signed statutory declaration outlining how long you have possessed the firearm/s.

**Q6. How do I lodge my application?**

Your application must be lodged in person at your local Queensland police station. Prior to lodging your application, please ensure you have read through the application form and annexure carefully.

**Q7. Do I need to pay a fee for my application?**

Yes. At the time of making application you are required to pay an application fee and a specific fee dependant on the type of licence and the number of years you wish to have the licence issued for.

**Q8. How long can my licence be issued for?**

The maximum period that a licence is issued for is no more than 5 years. There are some licence types that are only issued for a period of 1 year.

**Q9. How long will it take to get a licence?**

There is a minimum waiting period of 28 days before your licence application will be processed. Every effort will be made to have your application processed as soon as practicable after the 28 day period.

**Q10. How do I need to store my firearms/weapons?**

Firearms must be kept unloaded other than when being used to shoot, except where the firearm is being used under a security licence (guard), while the firearm is loaded for the purpose of repairs or the firearm is being used by a person doing an approved course of instruction under the supervision of an approved firearms licence (instructor).

Secure storage facility firearms must be stored unloaded in a locked container with the bolt removed or the action broken.

For category D, H or R firearms, the container must be a rigid structure made of solid steel and be bolted to the frame or floor of a permanent building.

For category A, B, C or M firearms, the container must be a rigid structure made of solid steel or timber and if it weighs less than 150kg, be securely fixed to the frame or floor of a permanent building.

The container must also have a sturdy combination lock, keyed lock or keyed padlock and always be kept locked when the firearm is not in use.

Collectors, other than collectors who possess no more than 30 weapons other than category H, and licence holders who possess more than a total of 30 category A, B, C or D weapons or 30 category H weapons are required to have a higher standard of storage. Weapons must be stored unloaded in a locked container, or locked gun rack, in a locked room. Alternatively, weapons may be stored in a locked vault.

Businesses including dealers, armourers, theatrical ordnance suppliers and security organisations also require a higher standard of storage. Refer to sections of the *Weapons Act 1990* and *Weapons Regulation 1996* for specific storage measures relevant to the class of licence.

**Q11. What are the categories of firearms/weapons?**

Under the *Weapons Act 1990* firearms are defined with other different restricted items in different categories of weapons.

There are several categories of weapons, including firearms, broken into categories A, B, C, D, E, H, M, R, and restricted items.

**Category A Weapons**

Each of the following is a category A weapon if it has not been rendered permanently inoperable:

- A miniature cannon under 120 cm in barrel length that is a black powder and muzzle loading cannon, depicting a scale model of an historical artillery piece or naval gun;
- An air rifle;
- A blank-fire firearm at least 75 cm in length;
- A rimfire rifle (other than a self-loading rimfire rifle);
- A single or double barrel shotgun;
- A powerhead;
- A conversion unit is also a category A weapon.

### **Category B Weapons**

Each of the following is a category B weapon if it has not been rendered permanently inoperable:

- A muzzle-loading firearm;
- A single shot centre fire rifle;
- A double barrel centre fire rifle;
- A repeating centre fire rifle;
- A break action shotgun and rifle combination;
- A conversion unit is also a category B weapon.

### **Category C Weapons**

Each of the following is a category C weapon if it has not been rendered permanently inoperable:

- A semiautomatic rimfire rifle with a magazine capacity no greater than 10 rounds;
- A semiautomatic shotgun with a magazine capacity no greater than 5 rounds;
- A pump action shotgun with a magazine capacity no greater than 5 rounds.

### **Category D Weapons**

Each of the following is a category D weapon:

- A self-loading centre fire rifle designed or adapted for military purposes or a firearm that substantially duplicates a rifle of that type in design, function or appearance;
- A non-military style self-loading centre fire rifle with either an integral or detachable magazine;
- A self-loading shotgun with either an integral or detachable magazine with a capacity of more than 5 rounds and a pump action shotgun with a capacity of more than 5 rounds;
- A self-loading rimfire rifle with a magazine capacity of more than 10 rounds.

### **Category E Weapons**

- A bulletproof vest or protective body vest or body armour designed to prevent the penetration of small arms projectiles is a category E weapon.

### **Category H Weapons**

- A firearm, including an air pistol and a blank-fire firearm, under 75 cm in length, other than a powerhead, is a category H weapon, regardless of whether it has been rendered permanently inoperable;
- A conversion unit is also a category H weapon;
- This section does not apply to a powerhead or category C, D or R weapon.

### **Category M & R Weapons/ Restricted Items**

Refer to the *Weapons Categories Regulation 1997* or the Weapons Licensing Branch web site.

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For further information or assistance, please call the Weapons Licensing Branch on **3364 4416** between the hours of 8am and 4pm Monday to Friday or via e-mail at [weaponslicensing@police.qld.gov.au](mailto:weaponslicensing@police.qld.gov.au)

On-line information can be obtained from the Weapons Licensing Branch web page at [www.police.qld.gov.au](http://www.police.qld.gov.au)



# APPLICATION FOR A LICENCE

## FORM 1

**Cover Sheet**  
QUEENSLAND  
Weapons Act 1990  
Section 13

**WEAPONS  
LICENSING  
BRANCH**

POLICE STATION  
OR

POLICE STATION STAMP

## PERSON RECEIVING THE APPLICATION

**Police checks** Drivers Licence  Domestic Violence Index  Person of Interest  POLARIS

Intel / Other (Specify)

**Documentation Attached:** (Where Applicable)

Form 1

Annexure to Form 1   
(See Form 1, Section 10)

List of weapons to be registered   
(Completed QP 415 attached)

Statement of Attainment   
(See Form 1, Section 9)

Proof of Change of Name   
(See Form 1, Section 2)

Other documentation   
(See Form 1, Section 11)

Proof of Address   
(See Form 1, Section 3)

Form 30 and 2 Passport-  
Sized Photographs

Date:

Police Station Receipt No.

Amount Received: \$

*Licence Fee X Duration of Licence (Years) + Application Fee*

**Receiving Member Recommendation** Recommended  Not Recommended

*For assistance please telephone  
Weapons Licensing Branch on (07) 3364 4416.*

Receiving Member  
Signature

Name

Rank and Reg. No./  
Level and Payroll No.

## OFFICER IN CHARGE RECOMMENDATION

This application is Recommended  Not recommended for reasons attached

Name

Rank  Reg. No.

Signature

Date:     
Day Month Year

**Due to legislative timeframe restrictions, please ensure all documents are forwarded to the Weapons Licensing Branch as soon as possible.**

**DO NOT PHOTOCOPY THIS DOCUMENT.  
USE AN ORIGINAL FORM FROM THE QPS INTERNET SITE OR FORMS SELECT 2000 PACKAGE ONLY.**



**FORM 1**

QUEENSLAND  
Weapons Act 1990  
Section 13



(Ver. 4 - 01/07/03)

**APPLICATION FOR A LICENCE**

**1. CLASS OF LICENCE**

Please indicate the class of licence you wish to acquire.

Place a cross in one box only.

**COMPLETE APPROPRIATE ANNEXURE - SEE SECTION 10 FOR DETAILS.**

Firearms (longarms)	<input type="checkbox"/>	Armourer's	<input type="checkbox"/>	Group	<input type="checkbox"/>
Concealable firearm	<input type="checkbox"/>	Security (Guard) - Employee	<input type="checkbox"/>	Miscellaneous weapons	<input type="checkbox"/>
Collector's (Heirloom)	<input type="checkbox"/>	Security (Guard) - Sole Provider	<input type="checkbox"/>	Theatrical Ordnance Supplier's	<input type="checkbox"/>
Collector's (Weapons) Personal	<input type="checkbox"/>	Security (Guard) - Business	<input type="checkbox"/>	Dealer's	<input type="checkbox"/>
Collector's (Weapons) Including Clubs, etc.	<input type="checkbox"/>	Security (Organisation)	<input type="checkbox"/>	Blank-Fire Firearms	<input type="checkbox"/>
Minor's	<input type="checkbox"/>	Firearms (Instructor)	<input type="checkbox"/>		

**2. APPLICANT/ REPRESENTATIVE DETAILS**

Please Use **BLOCK LETTERS.**

You must provide proof of change of name, e.g.:

- marriage certificate
- deed poll certificate

Family Name	<input type="text"/>											
Given Name(s)	<input type="text"/>											
Date of Birth	Day	Month		Year								
Town of Birth	<input type="text"/>											
Country of Birth	<input type="text"/>											
Gender	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Queensland Driver Licence Number							
Former Name(s)	<input type="text"/>											

**If you have changed your name, please refer to additional information in the left column.**

**3. ADDRESS AND CONTACT DETAILS**

Please use **BLOCK LETTERS**

You must be a permanent resident of Queensland to hold a Queensland weapons licence.

You must provide proof of this e.g.

- rates notice;
- current passport;
- gas/ electricity account not more than 12 months old.

<b>Residential Address</b>											
Street Number and Name	<input type="text"/>										
Suburb/ Locality	<input type="text"/>										
State	Postcode		How long have you lived at this address?								
			Years	Months							
<b>Postal Address (If different from above)</b>											
Postal Address (e.g. PO Box etc.)	<input type="text"/>										
Suburb/ Locality	<input type="text"/>										
State	Postcode										
<b>Previous Address (If at current address less than 5 years)</b>											
Street Number and Name	<input type="text"/>										
Suburb/ Locality	<input type="text"/>										
State	Postcode										
<b>Contact Details</b>											
Home	<input type="text"/>				Work	<input type="text"/>					
Mobile	<input type="text"/>				Fax	<input type="text"/>					
Email	<input type="text"/>										



10.

**GENUINE REASON**

Please select your 'genuine reason' by crossing  the appropriate box/es and complete the required Annexure/ s.

The Annexure/s are available on-line at [www.police.qld.gov.au](http://www.police.qld.gov.au) or at any Queensland Police Station.

Include all required documentation relevant to your genuine reasons to enable the Authorised Officer to determine your application.

Legislation restricts the use of weapons to the following approved purposes. Please select your 'genuine reason' by crossing  the appropriate box/es and complete the required Annexure/ s.

**Sports or Target Shooting**

Complete and attach a *Form 1 Annexure – Sports or Target Shooting.*

**Recreational Shooting**

Complete and attach a *Form 1 Annexure – Recreational Shooting.*

**An Occupational Requirement**

Select your genuine reason by crossing the box for your occupational requirement.

Occupational requirement for Rural Purposes

Complete and attach a *Form 1 Annexure – Occupational – Rural Purposes.*

Occupational / Government Service Entity / Animal Control

Complete and attach a *Form 1 Annexure – Occupational – Other.*

Commercial Fisher / Commercial Wildlife Harvester / Accredited Game Meat Harvester

Complete and attach a *Form 1 Annexure – Occupational – Other.*

Dealer's Licence

Complete and attach a *Form 1 Annexure – Occupational – Dealer.*

Armourer's Licence

Complete and attach a *Form 1 Annexure – Occupational – Armourer.*

Security Licence (Guard) – Employee

Complete and attach a *Form 1 Annexure – Occupational – Security.*

Security Licence (Guard) – Sole Provider

Complete and attach a *Form 1 Annexure – Occupational – Security.*

Security Licence (Guard) – Business

Complete and attach a *Form 1 Annexure – Occupational – Security.*

Security Licence (Organisation)

Complete and attach a *Form 1 Annexure – Occupational – Security.*

Firearms Licence (Instructor)

Complete and attach a *Form 1 Annexure – Occupational – Other.*

Firearms Licence (Other) – including Paintball Employee

Complete and attach a *Form 1 Annexure – Occupational – Other.*

**Collection by a collector of weapons**

Select your genuine reason by crossing the box for your requirement as a collector.

Collector (Heirloom)

Complete and attach a *Form 1 Annexure – Collectors.*

Collector (Weapons) – Personal

Complete and attach a *Form 1 Annexure – Collectors.*

Collector (Weapons) – Clubs, Societies, Private Museums, etc.

Complete and attach a *Form 1 Annexure – Collectors.*

**Military Re-Enactment or Historical Demonstration**

Complete and attach a *Form 1 Annexure – Other.*

**For a sporting organisation to possess a firearm to start sporting events (Blank Fire)**

Complete and attach a *Form 1 Annexure – Other.*

**For a theatrical organisation to possess a firearm for a theatrical production**

Complete and attach a *Form 1 Annexure – Other.*

**Group Licence (Business firearms, Club firearms, etc)**

Complete and attach a *Form 1 Annexure – Other.*

**Miscellaneous Licence (Martial Arts, Historical, Military)**

Complete and attach a *Form 1 Annexure – Other.*

**11.**

**CHECKLIST OF SUPPORTING DOCUMENTATION**

	Yes	N/A
<p>Check that all required documentation is attached to this application.</p> <p>I have attached proof that my name has changed as required by Section 2 of this form. <i>(If yes, please state the type of proof. e.g. Marriage Certificate, Deed Poll Certificate etc.)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I have attached proof of my address as required by Section 3 of this form. <i>(State type of proof e.g. rates notices, electricity/ gas accounts etc not more than twelve months old.)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>My secure storage facility complies with the <i>Weapons Act 1990</i> and <i>Weapons Regulation 1996</i>.</p> <p><b>OR</b></p> <p>I have attached details of my storage facility as required by Section 5 of this form.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I have attached evidence of my current/ expired weapons licence as required by Section 6 of this form.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I have attached the QP415 – Firearms List detailing the weapons to be registered under the above licence as required by Section 6 of this form. <i>(Section 5 Weapons Regulation 1996.)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I have attached details of my medical history as required by Section 7 of this form.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I have attached details of the following information as required by Section 8 of this form:</p> <ul style="list-style-type: none"> <li>• Domestic Violence Order(s);</li> <li>• Charged with any offence(s);</li> <li>• Firearms prohibition order(s);</li> <li>• Weapons licence(s) cancelled, disqualified, suspended or revoked.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I have attached a certified copy of my Statement of Attainment of an approved weapons training course in safety training for weapons, as required by Section 9 of this form.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I have signed and attached the annexure relevant to this application <b>AND</b> attached all supporting documentation as applies to my genuine reason as required by Section 10 of this form.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I have attached a <b>Proof of Identity Declaration</b> (Form 30) and two passport-sized photographs endorsed as shown on the declaration.</p>	<input type="checkbox"/>	<input type="checkbox"/>

**12.**

**CERTIFICATION**

<p>This section must be completed in front of a designated member of the Queensland Police Service</p>	<p>I certify that the information I have given is true and correct in every detail <b>AND</b></p> <p>I have attached the Annexure/s relevant to this application.</p> <div style="border: 1px solid black; height: 60px; width: 100%; margin: 10px 0;"></div> <p style="text-align: right; margin-right: 50px;"><i>Signature</i></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>  <i>Day</i> </div> <div style="text-align: center;"> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>  <i>Month</i> </div> <div style="text-align: center;"> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>  <i>Year</i> </div> </div>
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**PRIVACY COLLECTION STATEMENT**

The collection of this information is authorised by the *Weapons Act 1990*. The information will be used for the administration and enforcement of the *Weapons Act 1990*. The Queensland Police Service may disclose some or all of this information to other State and Federal Government agencies as provided for by legislation or in accordance with the Queensland Government’s Privacy Policy.



# QUEENSLAND POLICE SERVICE



## FIREARMS LIST

QP 415  
12/99  
A1

I wish to have these firearms registered to licence number \_\_\_\_\_.

### EXAMPLE:

Category	B	Action	BOLT ACTION	
Make	STURM RUGER	Model	M77	
Serial No.	150-12345	Calibre	.243	Mag. Cap. 5

### PLEASE COMPLETE IN BLOCK LETTERS

Category	_____	Action	_____	
Make	_____	Model	_____	
Serial No.	_____	Calibre	_____	Mag. Cap. _____

Category	_____	Action	_____	
Make	_____	Model	_____	
Serial No.	_____	Calibre	_____	Mag. Cap. _____

Category	_____	Action	_____	
Make	_____	Model	_____	
Serial No.	_____	Calibre	_____	Mag. Cap. _____

Category	_____	Action	_____	
Make	_____	Model	_____	
Serial No.	_____	Calibre	_____	Mag. Cap. _____

Category	_____	Action	_____	
Make	_____	Model	_____	
Serial No.	_____	Calibre	_____	Mag. Cap. _____

Category	_____	Action	_____	
Make	_____	Model	_____	
Serial No.	_____	Calibre	_____	Mag. Cap. _____

Category	_____	Action	_____	
Make	_____	Model	_____	
Serial No.	_____	Calibre	_____	Mag. Cap. _____

Category	_____	Action	_____	
Make	_____	Model	_____	
Serial No.	_____	Calibre	_____	Mag. Cap. _____

Category	_____	Action	_____	
Make	_____	Model	_____	
Serial No.	_____	Calibre	_____	Mag. Cap. _____

If you have more firearms than on this list, please complete a further list in this format or photocopy this page and attach to your application.



### PROOF OF IDENTITY DECLARATION

You are required to provide proof of identity and two new passport-sized photographs with your application for a licence, and every five years thereafter in order to renew a licence.

**1. APPLICANT/ REPRESENTATIVE DETAILS** *Please Use BLOCK LETTERS in dark pen only.*

To be completed by the applicant for this licence.

Family Name	
Given Name(s)	
<b>RESIDENTIAL DETAILS</b>	
Street Number and Name	
Suburb/ Locality	
<b>POSTAL ADDRESS</b> (If different from above)	
Postal Address (e.g. PO Box)	Postcode
Suburb/ Locality	Postcode

**2. PROOF OF IDENTITY DECLARATION** *To be completed by person SUPPLYING this declaration.*

In order to establish the correct identity of the person applying for the licence, the Authorised Officer needs someone else to complete the Proof of Identity Declaration.

The person who makes this Proof of Identity Declaration must:

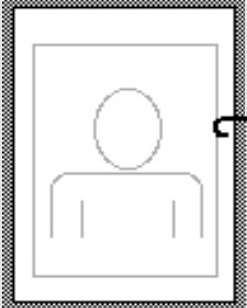
- NOT be related by birth or marriage/ defacto relationship;
- have known you for at least one year;
- write on the back of both photographs "This is a true photograph of (applicant's name)" and sign their usual signature;
- be over the age of 18;
- be recorded on the electoral roll at their current Queensland address for at least 12 months; and
- provide a CURRENT Queensland driver's licence number, Weapons Act licence number, or Passport number.

Family Name			
Given Name(s)			
<b>ADDRESS ON ELECTORAL ROLL OF PERSON SUPPLYING THIS DECLARATION</b>			
Street Number and Name			
Suburb/ Locality	Postcode		
	Home Telephone		
	Work Telephone		
ID Type	Weapons Act Licence <input type="checkbox"/>	Queensland Drivers Licence <input type="checkbox"/>	Passport <input type="checkbox"/>
ID Number			
(Only one licence number required)			
<b>I DECLARE THAT I HAVE KNOWN THE APPLICANT FOR THIS LICENCE</b>			
for _____ year(s) and I vouch for his/ her identity. I have endorsed the back of each photograph. I have given my details in the section above. I understand that it is a serious offence under the Weapons Act 1990 to make a deliberately false or misleading statement.			
Signature of person supplying the declaration		Day	Month
		Year	

**3. APPLICANT CERTIFICATION**

To be completed by the applicant for this licence.

If the form is not completed correctly and/ or appropriate documentation is not provided at the police station, you may incur a delay in processing.

<p style="text-align: center;">Signature of Applicant NOT TO EXCEED DEFINED WHITE AREA</p>	 <p>Photographs of Applicant DO NOT STAPLE OR PIN</p>
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