

Business Weapons Licence application document descriptions

Please refer to the following table for a detailed description of documents. Documents are listed in alphabetical order.

Document Name	Document Description
Alternate Practices	Advice as to why alternate security or business practices cannot be utilised.
Alternative Measures	Outline any other alternative measures that may be available other than the issue of a licence of this type.
Armourer Qualifications and Experience	All qualifications and experience relevant to perform the functions of an armourer. This may be in the form of a resume, and may contain referees from person(s) within the industry.
Australian Citizen	You have indicated that you are not an Australian Citizen. Please attach a copy of your permanent resident visa or a copy of your temporary work/study visa. Note: If you have a temporary work/study visa, any licence issued to you will only be for the duration of your visa.
Author Details and Authorisation for Representative	A letter on letterhead containing the following information: (a) The position held by the author of the letter in the company/business; and (b) Authorisation for the applicant to be the representative for this application.
Banking Facilities	Advice on the banking facilities used and the frequency of this banking.
Business Activities	Describe the business activities where the weapon is required. This should include the following details: (a) When the weapon will be in possession; (b) Where the weapon will be in possession; (c) How often the weapon will be in possession.
Business Extract	A copy of the current registered business/company name providing details of the type of enterprise (e.g., sole proprietor, partnership, etc.) including the extract detailing the office holders of the company/business.
Carriage of Loaded Weapon	Details of how the carriage of a loaded weapon in public will reduce the risk to the community and yourself.
Change of Name	If you have changed your name, you must provide proof e.g. marriage certificate, change of name certificate, etc.
Clients and Understanding of Legislation	Outline of your intended client/market base and outline your understanding of legislation as it affects a licensed dealer.
Collecting Reason	A letter outlining your reason for collecting weapons.
Collector Secure Storage	Details of the storage facility where the weapon(s) are to be stored, and their compliance with Sections 39-43 of the

	<i>Weapons Regulation 1996.</i>
Council Approval for Business	Written approval from your local council certifying the intended land use for the business is in compliance with local by-laws.
Council Approval for Security Business	Written approval from your local council/authority which gives direct approval for your intended business OR states there is no objection to your intended business.
Crossbow Club	Current membership of an approved weapons club for sports or target shooting. This proof is to include the name of the club, your name, membership number and a membership expiry date.
Current Security Organisation	Details of the security organisation currently protecting the valuables.
Evidence of Involvement	Evidence of your involvement with the film, television or theatrical production industries in the form of references, previous employment.
Evidence of Licence History	If you have indicated you have been issued with a licence or authority previously, please attach evidence of your current/expired weapons licence.
Evidence of Ownership	Evidence that the ownership of the firearm(s) was passed by testamentary disposition or laws of succession.
Financial - Demonstrated	Proof of current financial membership of an approved weapons club for historical or military re-enactment - demonstrated use. This proof is to clearly state the name of the club, your name and the expiry date of your membership.
Financial - Military Re-enactment	Proof of current financial membership of a recognised military re-enactment club/society. This proof is to clearly state your name and the expiry date of the membership and must be for the category(ies) of the weapons endorsed on your firearms licence.
Financial - Training	Proof of current financial membership of an approved weapons club for historical or military re-enactment - training. This proof is to clearly state the name of the club, your name and the expiry date of membership.
Firearm Possession	If you are in possession of a firearm(s) you must provide proof of registration if from another state or country or you may be required to make an application for Permit to Acquire.
Group Additional Storage	Details of any other club members, officers or employees who may provide additional storage, including storage address.
Group Business Extract	A copy of the current registered business/company name providing details of the type of enterprise (e.g., sole proprietor, partnership, etc.) including the extract detailing the office holders of the company/business. If the applicant is a shooting gallery operator provide details of the shooting gallery approval number.
Group Club Approval	Details of the shooting club approval number.
Group Letter	A letter on club letterhead containing the following information:

	<p>(a) The position held by the author of the letter in the club, (b) Authorisation by another member of the club governing body for the applicant to be representative for this application; and (c) Details of activities which warrant use of weapons.</p>
Group letter of Authority	<p>Letter on letterhead containing the following information:</p> <p>(a) The position held by the author of the letter in the company/business;</p> <p>(b) Authorisation for the applicant to be representative for this application; and</p> <p>(c) The categories of firearm required for this licence and details of activities which warrant the use of a firearm.</p>
Group Storage	<p>Details of the storage facility where weapons are to be stored and its compliance with legislation.</p>
Historical, Military or Martial Arts	<p>Proof of current financial membership that is a genuine historical, military re-enactment or martial arts organisation that gives training in the use of the type of weapon(s).</p>
Identified Risks	<p>Advice as to the risks you have identified and what action has been taken to reduce these risks.</p>
Incidents	<p>Advice as to incidents you have been involved with either directly or indirectly.</p>
Inoperability	<p>A certificate of firearm/weapon being permanently inoperable.</p>
Landowner Permission	<p>A letter of permission from the landowner giving you permission to enter the property for the purpose of recreational shooting as provided.</p>
Letter of Authorisation	<p>A letter of authorisation from the organisation which you represent, which includes a full description of the activities for which the weapon(s) are required. If an organisation, you are to also provide a copy of the business/company name providing details of the type of enterprise (e.g. sole provider, partnership, etc) including the extract detailing the office holders of the company/business Note: A blank-fire firearms licence may only be issued for the purpose of theatrical production or for starting sporting events.</p>
Medical	<p>If you have indicated that you required treatment for any of the conditions listed in the medical history section, a doctors certificate or a report from a medical practitioner is required.</p>
Membership Declaration	<p>A current declaration signed by an approved historical society's representative proving current membership and verification that you are a genuine collector of weapons.</p>
Need Verification for Organisation	<p>Provide information that verifies there is a need for you to provide an armed service. Please supply a list of your potential clients and letters on company letterhead which include the following information:</p>

	<p>(a) The author's name, address and contact number;</p> <p>(b) The nature of the services required by the business (e.g. cash escort);</p> <p>(c) The frequency of the services required (e.g. twice per week); and</p> <p>(d) The perceived risks that require the possession of a weapon.</p>
Operating Procedures	A copy of the organisation's operating procedures/guidelines for employees when using weapons in the course of their occupation.
Organisation Letter of Authorisation	A current letter of authorisation from the organisation that you represent, which includes a description of the activities for which the weapon(s) are required.
Prolonged and Genuine Interest	Sufficient information to satisfy the Authorised Officer that you have a prolonged and genuine interest in the study, preservation or collection of weapons.
Proof of Address	<p>Please provide proof of your current Queensland residency e.g. rates notice, gas/electricity account not more than 12 months old for:</p> <ul style="list-style-type: none"> - All new licence applications - Renewal applications where address details have changed.
Proof of Membership	Proof of current financial membership that is, or is affiliated with, a state, national or international historical, military re-enactment or martial arts organisation.
Protected Property	<p>Provide verification of the property/valuables being protected. Evidence may include:</p> <ul style="list-style-type: none"> (a) Copies of bank statements; (b) Copies of invoices/receipts relating to the sale or purchase of property/stock which is being protected; and (c) Other documents confirming the said property (e.g. asset statements).
Public Safety Need	Details addressing why your need to possess a weapon is greater than the need to ensure public safety.
Queensland Resident	You have indicated that you are not a Queensland resident. Please provide a reason for application as a non resident of Queensland.
Security Firm's Licence	A copy of a current Security Firm's Licence (SFM) issued under the <i>Security Providers Act 1993</i> in the name of your business.
Security Measures	Details of current security measures relevant to the protection of the valuables. This may include security at a place (e.g. residence) or during transport.
Security Precautions	Advice of the security precautions to be taken to ensure the safekeeping of all weapons to be stored including an indication on whether or not these precautions meet the requirements of Sections 30-38 of the <i>Weapons Regulation 1996</i> .
Security Secure Storage	Describe the facilities in place for the storage of weapons, including details of the safe/vault location, construction and

	weight.
Special Circumstances	Details of any special circumstances that support the application for this licence (e.g. isolation, disability).
Specific Details	<p>Specific details of the reasons why the weapon(s) are required including:</p> <p>(a) When the weapon(s) are required for physical possession; and</p> <p>(b) Where the weapon(s) are required for physical possession.</p>
Specific Need	Written details of the special occupational need, or the exceptional need for self preservation that cannot be satisfied in any other way.
Statement of Attainment	Details of any current weapons licence held or proof of a successful completion of an approved course in safety training of weapons - a "Statement of Attainment" issued within the last twelve months, detailing the date the certificate was awarded, the categories of weapons in which you have been deemed competent, and the name of the registered training provider.
Statement of Attainment - Security Guard	A "Statement of Attainment" as proof of your successful completion of the approved training course for security licence (guard) issued within the last twelve months detailing the date the certificate was awarded, the categories of weapons in which you have been deemed competent, and the name of the registered training provider.
Statement of Attainment - Security Organisation	A "Statement of Attainment" as proof of your successful completion of the approved training course for security licence (guard), issued within the last twelve months detailing the date the certificate was awarded, the categories of weapons in which you have been deemed competent, and the name of the registered training provider OR current security licence (guard).
Weapon Description	A detailed description of the weapon(s) used by the organisation (martial arts requirement only).
Work and Skills	<p>The following information is to be included:</p> <p>(a) Outline what type of work you intend to undertake;</p> <p>(b) Where do you intend undertaking this work;</p> <p>(c) What skills do you possess that allow you to perform the functions of an armourer having regard to individual and public safety; and</p> <p>(d) What equipment do you have to enable you to perform the functions of an armourer.</p>