

Individual 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	Documents Description
Aerial Employment	Proof that you are currently engaged or employed for the purpose of aerial animal control.
Aircraft and Weapon Operators	Who will be flying the aircraft and who will be using the weapons.
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.
Aviation Authority	A copy of current authorisation issued under the provisions of Civil Aviation Authority permitting the carriage and use of firearms in and from the aircraft.
Business Conducted	Details of the type of business conducted and reasons why a firearm is necessary. NB: If you require the use of Powerhead weapons provide details as to the duties that a weapon of this type is required for.
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.
Business Name	Business details such as registered business name.
Categories A&B - Sport/Target Club	Proof of current financial membership of an approved shooting club. This proof is to clearly show the name of the club, your name and the expiry date of your membership. Note: Applications by minors for the above mentioned reasons must also include a letter from a parent or guardian authorising the use of firearms. Contact details of the parent or guardian must be outlined in the letter.
Category C - Sport/Target Club - Physical Need	Documentation signed by a doctor supporting the existence of a physical need for category C because of a medical condition or due to a lack of strength or physical dexterity.
Category C - Sports/Target Club - Membership	Current financial membership of an approved shooting club that takes part in, or is affiliated with a body that takes part in, national and international clay target shooting competitions or

	membership of an approved clay target club. The proof is to clearly show the name of the club, your name and the expiry date of the membership.
Category C - Sports/Target Club - Strength/Dexterity	Documentation signed by your medical practitioner supporting a lack of strength or physical dexterity.
Certificate of Accreditation	A copy of your current Certificate of Accreditation issued by Safefood Queensland.
Change of Name	If you have changed your name, you must provide proof e.g. marriage certificate, change of name certificate, etc.
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> .
Commercial Fisher Licence	A copy of your current Commercial Fisher licence, issued by the Department of Primary Industries.
Commercial Wildlife Harvesting Licence	A copy of your current Commercial Wildlife Harvesting licence, issued by Queensland Parks and Wildlife Services OR a Letter of Intent from Queensland Parks and Wildlife Services to issue you with a Commercial Wildlife Harvesting licence when you become the holder of a Firearms licence.
Confirmation	Provide written confirmation that these arrangements are agreed to by the contracted clients, on business letterhead.
Contract Intent	Contracts from property owners you are providing service to.
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.
Employee Letter of Authority	If you are an employee of the business you must supply a “letter of authority” from your employer verifying the application details and detailing the reasons why you require the firearm in the course of your employment and the nature of your duties performed. You must also advise if there are other members of your staff requiring the use of these firearms.
Employee of Paintball	A letter from a paintball field official stating that you are an employee of the business.
Employer Verification	As an employee of a council or authority, provide a letter from your employer verifying the reason(s) why firearms are necessary and the nature of the duties undertaken.
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	If you have indicated you have been issued with a licence or

History	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.
Government Service Entity Verification	A letter from your employer, verifying that you are employed by a Government Service Entity and which outlines the duties for which firearms are necessary.
Historical, Military or Martial Arts	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).
Inoperability	A certificate of firearm/weapon being permanently inoperable.
Instructor Qualifications and Experience	Provide evidence of your qualification and/or experience in relation to the development, presentation and evaluation of modules, and assessment of participants (minimum requirement—possess Certificate IV for Workplace Training).
Landowner Permission	A letter of permission from the landowner giving you permission to enter the property for the purpose of recreational shooting as provided.
Letter of Authorisation	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.
Letter of Authorisation - Minor	A letter from a parent or guardian authorising the use of firearms. Contact details of the parent or guardian must be outlined in the letter.
Letter of Authorisation - rural purposes	A letter from a parent or guardian authorising you to use firearms in the course of your employment on rural land. Contact details of the parent or guardian must be included in the letter.

Letter or Contract Intents	Letters or contracts from property owners, or letters of intent from government departments e.g. Department of Natural Resources. These letters should include the property owners' names, contact details, property sizes and surrounding features and type of terrain, extent of problems being encountered, the proposed action and the method of control which is currently being used.
Medical	If you have indicated that you required treatment for any of the conditions listed in the medical history section, a doctor's certificate or a report from a medical practitioner is required.
Membership Declaration	A current declaration signed by an approved historical society's representative proving current membership and verification that you are a genuine collector of weapons.
Minor Identification	Birth certificate, passport, student card (displaying date of birth) or current Queensland Drivers licence.
Need Verification for Guard	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: (a) The author's name, address and contact number(s); (b) The nature of the services required by the business (e.g. cash escort); (c) The frequency of the services required (e.g. twice per week); and (d) The arrangement in place should you be unavailable for work.
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.
Outline of Conduct and Duties	A letter on a business letterhead outlining that the licence is required in the conduct of your business/occupation and describing the duties that require the use of firearms.
Paintball Permission	A letter from a paintball field official stating that you have permission to play paintball. Note: Club membership is not required.
Powerhead - Fishing	Details outlining the purpose for which you require Powerhead firearms.
Practical Experience	Evidence of your practical experience in the handling and use of weapons. This may be presented in the form of a resume and include copies of the relevant certificates, awards and proof of membership.
Prawn & Fish Farm permit	Damage Mitigation Permit indicating bird problems exist, if firearms are used to shoot birds for prawn/fish farm purposes. Details such as the size of the prawn/fish farm must also accompany the application for a licence.
Procedures for illness or injury	Provide details of the procedure to be put in place should you be unable to meet the contractual duties due to illness or injury.
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	Please provide proof of your current Queensland residency e.g. rates notice, gas/electricity account not more than 12 months old for: - 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.
Property Owner Authorisation	A letter from a property owner authorising you to shoot on the property owner's land. The letter is to detail the location, total area and description of the property.
Queensland Resident	You have indicated that you are not a Queensland resident. Please provide a reason for application as a non resident of Queensland.
RTO Evidence	Evidence of your Training Organisation Registration with the Department of Education (D. E. T.) as an approved provider of the 30655QLD and/or an approved training course for weapons OR a letter of authorisation from a registered provider of a course approved by the Commissioner under the <i>Weapons Act 1990</i> . This letter should contain details of: the registered number of the registered course provider, the courses you are authorised to instruct, the period of time the authorisation is valid, and where the course instruction will take place.
Rural - Categories	Details of why you require the use of these category(ies) of weapons in the course of your duties on the rural property.
Rural - Employer	A letter from your employer verifying that you are an employee/lessee on the rural property and that you require the use of the weapons in the course of your actual duties as an employee on the property. Contact details and your employer's signature need to be included. For lessee only: provide a copy of your current lease.
Rural - Property Information	The following information on a separate sheet: (a) How often do you attend the property if you DO NOT reside on the property? (b) What was used prior to this application? (c) Why is the possession and use of a category C and/or D or H weapon now necessary? (d) How long have you owned/occupied the property? (e) Provide details of any other person who holds a licence in respect to the property for the specified categories and why is another licence of this type necessary? (f) Category C and/or D only: Detail the extent of feral animals/vermin infestation and other methods trialled to reduce infestation.
Security Officer's Licence	A copy of the front and back of your current Security Officer's Licence issued by the Office of Fair Trading under the <i>Security Providers Act 1993</i> .
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.
Ship Registration	A copy of your current ship registration documentation.
Specific Details	Specific details of the reasons why the weapon(s) are required including: (a) When the weapon(s) are required for physical possession; and (b) Where the weapon(s) are required for physical possession.
Specific Need	Written details of the special occupational need, or the exceptional need for self preservation that cannot be satisfied in any other way.
Sport of Target Shooting - Category H	Current Approved Club Declaration (Queensland Applicant) signed by the club representative of an approved pistol club stating that the applicant holds current membership with the pistol club; membership for a 6 month period immediately before the declaration is made. The applicant has participated in at least 3 handgun shooting competitions during the 6 month period.
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.
Visit Frequency	The following information is to be included; (a) Information in relation to the frequency of visit/s to the properties, (b) Details of types of firearms you intend to use in the conduct of your duties and; (c) Why you have chosen the particular type of firearm must also be provided.
Weapon Description	A detailed description of the weapon(s) used by the organisation (martial arts requirement only).