

Weapons Licensing Group

Queensland Police Service

FACT SHEET – CHANGES IN LICENSEE'S CIRCUMSTANCES



Changes in circumstances

If you hold a Queensland weapons licence, you must advise the Weapons Licensing Group (WLG) of any change in your circumstances or personal details within 14 days of the change.

You must advise WLG of any changes to the following:

- Your personal details (name, address/s or contact information)
- Your business operations
- Your reason for possessing a weapon
- Your mental or physical fitness.

Change of personal details

Online – You can update your details via the Queensland Police Service website.

 <https://www.police.qld.gov.au/weapon-licensing/licence-management>


In Person – You can download a Form 4A – Change of Address/Change of Name/Change of Storage Facility from the Queensland Police Service website and lodge it at your local police station.

You will need to provide details of your current weapons licence and show photographic identification.

Change of weapons category and / or licence condition

Your weapons licence must reflect your reason for possessing and using firearms and the categories you are licensed for.

To change your genuine reason, or to add an additional category of weapon to your current weapons licence, you must download a Form 4B – Change of weapons category and/or change of condition(s) of licence, provide supporting documents to support your application, and lodge the form at your local police station. For a list of licence types and the supporting documents required to provide, visit:

 <https://www.police.qld.gov.au/weapon-licensing/firearms-licence-supporting-documents>

Change of business details

You must advise WLG of any changes to your business details, including:

- Changes to business particulars
- Change of representatives
- Changes to your business address
- Change to your safe storage location.

A business cannot operate from a new premise until it is endorsed on the licence conditions.

Online – You can update your details via the Queensland Police Service website.

 <https://www.police.qld.gov.au/weapon-licensing/licence-management>

In Person – You can download either Form 4C - Change of Business Particulars / Change of Representatives or a Form - 4D Change of Business Particulars / Other Reasons from the Queensland Police Service website and lodge it at your local police station.

 <https://www.police.qld.gov.au/units/weapons-licensing>

You will need to provide details of your current weapons licence and show photographic identification.

Change in mental and/or physical fitness

You must advise WLG if you have recently been diagnosed with or are receiving treatment for an ongoing medical or psychological condition within 14 days. An Authorised Officer will advise you if you are required to provide documentation to support your physical and mental fitness and will review any documentation to determine your suitability to continue to hold a weapons licence.

Contact us

For further information:

Find us at www.police.qld.gov.au/units/weapons-licensing, or

Email us at WeaponsLicensing@police.qld.gov.au

