



Supporting documentation for Primary Producers

The Weapons Licensing Group (WLG) has engaged with external stakeholders to review and improve processes for primary producers. As part of this review, the supporting documentation required for primary production purposes has been streamlined by creating simple dedicated checklists specifically for primary production purposes. These checklists will assist licence applicants and licence holders to provide the right information when submitting an application.

Supporting your genuine reason

It is important that you provide sufficient supporting documentation to substantiate your genuine reason. This will help us process your application in a timely manner and reduce the chance of having to supply additional information. To support your application, you are encouraged to complete and provide:

- **Primary Production: Supporting Documentation Checklist** - provides further information on categories of weapons applied for, genuine reason and property details.
- **Landowner / Lessee / Manager Property details** – you must show proof that you own, lease or manage rural land where you carry out primary production activities. Evidence is required for every property or station you nominate as part of your genuine reason.
- **Evidence of Engagement in Primary Production** – a recent income tax assessment notice showing the business of primary production **or**, completion of the Qualified Tax Agent / Accountant Declaration.

Primary Production: Supporting Documentation Checklist

The Primary Production: Supporting Documentation Checklist assists you in providing necessary information about your property, the category of weapon/s you are applying for, and the primary production activities you carry out.



You can access the *Primary Production Checklist* here: <https://www.police.qld.gov.au/weapon-licensing/individual-licence-types>

Landowner / Lessee / Manager Property details

You are required to provide a rates notice, lease agreement or copy of the employment contract acting as manager of the rural property. In the absence of a formal lease agreement, a statutory declaration outlining details of the lease agreement or employment contract completed by the property owner or employer will be accepted as sufficient proof of the agreement.

Evidence of Engagement in Primary Production

To show you are engaged in primary production, you are required to provide one of the following:

- A recent income tax assessment notice (issued in the last 12 months) - clearly identifying the business of primary production; **or**
- Qualified Tax Agent / Accountant Declaration – completed by a qualified tax agent or accountant, confirming your engagement as a primary producer. If you are the lessee / manager of the property, the property owner will be required to provide you with the completed declaration.



Search 'Qualified Tax Agent / Accountant Declaration' at <https://www.police.qld.gov.au/weapon-licensing/individual-licence-types>

FACT SHEET SUPPORTING DOCUMENTATION FOR PRIMARY PRODUCERS

How to apply

Online applications are the preferred lodgement method. Online applications reduce the risk of not providing sufficient supporting information.

Online – complete and submit your application via the Queensland Police Service website.



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

Online Application Tips

The Weapons Licensing Management System (WLMS) is currently being replaced and upgraded to enhance user experience. The current system – Weapons Act Online Portal is operating within a change freeze period and we are unable to update the system with any new information to accommodate the newly created primary production checklists. We appreciate your patience and understanding during this time.

When applying online you will be prompted to upload supporting documentation based on the genuine reason and category of weapons you have selected within the application. It is recommended that despite the information that may be displayed in the online screen below, you should upload the dedicated checklists referred to in this document.

New Licence Application (6 of 8): Supporting Documentation	
Documentation List	
Please upload the mandatory supporting documentation listed below to continue processing this application.	
Please upload supporting documentation with the following criteria: 1. File format can be gif, tiff, jpeg, jpg or pdf. 2. Maximum file size is 2MB. 3. A maximum of 3 files can be uploaded per document. 4. Digital photographs of documents are acceptable.	
To ensure your application is assessed in a timely manner, it is important the documents supplied are correct and complete. For further information on Supporting Documentation, please click the Help button at the bottom of the form.	
* Property Owner Authorisation: <i>Completed Form 1 Annexure - Primary Producer to prove current primary production on rural lands with authorisation by the property owner/manager.</i>	<div>Upload a file</div> <div>Upload</div>
* Evidence of Property Ownership: <i>Proof of property ownership/lease/management is necessary for each property(s) you require to use weapons on; you must submit with the application the relevant one of the following documents: (a) Owner of the property, must provide a copy of the rates notice for property(s), or (b) Lessee of the property (valid for proof, only if applying for Primary Production), must provide a copy of the lease agreement for property(s), or (c) Manager of the property, must provide a copy of the employment contract as manager and can act on the owner/lessee's behalf on the property(s). (Note: This information is required for each property you intend on utilising weapons as part of your occupational need.)</i>	<div>Upload a file</div> <div>Upload</div>

Can I apply another way?

In Person – For a New Application, a hard copy Form 1 – Application for a Licence can be downloaded from the Queensland Police Service website and lodged at a participating Australia Post outlet.

For a Renewal, A hard copy Form 6A – Application to Renew Weapons Act Licence can be downloaded from the Queensland Police Service website and lodged at your local police station.



Hard copy application forms: <https://www.police.qld.gov.au/units/weapons-licensing>

It is important that all supporting documentation is provided at the time of lodging your application to avoid unnecessary delays with your application being processed.

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



Non-urgent: 131 444 Emergency: 000 Crimestoppers: 1800 333 000