

APPLICATION FOR THE GRANT OR RENEWAL OF A FIREARM AND/OR SHOTGUN CERTIFICATE

NOTES: Please read these BEFORE completing the form

FIREARM: Section 1 of the Firearms Act 1968 (as amended) applies to all firearms except:

- i. a shotgun;
- ii. an air weapon (unless declared specially dangerous’);
- iii. prohibited weapons such as centre fire self-loading rifles, handguns, machine guns etc (unless specifically authorised).

SHOTGUN: Section 1(3)a of the Firearms Act 1968 (as amended) defines a shotgun as:

- i. a smooth bore gun (not being an air weapon);
- ii. having a barrel not less than 24” (60.96cm) and a bore less than 2” (5.08cm);
- iii. either having no magazine, or a non- detachable magazine incapable of holding more than two cartridges;
- iv. not a revolver gun.

Referees

1. When applying for a **firearm certificate**, you should have gained the permission of two people who have agreed to act as referees for you. You must complete Part F (i & ii) with their details. When applying for a **shotgun certificate** you should have gained the permission of one person to act as a referee for you. You must complete part F with their details.
2. The referee(s) who have agreed to act for you must have known you personally for at least two years and must be resident in Great Britain. A referee must not be a member of your immediate family, a registered firearms dealer, a serving police officer or police employee. Referees must be of good character and any references they agree to provide must be given freely and not on payment.

Coterminous Applications

3. To apply for both a **firearm certificate** and a **shotgun certificate** and to have them expire at the same time (coterminous certificates) you should complete the sections for firearms and shotgun certificates. The fee payable for such certificates may be less than the normal fee for a grant or renewal of a shotgun certificate if both your applications are dealt with at the same time.

Medical Information

4. You must disclose any physical or mental health condition that may affect your ability to safely possess and use a firearm (including a shotgun). Sections 27 and 28 of the Firearms Act 1968 (as amended) specify in that order to issue a firearm or shotgun certificate the chief officer of police must be satisfied that the applicant can be permitted to possess a gun ‘without danger to the public safety or the peace’/ Medical fitness is one of the factors police must consider when assessing a person’s suitability.

5. Relevant medical conditions which must be disclosed include, for example:
 - Accute Stress Reaction or an acute reaction to the stress caused by a trauma
 - Suicidal thoughts or self harm
 - Depression or anxiety
 - Dementia
 - Mania, bipolar disorder or a psychotic illness
 - A personality disorder
 - A neurological condition: for example, Multiple Sclerosis, Parkinson's or Huntington's diseases or epilepsy
 - Alcohol or drug related abuse

Or any other condition, mental or physical, which might affect your safe possession of firearms. If in any doubt, consult your GP.

6. Please see attached Medical Information Guidance and GP Declaration letter.
7. The police will ask your GP to place an encoded reminder on your patient record to indicate that you have been issued with a firearm or shotgun certificate. The GP is asked to notify the police if, following the issue of the certificate, you begin to suffer from a relevant medical condition, or if the GP has other concerns about your possession of a certificate that might affect your safe possession of firearms. Following contact from your GP there may be a need for a medical report to be obtained to assist with assessment of your continued suitability to possess a firearm or shotgun certificate. The police will pay if a medical report is required.
8. **Following the issue of a firearm or shotgun certificate** – Please note that the declaration you have signed consenting to information sharing between your GP and police applies during the application process and during the validity of any firearm or shotgun certificate, which may be up to five years.
9. You are expected to inform the police if you begin to suffer from a relevant medical condition, **having sought medical advice or treatment for such a condition**, while the certificate remains valid.
10. You should inform the police if you change your GP practice and provide contact details for the new practice.
11. You are asked to provide details of GP practiced over the past 10 years and whether you have consulted medical practitioners other than at your GP practice so that all relevant information is available to police to assist with their assessment of suitability to possess a firearm certificate.

Convictions and Offences

13. You must not withhold information about **any conviction**. This includes motoring offences (including speeding offences), binding overs, formal written warnings, cautions and convictions in and outside Great Britain, and (by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975) convictions which are spent under the 1974 Act. A conditional discharge and an absolute discharge both count as convictions for this purpose. Details of parking offences and fixed penalty notices do not need to be declared.
14. Section 21 of the Firearms Act 1968 details restrictions on the possession of firearms and ammunition by those previously convicted of crime. A person receiving a suspended sentence of a minimum duration of three months or more will be prohibited from possessing a firearm for five years from the second day after sentence.

Inspection of Premises

15. Please allow the police to inspect your guns and security when requested as in the absence of a warrant consent is required for the police to inspect the premises.

Photographs

16. Applications must be accompanied by one photograph of you and sized 45mm x 35mm. The photograph must be full face and without a hat and must be a current true likeness. An ordinary passport style photograph is suitable for this purpose. A computer generated likeness is acceptable if it is full face, against a plain background and printed on good quality gloss or matt paper.
17. If you are applying for both a firearm and a shotgun certificate you need only submit one photograph.
18. Please write your name on the back of your photograph.

Equality monitoring

19. The equality monitoring information you provide in part H aims to assist the force in meeting its duties as a Police Authority. The information will be kept separately from the application.

Submission of Application

20. Unless otherwise advised by the police, you should post or take the completed form together with the fee and photographs to the police firearms licensing department. In the case of an application for renewal of a shotgun certificate or variation, the current certificate or a signed and dated recent copy should be included with the application.

Section 1: Firearm Only

21. To acquire or possess firearms or ammunition under Section 1 of the Firearms Act 1968, you have to provide evidence that you have a **good reason** to do so. This applies to the grant, renewal or variation of a firearm certificate. This evidence can take several forms: permission to shoot over land or membership of a target shooting club, or a booking or invitation to go deer stalking are examples, but these are not exhaustive.

22. Please provide the address of one area of land where you have permission to shoot, together with the name, address and telephone number of the person who has given you that permission or the details of a Home Office approved club of which you are a full member. **NB:** You will not necessarily be limited to shooting over that individual piece of land or at that club.