

Firearm

Grant / Renewal Application Guidance Notes

Firearms Explosives Licensing Section
Police Headquarters
Cornwall Mount
Dumfries
DGI IPZ

Tel: 0845 600 5701

Dumfries and Galloway Constabulary



PLEASE READ THE NOTES ON THE APPLICATION FORM IN CONJUNCTION WITH THIS GUIDANCE WHEN COMPLETING THE FORM

Please ensure the following have been carried out – it will assist in issuing your certificate

QUESTION 14

Tick Box

Grant application – You must declare **ALL** offences that you have ever been convicted of.

Renewal application – you must detail **ALL** offences you have been convicted of since your last renewal **including** motoring offences, and any outside Great Britain. Non-disclosure is an offence and may adversely affect your application.

QUESTION 19

Show only details of weapons you **INTEND** to purchase or acquire – you must provide a good reason to acquire each.

Do not show any details of existing weapons on your certificate here.

QUESTION 22

Show details of the precise location where you intend to store the firearm(s), the cabinet capacity and if the storage is shared.

The secure storage must be out of sight from casual view. Ammunition should be stored securely in a compartment or place separate from the firearms.

QUESTION 25B

If you wish to apply for the grant or renewal of a Shotgun Certificate at the same time (co-terminous), you must complete both a Firearm and Shotgun Application Form. Please contact this office to clarify the procedure if in doubt. This will reduce the fee for the Shotgun Certificate to £10.

PART E

Please ensure your referees have completed and signed the application form. Give them their form and advise them to send it directly to this department as soon as possible and within 28 days at the latest. You should ask your referees to read the instructions and answer the questions in full, giving their opinion. Referees will be rejected if they cannot provide sufficient information.

YOU MUST NOT SEE THESE FORMS ONCE COMPLETED.

GENERAL

IF YOU DO NOT OWN/LEASE THE LAND WHERE YOU WILL SHOOT:

Please have the landowner/tenant complete the enclosed Land Authority Form (FELS5) OR provide written authority for you to use all your firearms. Only one is required.

If a member of a Rifle / Target Club – enclose a copy of your membership.

Enclosed 4 passport size photographs – you must sign one and each referee must endorse a separate photograph using the words “I certify that this is a current true likeness of...”

YOU MUST INCLUDE THE FOLLOWING WITH YOUR APPLICATION

- The grant fee of £50 or the renewal fee of £40 or
The co-terminous grant fee of £60 or the co-terminous renewal fee of £50
- The 4 photographs as described above (8 for co-terminous applications).

Cheques or postal orders should be made payable to “the Chief Constable”.

If your renewal form is incomplete this will delay the process.

A Firearms Field Officer will contact you to discuss your application, check your security arrangements and make enquiries regarding your application in due course.

Should you require any further advice or assistance, please do not hesitate to contact the Firearms and Explosives Licensing Section at Police Headquarters, telephone 0845 600 5701.