

INFORMATION SHEET

PROPERTY REGISTRATION

OFFICIAL



Property Registration

How do I register my property?

This is done via the new online portal.

- You need to sign in and create an account using your myID (formally myGovID).
- Then register your land via the volume / portfolio number which can be obtained from the Landgate website.

* A person does not need to be a firearm licence holder to register their land, and only land that is intended for hunting needs to be registered.



1. Login to your account using your myID.

***NOTE:** All screen shots contained within this document are subject to change during the continuous I.T. development and the end user's experience may differ.

Western Australia Police Force

Help Contact Us

My Details Licence Application Register a Property

Manage Property

WA Police Force / Home / Manage Property

Register property

This form has 6 steps and takes approximately 10 minutes to complete.

1 Who is Registering?

Register a Property - Prerequisite

Please make sure you have the following information available before you begin the application

Property Owner/Occupier

If you are registering as a Property Owner, you may need to provide the following:

- Property details including the Certificate of Title information
- Proof of Property Ownership
- Optional - If you wish to add a manager to manage your property:
 - Property Manager's MDL/FAL and Name
 - Authorisation Letter
- Business details (if property is owned by an organisation)

Property Manager/Agent

If you are a property Manager and registering on behalf of a property owner, you may be required to provide the following:

- Property details including the Certificate of Title information
- Letter of authorisation signed by the Property Owner
- Property Owner's MDL/FAL number and Full Name
- Proof of Property Ownership document
- Business details (if property is owned by an organisation)

Cancel Continue

View Personal Details Temporary Permit Individual Licence Register a Property View Written Authorities

2. Select 'register a property' and follow the instructions. You will be prompted to have all the relevant information at hand.

Issuing a standard hunting permission (*r.30, r35(a) Firearms Regulations 2024*)

Once land has been registered on the portal, the landowner will be advised how many hunting permissions they can issue. To issue a hunting permission:

- Log into your account.
- Select the land you have registered (one or many) to be taken to the land management screen.
- Select the issue hunting permission button.
- To issue the hunting permission you need the Hunting Licence holder or applicants' surname and authority/application number.
- Once you have issued a hunting permission, the Hunting Licence holder or applicant, and the regulator will be notified via the portal.

* Example screenshots on following page.

Properties

Home / Properties

Owner/Manager Details

XANTHIPPE, Xavier Zander

[Add New Property](#) [View Issued Written Authorities](#)

Registered Properties (28)

Approved 21 Refused 2

Property Name	Landgate ID	Created	Submitted	Status	Location	Size (A)	Authorities	Actions
Midstation	EX1234/567	14/04/2021	01/04/2021	Approved	102b East Lane, Dockland, WA6027	200	12	Select from list
Muddy River	5678/765	23/08/2023	25/07/2023	Refused	1225 Salisbury Road, Chard, WA6202	2	-	Select from list
Homelands North	JG5541/991	13/01/2024	28/01/2024	Approved	15 Highway Avenue, Signeath, WA1102	8011	3	Select from list
Homelands West	JG5544/994	13/01/2024	28/01/2024	Approved	18 Highway Avenue, Signeath, WA1102	561	3	Select from list
Revelation Station	0812/053	13/01/2024	28/01/2024	Approved	752 Big Loop Divide, Warbleville, WA1102	12,000	20	Select from list
Homelands East	JG5543/993	13/01/2024	28/01/2024	Draft	17 Highway Avenue, Signeath, WA1102	761	-	Select from list
Central	JG5541/991	13/01/2024	28/01/2024	Approved	11987 Runway Approach, Miramar, WA1102	4657	9	Select from list
Homelands South	JG5542/992	13/01/2024	28/01/2024	Approved	16 Highway Avenue, Signeath, WA1102	132	2	Select from list
Little Island	HM0031/061	13/01/2024	28/01/2024	Draft	Hillarys, Indian Ocean, WA6024	1	-	Select from list
Bayviews	2201/022	13/01/2024	28/01/2024	Refused	919 Exmouth Drive, Shark Bay, WA3002	30,013	-	Select from list

10 Items per page Previous 1 2 3 Next Showing 1-10 of 28 items

1. Select the property you wish to issue a hunting permission for from your list.

Properties

WA Police Force / Home / My Properties

Owner / Manager Details

Beatris David

[Add New Property](#) [View Issued Written Authorities](#)

Registered Properties

Name	Landgate ID	Date Created	Date Submitted
Property House	8756/771	26/08/2024	26/08/2024

Showing 1 - 1 of 1

Issue Written Authority

Application Number or Firearms Licence Number (required)

10020

Surname of Applicant or Firearms Licence Number Holder (required)

Property Owner/Manager Name

Property Name

Property House

Property Address

Cancel Issue

Authority	No of Written Authority Issued	Actions
	0	Actions

Items per page: 10

2. Enter in the hunter's application or licence number and their surname, then select 'Issue'.

Issuing a temporary hunting permission (r.30, r35(b) Firearms Regulations 2024)

A temporary hunting permission can only be issued to an existing Hunting Licence holder by landowners who have registered their land for hunting purposes. The purpose of the temporary hunting permission is to allow hunters (existing licence holders) to hunt on land that they do not already have a standard hunting permission. For example, hunting trips or visits to properties not previously related to the authority holder.

The temporary hunting permission must be made in writing, which includes electronically (SMS, email etc.) and has a maximum period of 14 days.

The temporary hunting permission must include the name of the person issuing the temporary hunting permission, the name and authority number of the person receiving the permission, the dates the permission is in force, the location for which the permission is in force, and the purpose e.g., shooting foxes.

Periods of hunting permissions (s.39 Firearms Act 2024, r.36 Firearms Regulations 2024)

Standard hunting permission – until the licence is due for renewal, unless the permission is sooner revoked.

Temporary hunting permission – for a period, not exceeding 14 days, specified in the permission, unless sooner revoked.

Renewal of hunting permissions (s.39(5)(e) Firearms Act 2024, r.40 Firearms Regulations 2024)

An authorised person who gives a standard hunting permission may renew it only while it is in force.

This is done via the portal by viewing the hunting permissions issued for the land and simply selecting 'renew'.

How many standard hunting permissions can be issued for land?

Size – less than or equal to	Written Authority #
1500 acres	5
5000 acres	7
15,000 acres	10
+15,000 acres	15

Approval of land for hunting (s.38 Firearms Act 2024)

The regulator may approve land for hunting by a person using a firearm under a Hunting Licence.

The regulator must not approve land unless the regulator is satisfied that:

- The land is in Western Australia; **and**
- The person has permission to engage in hunting on the land under section 39 (hunting permission for land); **and**
- The land is suitable for hunting using firearm under the licence as provided by section 40 (suitability of land for hunting using firearm).

Suitability of land for hunting using firearm (s.40 Firearms Act 2024)

Land is suitable for hunting using a firearm under a Hunting Licence only if the regulator is satisfied as to its suitability for that purpose, having regard to the following:

- The size and location of the land (including proximity of hunting areas to public roads and populated areas);
- The nature of the hunting that is likely to take place on the land and the suitability of the firearm for that hunting;
- The capabilities of the firearm;
- The number of hunting permissions in force for hunting on the land at a particular time;
- Such other matters as the regulator thinks relevant.

Hunting permission for land (s.39 Firearms Act 2024)

A hunting permission (a standard hunting permission) was previously known as a property letter or written authority and is required to form part of the genuine reason to obtain a Hunting Licence.

A Hunting Licence cannot be issued to a person unless they have been provided with a hunting permission by a landowner who has registered their land for hunting. A landowner who registers their land is automatically taken to have a hunting permission for that land and it does not count towards the number they can issue.

The hunting permission is issued by the landowner via the new online portal and the licence holder must seek its renewal when the Hunting Licence is due for renewal.

As is currently the case, the licence holder must seek verbal allowance/approval each time they wish to go hunting on land they have a hunting permission for. *A Hunting Permission is not an open invitation to go as and when you please and it may be considered trespassing with a firearm (s.300) if you do not obtain allowance/approval and the landowner does not want you there at the time.*

Who can issue a hunting permission? (s.39 Firearms Act 2024, r.34A Firearms Regulations 2024)

An authorised person for land, means:

- The occupier of the land; **or**
- A person entitled to give permission on behalf of the occupier of the land for a person to engage in hunting on the land; **or**
- A person prescribed by the regulations which includes:
 - Native Title Body Corporate that registered native title land;
 - A person entitled to give permissions on behalf of a Native Title Body Corporate;
 - Native Title Body Corporate (the organisation lodging the claim) for land subject of undetermined claim of native title;
 - A person entitled to give permissions on behalf of a Native Title Body Corporate (the organisation lodging the claim)
- The holder of a diversification lease;
- The holder of a pastoral lease; **and**
- Any person entitled to give permission on behalf of the holder of a pastoral lease for a person to engage in hunting on the land.
- For a managed reserve – the management body;
- For Crown land that is vested in a person under a written law other than the *Land Administration Act 1997* – that person;
- For Crown land to which none of the above applies – the body corporate that is continued under the *Land Administration Act 1997* section 7.

Requirement to notify Commissioner if no longer authorised person (s.39(5)(b) Firearms Act 2024, r.37 Firearms Regulations 2024)

A person who gives hunting permissions for land must notify the regulator if they cease to be an authorised person for the land. This notification must be made within 28 days.

Lapsing of hunting permission if person ceases to be authorised person (s.39(5)(c) Firearms Act 2024, r.38 Firearms Regulations 2024)

A standard hunting permission issued to a Hunting Licence holder or applicant, lapses if the person who issues the hunting permission ceases to be an authorised person for the land it was authorised for.

For example, a landowner issues a Hunting Licence holder or applicant with a standard hunting permission. Shortly after, the landowner sells the land to another person. This means that the hunting permission is no longer valid as the person who issued it is no longer an authorised person for that land. The new landowner is then responsible for who they issue hunting permissions to, should they want to.

Giving copies of hunting permissions to Commissioner (*r.41 Firearms Regulations 2024*)

The regulator may require a person who is or was an authorised person for land to give the regulator a copy of each hunting permission for the land given by the person within the last 5 years.

In the case of permissions issued through the Firearms Portal, this requirement is automatically met, for others (temporary permissions) the issuer will need to retain a record of them and provide them on request to police.

Obligation of person revoking hunting permission (*r.39 Firearms Regulations 2024*)

A person who revokes a hunting permission for land must notify the regulator of that fact within 28 days.