

INFORMATION SHEET

MATTERS FOR ALL BUSINESS LICENCES

OFFICIAL



Matters for all Business Licences

Business Plan (*r.47 Firearms Act 2024*)

An application for a Business Licence must include a business plan that includes the following:

- A description of the services the applicant intends to provide that require the possession or use of a firearm under the licence;
- Projections on the volume of business transactions that the person expects to enter into for providing a relevant service to customers over the proposed term of the licence;
- Evidence that demonstrates and supports how the projections might be achieved. For example, market research, strategies about operations or finances and a marketing plan.

Record keeping requirements

The Licensee under a Business Licence must record the following information about the **withdrawal** of a business firearm, a major firearm part of a business firearm or ammunition from compliant storage:

- The *required information for the item; (see below)
- The name of the person making the withdrawal;
- The reason for the withdrawal;
- The date and time of the withdrawal.

The Licensee must keep the information recorded above for a period of 5 years commencing on the day after the withdrawal.

The Licensee under a Business Licence must record the following information about the **return** of a business firearm, a major firearm part of a business firearm or ammunition to compliant storage:

- The *required information for the item; (see below)
- The name of the person returning the item;
- The date and time of the return;
- For ammunition, if the quantity of ammunition returned differs from the quantity of ammunition withdrawn from compliant storage – the reason why.

The licensee must keep the information recorded above for a period of 5 years commencing on the day after the return.

* Required information means:

- For a firearm – the serial number of the firearm; **or**
- For a major firearm part – a serial number appearing on the part or, if there is no serial number, the type of part; **or**
- For ammunition – the quantity and type of the ammunition and whether the ammunition is live or blank ammunition.

* This does not apply to a Security Agent Business Licence. Regulation 51 addresses record keeping requirements for that Business Licence.