



Business Plan

WESTERN AUSTRALIA
POLICE FORCE
LICENSING SERVICES

LICENSING ENFORCEMENT DIVISION
303 Sevenoaks Street Cannington, Western Australia 6107
Post: Locked Bag 9 East Perth WA 6892
Email: LicensingServices@police.wa.gov.au
Telephone: 1300 171 011

This Business Plan must be completed and submitted as part of a Dealer, Repairer, Manufacturer and Corporate Licence Application

Select relevant Firearm Licence type: *Select ONE ONLY.*

A separate Business Plan is to be completed for each licence type.

Dealer

Repairer

Manufacturer

Corporate

COMPLETE FORM IN CAPITAL LETTERS

Company/Business Details

Trading Name		Structure	
Full Name		ABN	
Mobile Phone	Business Phone	Other Phone	
Email			
Unit / Lot / Level	Street Number	Street Name	
Street Type	Suburb	State	Postcode
Brief description of proposed business activity			

Residential Address of where you intend to operate the business

Unit / Lot / Level	Street Number	Street Name	
Street Type	Suburb	State	Postcode

Corporate Structure

Complete and attach a Nominated Persons Form for each named person and lodge with your application.

Person 1	Nominated Persons Application completed		
Surname			Given Names
Date of Birth DD/MM/YYYY	Company Role		
Person 2	Nominated Persons Application completed		
Surname			Given Names
Date of Birth DD/MM/YYYY	Company Role		



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Corporate Structure *continued*

Person 3	Nominated Persons Application completed	
Surname		Given Names
Date of Birth DD/MM/YYYY	Company Role	
Person 4	Nominated Persons Application completed	
Surname		Given Names
Date of Birth DD/MM/YYYY	Company Role	
Person 5	Nominated Persons Application completed	
Surname		Given Names
Date of Birth DD/MM/YYYY	Company Role	

Associates

List the details of each person who is a close associate of the applicant (holding any financial interest or entitled to exercise authority or influence in the business or holds a relevant position whether in their own right or on behalf of any other person in the business of the applicant)

Associate 1		Given Names
Surname		
Date of Birth DD/MM/YYYY	Company Role	
Associate 2		Given Names
Surname		
Date of Birth DD/MM/YYYY	Company Role	
Associate 3		Given Names
Surname		
Date of Birth DD/MM/YYYY	Company Role	
Associate 4		Given Names
Surname		
Date of Birth DD/MM/YYYY	Company Role	
Associate 5		Given Names
Surname		
Date of Birth DD/MM/YYYY	Company Role	



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Details of Other Licences

Provide the details of all licences held with Western Australia Police

Firearm

Licence Type	Licence Number	Expiry Date
Licence Type	Licence Number	Expiry Date
Licence Type	Licence Number	Expiry Date
Licence Type	Licence Number	Expiry Date
Licence Type	Licence Number	Expiry Date

Security Agent

Surname	Given Names	Date of Birth DD/MM/YYYY
Licence Type	Licence Number	Expiry Date
Surname	Given Names	Date of Birth DD/MM/YYYY
Licence Type	Licence Number	Expiry Date
Surname	Given Names	Date of Birth DD/MM/YYYY
Licence Type	Licence Number	Expiry Date

Declaration

The information provided in this application (business package and attachments) is true and correct as of date:

I am aware that if I have provided false or misleading information in this application, this may result in this application being declined.

Applicant Signature

Applicant Name, *Surname and Given Names*

Date



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Checklist

Supporting documents are required as part of this Business Plan.

Please see the following list and provide those that are applicable to the type of Firearms Licence that you are applying for:

	Corporate	Dealer	Repairer	Manufacturer
Authority Letter - An 'Authority Letter' is an official business, company or organisation letter nominating one person as the 'point of contact' for all matters pertaining to the firearms application and associated licence, and that this person is authorised to act on behalf of the business, company or organisation.	✓	✓	✓	✓
Form 22 Storage Declaration (LSF12) - A minimum of one storage location must be provided, additional storage locations may be added as required. Photographs must be included with the declaration. It is recommended that photographs are added to a 'Word' document and a brief description is provided for each.	✓	✓	✓	✓
Plan of Premises - A plan of the premises showing the location of the storage facility within each premises.	✓	✓	✓	✓
Handgun Security Policy - Should you intend dealing, repairing or manufacturing handguns additional storage requirements must be met. Please refer to the 'Western Australia Police Force Firearms Dealers, Repairers & Manufacturers Handgun Security Policy'.	N/A	✓	✓	✓
Local Government Authority Approval (Shire Approval) - Applicants must provide a letter (email is sufficient) from their local Government Authority that contains a notation to the effect that they have no objection to firearms being stored at the premises in question OR if a Firearms Dealer, Repairer or Manufacturer, that they have no objection to the applicant trading, repairing or manufacturing firearms at those premises.	✓	✓	✓	✓
Genuine Reason and/or Need - A genuine reason and/or need must be provided for each firearm.	✓	N/A	N/A	N/A
Nominated Persons - A Nominated Persons application is required for each person who will have access to or use of the firearms and/or ammunition. This includes the holder of the licence.	✓	✓	✓	✓
Australian Securities & Investments Commission (ASICs) Business Extract or Certificate of Incorporation - A full extract that details those involved in the business is required. A Certificate of Incorporation (or similar) may be provided for those organisations that are not registered with ASICs.	✓	✓	✓	✓
Firearms Serviceability Certificate - A certificate is required for each firearm to be licensed.	✓	N/A	N/A	N/A
Supporting Contracts - Depending on the type of use, evidence to support the necessity for the firearm/s may be required. This can be in the form of a 'letter of intent' or an official contract.	✓	N/A	N/A	N/A
Security Agents Licence - Required when the firearms are required for security industry use.	✓	N/A	N/A	N/A
Skillset - For a Repairers Licence you will generally require experience as a fitter, turner or machinist or similar. For a Manufacturers Licence you will generally require qualifications as a fitter, turner or machinist, or similar, and have practised in this area for a minimum of five years.	N/A	N/A	✓	✓
Additional Documentation - Applications are treated on an individual basis and Licensing Services may require additional supporting information/documentation.	✓	✓	✓	✓
Assessment - Once all documentation has been received you will be invited to participate in a written assessment to establish your knowledge. This is an 'open book' assessment.	N/A	✓	✓	✓