



NOTTINGHAMSHIRE
POLICE

SHOTGUNS

IMPORTANT ADVICE

The following notes have been prepared to assist you in making your application. Please read them carefully in conjunction with the notes on the reverse of the application form.

If you make any false statement to obtain a Shotgun Certificate you will be liable to prosecution. N.B. This also applies to your countersignatory.

SPECIAL NOTES RE SHOTGUN CERTIFICATE HOLDERS - RE CO TERMINOUS CERTIFICATES

If you are applying for the renewal or grant of a shotgun certificate at the same time as applying for the renewal or grant of a firearm certificate (in order that they may expire on the same date) both forms should be submitted together.

A reduced fee of £10 is required for the grant or renewal of the shotgun certificate.

NOTES ON COMPLETING THE APPLICATION FORM - YOU MUST ANSWER ALL SECTIONS IN FULL

If a particular item does not apply please state **NOT APPLICABLE**.

Please read the notes on the reverse of the application form before you start to fill it in. This will alleviate the application being returned to you causing unnecessary delay. If you are of school age we will request a letter of authority from your parents to contact your school, you may wish to include this with your application form.

PERSONS CONVICTED OF OFFENCES - your attention is drawn to Note to Part A on the application form.

ALL convictions must be declared at question 14, including all motoring offences and conditional discharges. The Rehabilitation of Offenders Act 1974 does not apply to Firearm Legislation.

STORAGE OF SHOTGUNS

All shotguns held under the authority of a shotgun certificate must, when not in actual use be kept in a secure place with a view to preventing access to them by unauthorised persons. This includes persons at your address who do not own shotgun certificates. If you are unable to comply with the requirement your application may be delayed until such time as you have provided adequate storage facilities for the shotguns you propose to acquire. Where you intend to undertake clay pigeon shooting at a club where storage facilities exist you may consider using those facilities rather than keeping your shotguns at home. Where you wish to keep your shotguns at home the level of security required will vary according to certain factors, such as the type and quantity of shotgun(s) involved, the overall security of the premises in which they will be stored and local crime risk. **Please ensure you describe your security arrangements fully.** Storage should be preferably in a locked gun cabinet or other similarly secure container. Gun cabinets or gun clamps are available from most registered firearms dealers. They are constructed of heavy gauge sheet metal and are fitted with substantial locks and concealed hinges. The cabinet/clamp should be located in a protected part of the premises (not in a garage or outhouse) out of the sight of casual visitors and securely fixed to the fabric of the building. In certain circumstances, dependant upon the factors outlined above, it may be necessary for the premises to be fitted with an intruder alarm system conforming to British Standard. The following forms of security will **not** normally be considered adequate by themselves. Display cabinets, locked wardrobes, cabinets of wooden construction, chains and cords etc. If you are seeking to keep shotguns at home your security must first be approved by the Police, contact the Firearm Enquiry Officer for advice.

You will be visited to verify the information given and, also to inspect your intended security arrangements, before your certificate is issued.

COUNTERSIGNATORIES Your attention is drawn to Notes to part D on the application form.

In respect of “a person of similar standing” it may be appropriate to include someone whose name can be found in a public book of reference, including members of professional bodies (such as architects, accountants and surveyors), persons who hold or have held a regular commission in Her Majesty’s Forces or who are qualified teachers in recognised schools. It is important that the countersignatory states his or her full qualification to ensure that the status is fully understood. Entries such as “Company Director” are not acceptable without further clarification. Professional persons must state their home address at Part D.

We cannot accept applications which have been countersigned by serving police officers, police employees, relatives and registered firearms dealers.

PHOTOGRAPHS

You must submit 4 identical passport type photographs of yourself full face without a hat. You should sign one photograph with your usual signature. Your countersignee must endorse a further separate photograph in accordance with NOTE 5 on the reverse of the application form.

FAILURE TO RENEW YOUR CERTIFICATE

It is important that you make an application to renew your certificate before the date of expiry. If you do not, your shotgun(s) may be seized and may be disposed of.

IF YOU ARE UNSURE ABOUT ANY ASPECT OF YOUR APPLICATION OR REQUIRE ADVICE ON FIREARMS LICENSING MATTERS, PLEASE CONTACT THE FIREARMS, SHOTGUNS AND EXPLOSIVES SECTION ON 0115 967 2735

PLEASE INCLUDE A MOBILE TELEPHONE NUMBER IF APPLICABLE

YOU ARE REMINDED THAT IT IS AN OFFENCE TO POSSESS A SHOTGUN WITHOUT A CURRENT CERTIFICATE IF YOU WISH TO CANCEL YOUR CERTIFICATE PLEASE COMPLETE BELOW AND RETURN TO THIS OFFICE.

I do not wish to renew my certificate I have disposed of my weapon(s) and ammunition as follows:-

By transferring them to:-

Name Certificate No

Address

.....

..... Date of Transfer

Description (including Serial No)

.....

.....

OR

I handed them in to the following police station

Date

I returned my certificate for cancellation

Signed

Date

Fees

Firearm

Grant £ 50.00
 Renewal £ 40.00
 Variation £ 26.00

Shotgun

Grant £ 50.00
 Renewal £ 40.00
 Co Terminous £ 10.00
 (i.e. Grant/renewal of Shotgun Certificate
 at the same time as a grant/renewal of a Firearm Certificate)

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Explosives

Acquire Only and Acquire & Keep Free of charge

Visitors Permits

Per Person £ 12.00
 Groups of 6-20 people £ 60.00

Dealers

Grant £150.00
 Renewal £150.00

All cheques/postal orders should be made payable to: - 'Nottinghamshire Police Authority'