# PROPOSALS FOR NEW ARMS REGULATIONS

# RELATING TO SHOOTING CLUBS AND RANGES

Police is seeking your views on proposed regulations that set out the requirements for the approval of shooting clubs and certification of shooting ranges by the Police Commissioner (the Commissioner). Shooting club committees and shooting range operators will have until 24 June 2023 to apply for approval or certification.

Regulations must be made to provide clear and comprehensive directions on expectations around legislative requirements for new Part 6 of the Act, ‘Shooting clubs and shooting ranges’.

The general aims of the consultation are to:

* ensure the regulations are fit for purpose and minimise any unintended consequences, and
* give stakeholders, in particular shooting club committees and members, and shooting range operators, opportunity to understand and shape the proposed regulations.

We are not seeking feedback on Part 6 itself, or on the transitional provisions in new Clauses 12 and 13 of Part 2 of Schedule 1 of the Act (inserted by the Arms Legislation Act 2020). We are only seeking feedback on proposed changes to the Arms Regulations 1992, relating to shooting clubs and shooting ranges.

In this document, any use of the words ‘club’ or ‘range’ refers only to shooting clubs or shooting ranges as defined in section 63 of the Arms Legislation Act 2020, which will be section 38A of the Arms Act 1983.

**New Zealand Police encourages you to share your views on the proposals for these regulations.**

## Privacy

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* If you are submitting as an individual (not on behalf of a group or organisation, nor in your professional capacity), your personal details and any identifying information will be removed. Please indicate in the box provided in the submission form if you do not want your submission published on Police’s website.

Sometimes people request copies of submissions under the [Official Information Act 1982](http://www.legislation.govt.nz/act/public/1982/0156/latest/DLM64785.html) (OIA). If you want your name and any identifying information removed from your submission before any release to a requester, please indicate in the box provided in the submission form.

## Making a submission

This questions in this document are divided into 3 sections. The first section is about you. The second section relates to shooting clubs and the final part relates to shooting ranges.

You can complete this form:

* by downloading and saving this submission form, filling it out, and then attaching and emailing your submission to [consultation@police.govt.nz](mailto:consultation@police.govt.nz) , or
* posting your submission to Firearms Policy Team, Policy and Partnerships Group, Police National Headquarters, 180 Molesworth Street, PO Box 3017 Wellington, 6011.

**The closing date for submissions is 4 May 2022.**

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# Section ONE: PERSONAL INFORMATION

### What is your name?

1. **What is your email address?**

### What is your age group?

**under 20**

**20 - 30**

**30 - 40**

**40 - 50**

**50 - 60**

**60 – 70**

**80+**

1. **What is your gender?**

**Male**

**Female**

**Other**

1. **What is your ethnicity?**

**Māori**

**NZ European**

**Other (please write)**

### Are you making this submission on behalf of a group or an organisation?

**Yes**

**No**

**If yes, what is the name of the group or organisation?**

1. **Do you hold a current firearms licence?**

**Yes**

**No**

1. **Are you a member of a shooting club?**

**Yes**

**No**

**If yes, which type of club?**

**Rifle**

**Pistol**

**Clay**

**Target**

**Other (please write)**

1. **Are you a shooting club committee member?**

**Yes**

**No**

**If yes, which type of club?**

**Rifle**

**Pistol**

**Clay**

**Target**

**Other (please write)**

1. **Are you a shooting range user?**

**Yes**

**No**

**If yes, which type of club?**

**Rifle**

**Pistol**

**Shotgun**

**Other (please write)**

1. **Are you a shooting range operator?**

**Yes**

**No**

**If yes, which type of club?**

**Rifle**

**Pistol**

**Shotgun**

**Other (please write)**

# Section tWO: Shooting Clubs

# Requirement for a certificate of approval for all shooting clubs

## Proposed manner of application

*It is proposed that applications must be in writing – submitted either by post in hard copy or electronically through an email or web portal.*

1. Do you agree with the proposed manner of application?

**Yes**

**No**

**Why?**

*It is also proposed that the person making the application must* *provide evidence that an authorising body exists and evidence of approval to apply on behalf of the that authorising body. It is also proposed that, in the case of an incorporated society, evidence is provided that their registration under the Incorporated Societies Act 1908 is current.*

1. Should any information be removed from the list of supporting information? If yes, what information should be removed?

Yes

No

Why?

1. Should any information or documents be added to the list of supporting information? If yes, what other information should be required? Why?

Yes

No

Why?

1. Do you have you any alternative suggestions as to the documents that could show that a person is authorised to make application? If yes, what? Why?

Yes

No

Why?

## Information required for approval

*It is proposed that the following information is required, by regulations, to be provided in an application for a certificate of approval:*

1. *The name of the club.*
2. *Rules regarding the club changing its name or amalgamating with another club.*
3. *Evidence that the club maintains a register of members that includes the names, addresses and for licence holders the firearms licence numbers of members.*
4. *The certified ranges intended to be used by the club and arrangements for their use.*
5. *A copy of the minutes of the most recent Annual General Meeting which lists the names of the Chairperson, Secretary and Treasurer.*
6. *Evidence that at least two of the club’s governing committee members hold a current firearms licence – to ensure those responsible for the club promote activities that align with the principles of the Act.*
7. *Advice as to the financial year the club adheres to.*
8. *Information about the club’s secure storage arrangements for any firearm or ammunition held by individual licence holders whether held at any of the club’s premises or at a shooting range used by the club for their members use or for the use of other clubs’ members. This information is to include advice as to the most recent inspection by Police of these storage arrangements.*
9. *A copy of the club’s constitution along with any other supporting documents as necessary (for example policies) (which may be based on a template provided by their umbrella organisation) which includes or provides for the establishment of rules specifying:*
10. *The purpose of the club is a shooting club.*
11. *The safe possession and use of firearms while at the club or club events.*
12. *The functions the club undertakes.*
13. *The shooting disciplines to be followed by the club.*
14. *The process for accepting new or probationary licence-holding members.*
15. *The process for transferring members between pistol clubs.*
16. *The process for accepting full membership of licence holding shooters and non-licence-holding members.*
17. *Who is eligible to be a member of the management committee and how they are elected.*
18. *The ratio of members who are licence holders to non-licensed shooters when non-licence holders are participating in any club organised shooting activities.*
19. *The processes for terminating a person’s membership of the club and the matters that may lead to consideration of termination of membership.*
20. *The process for investigating and reporting on all shooting-related incidents involving bodily injury to or death of any person by the use of a firearm on any premises or range administered or used by the club.*
21. *The process for investigating and recording any* *safety breaches including breaches such as projectiles leaving the shooting range and people entering the shooting range while shooting in progress.*
22. *The process for reporting the loss of any firearm from the club premises or premises or ranges used by the club and ensuring the loss is reported to the Police.*
23. *If the club intends to supply firearms for club members or visitors to the club, the licence number(s) of the person or person(s) who holds and is responsible for the secure storage of these firearms for the benefit of the club and the storage arrangements for those arms items.*
24. *Processes should the club seek to wind-up, change its name, or amalgamate with another club.*

*If the club is an incorporated society (in addition to the above) the application must include:*

1. *Evidence that the club’s registration is current, and the club has met the annual reporting requirement of the Incorporated Societies Act 1908.*
2. *In accordance with section 38D, because the club intends to sell or supply firearms or ammunition, or both, to club members or on club premises on behalf of the club, evidence that this activity is approved by the club’s management committee or a majority vote of club members.*
3. *if the club has been purchasing and selling firearms and ammunition in the previous 12 months, a copy of the most recent audited financial report in sufficient detail to provide a reconciliation of all arms items purchased, held, or sold by the club and evidence the revenue earned has been retained by the club or used for the benefit of the club.[[1]](#footnote-2)*
4. Information required for approval
   1. Do you agree with the list of information that must be provided in application for approval?

**Yes**

**No**

**Why?**

* 1. Should any other information or documents be required in an application for approval of a shooting club?

**Yes**

**No**

**If yes, what information?**

1. Information required for approval
   1. Should any information or documents be removed from this list? If yes, what information should be removed? Why?

**Yes**

**No**

**Why?**

* 1. Should any information or documents be added to this list? If yes, what other information should be required?

Yes

No

**Why?**

## Applications must be made for all clubs newly formed or newly amalgamated after 24 June 2022 before undertaking club-organised shooting activities

*It is proposed that any new shooting club must not undertake any club organised shooting activities without first being granted a certificate of approval. This will include:*

* *reapplications for approval if a previous approval has been cancelled,*
* *clubs have been amalgamated,*
* *clubs where the disciplines have changed from the original application,*
* *and (if the club was an incorporated society) clubs that have ceased to be registered under the Incorporated Societies Act 1998 for at least two years.*

*Note: this does not include clubs that are established at 24 June 2022. The Act allows a 12-month period (until 24 June 2023) for clubs that are already established to make an application.*

1. Do you support this proposal?

**Yes**

**No**

**Why?**

## Information required for application of new pistol clubs

*It is proposed that the following information is required for any new* ***pistol*** *clubs (including newly amalgamated shooting clubs or clubs seeking reapproval following cancellation) established after 24 June 2022:*

1. *The name of the club.*
2. *The constitution which may be a PNZ template which specifies that pistol shooting is its primary objective and includes the list of all pistol-related shooting disciplines the club intends to undertake.*
3. *Rules regarding processes should the club wind-up, change its name or amalgamate with another club.*
4. *A list of the names and licence numbers of club members together with evidence that the club maintains or intends to maintain a register of members and has record keeping processes for attendance and participation at club events as required by regulation 22 of the Arms Regulations 1992.*
5. *The process for accepting new or probationary licence-holding members.*
6. *The process for accepting full membership of licence holding shooters and non-licence holding members.*
7. *Include the club’s rules regarding primary club membership where a person is a member of more than one pistol club.*
8. *A list of the certified range or ranges the club uses or intends to use for club organised shooting activities – to enable confirmation that club pistol shooting activities are held only on certified ranges as provided for by Regulation 22 of the Arms Regulations 1992 and has arrangements for range access and use by members.*
9. *Include the club’s rules regarding primary club membership where a person is a member of more than one pistol club.*
10. *Evidence that the club is a currently listed incorporated society under the terms and conditions of the Incorporated Societies Act 1908 – to enable members to meet the requirements of section 29 of the Act (this may have already been provided as evidence that the person making application has been authorised by the club committee).*
11. *Advice of the financial year to which the club adheres.*
12. *If it is intended that firearms or ammunition or both are to be sold or supplied to club members or on club premises on behalf of the club, evidence that this activity was or will be approved by the club’s management committee or a majority vote of club members and that the revenue will be used for the benefit of the club; and that the club has financial systems in place to demonstrate this.*
13. *The names of the President/Chair, Secretary, Treasurer, Armourer and Training Officer of the club and confirming that the Armourer and Training Officer are target pistol-shooting-endorsed licence holders and provide the club’s rules regarding the minimum number of members who are licence holders with current endorsement to possess pistols and who can train, assess, and support new members’ eligibility to obtain an endorsement to possess pistols. This is to enable the Commissioner to be satisfied that the new members applying for pistol endorsement have been properly trained in the safe use of this type of firearm.*
14. *Provide the clubs’ rules regarding the maximum participation of visitors or prospective members who do not hold a valid endorsement to possess and shoot pistols on a range certified for pistol use noting immediate supervision must be one-on-one with a pistol-endorsed licence-holding member of the club.*
15. *Provide the clubs’ rules regarding the transfer of membership between two pistol clubs and the specification of primary membership.*
16. *Provide the club’s rules relating to the safe operation of firearms and the safe possession and use of firearms: including processes to be followed (including notification to Police) if club leadership identifies concerns about any member no longer being fit and proper to safely use pistols or firearms.*
17. *Provide information on the club’s arrangements for the proper storage of any non-endorsed firearms or ammunition held at any time at any of the club’s premises or at a shooting range used by the pistol club.*
18. *Provide the clubs’ rules regarding the process for becoming new or probationary or full members of a pistol shooting club.*
19. Do you agree with the information a new pistol club must provide in application for approval?

**Yes**

**No**

**Why?**

1. Should any other information be required by a new pistol club for approval?

**Yes**

**No**

**Why?**

# A certificate of approval may be subject to conditions

## Conditions applied to all certificates

*It is proposed that the regulations will specify the type of conditions that will be applied to all certificates for approval for clubs (including pistol clubs recognised as at 24 June 2022) and will require:*

* *secure storage of firearms held at club premises*
* *records are kept demonstrating that any sale or supply of firearms or ammunition are undertaken for the benefit of the club, and*
* *records are kept of pistol-endorsed licence holders needed to audit licence holder’s compliance with their endorsement.*

1. Do you agree that these conditions should apply to all certificates for approval for all clubs?

**Yes**

**No**

**Why?**

## Conditions relating to membership

## A: Members of the club management committee: non-pistol clubs

***Two options are proposed relating to the members of non-pistol club management committees.***

*Option A(i) proposes that all club committee members of non-pistol clubs must be firearms licence holders.*

*Option A(ii) proposes that the majority of club committee members of non-pistol clubs must be licence holders.*

1. Do you prefer option A(i) or Option A(ii)?

**Option A(i)**

**Option A(ii)**

**Why?**

1. Do you have another suggestion for club-committee membership? If yes, what?

## B: Club management committee membership: pistol clubs

***Two options are proposed relating to the club management committee membership of pistol clubs.***

*Option B (i) proposes all committee members of pistol clubs must be pistol-endorsed licence holders and must include: the person responsible for the training of new or probationary members, the person responsible for holding pistols on behalf of the club (armourer), and, if members are selling ammunition or providing firearms for the benefit of the club, must include the Treasurer.*

*Option B(ii) proposes the same as B(i) with the exception that only the majority (more than half) of the committee members must be pistol-endorsed licence holders.*

1. **Do you prefer Option (B)(i)? or Option (B)(ii)?**

**Option B(i)**

**Option B(ii)**

**Why?**

1. Do you have another suggestion for club committee membership of pistol clubs?

## 

## C: Club committee membership: multidisciplinary clubs including target pistol shooting

***Two options are proposed relating to the club committee membership of multidisciplinary clubs.***

*Option C(i) proposes* ***all*** *management committee members of multidisciplinary clubs involving pistol shooting must hold a firearms licence and more than half of the committee must be target pistol-endorsed licence holders. These must include*

* *the persons responsible for the training of new or probationary members*
* *the persons responsible for holding pistols on behalf of the club (armourer)*
* *the Treasurer, if there is selling of ammunition or providing of firearms for the benefit of the club.*

*Option C(ii) proposes that the majority (more than half) of management committee members must be licence holders and, as a minimum, must include*

* *the persons responsible for the training of new or probationary members*
* *the persons responsible for holding pistols on behalf of the club (armourer) – both of whom must be target shooting pistol-endorsed licence holders*
* *the Treasurer, if there is selling of ammunition or providing firearms for the benefit of the club.*

1. Do you prefer Option (C)(i)? or Option (C)(ii)?

**Option C(i)**

**Option C(ii)**

**Why?**

1. Do you have another suggestion for club-committee membership of multidisciplinary clubs (including target pistol shooting)?

## 

## D: Age restrictions on participation in club organised shooting activities

***Two options are proposed relating to the age of participation in club organised shooting activities.***

*Option D(i) proposes a person under the age of 16 years is not able to participate under immediate supervision in a club organised shooting activity. This includes pistol clubs.*

*Option D(ii) proposes, for non-pistol shooting clubs only, that a person between the age of 10 years and 16 years may participate in shooting club organised activities under the immediate supervision of a licence holder and with the specific permission of their firearms licence holding parent.*

1. Do you prefer Option D(i) or Option D(ii)?

**Option D(i)**

**Option D(ii)**

**Why?**

1. Do you have another suggestion?

## E: Participation in club-organised activities of non-licence holders 16 years or older (excludes pistol clubs)

*This proposal provides for non-licence holders who are old enough to apply for a firearms licence to participate in club organised shooting activities (excluding pistol clubs) under immediate supervision, but limits this to a three-month period.*

1. Do you support this approach?

**Yes**

**No**

**Why?**

1. Do you have another suggestion?

## 

## F and G: Participation in a pistol club where a person has not previously been refused or had an endorsement to possess pistols revoked

***Two options are proposed relating to participation in a pistol club.***

*Option F(i): This proposal provides for a non-licence holder, aged 16 years or older, to participate in a pistol club shooting activity under immediate supervision for up to three occasions. After this, they must apply for a firearms licence and become a probationary member of the club to continue to participate in club organised shooting activities under the immediate supervision of a pistol-endorsed licence holder.*

*Options F(ii): This proposal requires all people seeking to participate in pistol club organised shooting activities under immediate supervision to be:*

* *holders of a firearms licence, and*
* *after participating in club organised shooting activities on no more than three occasions be required to apply for probationary membership of the pistol shooting club in order to continue to participate in club organised shooting activities under the immediate supervision of a target pistol-endorsed licence holder.*

1. Do you prefer Option F(i) or Option F(ii)?

**Option F(i)**

**Option F(ii)**

**Why?**

1. Do you have another suggestion?

***Two options are proposed relating to probationary pistol club members.***

*Option G(i) This proposal requires that each club must have a club training manual which must include the theoretical and practical learning a probationary pistol club member must undertake within six months of becoming a probationary member, after which they must apply for an endorsement on their licence and apply to become a full member of their pistol shooting club.*

*Option G(ii) This proposal requires that there is a letter of agreement between Police, and each club, or representative body acting for each club, that specifies the processes and conditions that will be met before a probationary member can become a member of an approved pistol club and eligible to apply for a pistol endorsement. There would be a further condition requiring all clubs to adhere to the terms specified in the letter of agreement.*

1. Do you prefer Option G(i) or Option G(ii)?

**Option G(i)**

**Option G(ii)**

**Why?**

1. Do you have another suggestion?

## H, I and J: Pistol club to support pistol-endorsed licence holding members compliance with requirements of their endorsement conditions

*Option H**makes it a condition of approval that a pistol shooting club must keep a record of visitor, probationary, and full members’ participation in pistol club organised training and shooting activities.*

1. Do you support this requirement?

**Yes**

**No**

**Why?**

1. Do you have another suggestion?

*Option I makes it a condition of approval that participation in pistol shooting activities by any pistol-endorsed licence holder on anyone day will be recorded as a single activity.*

1. Do you support this requirement?

**Yes**

**No**

**Why?**

1. Do you have another suggestion?

*Option J makes it a condition that a pistol shooting club must advise the regulator within 28 days of receiving notice that a member who is a pistol-endorsed licence holder has resigned from the club, has failed to attend within the previous 12 months, or has failed to renew their annual subscription. This advice to include action taken or intended action of the club regarding the member.*

1. Do you support this requirement?

**Yes**

**No**

**Why?**

1. Do you have another suggestion?

## Conditions relating to secure storage of firearms or ammunition in relation to shooting clubs

*It is proposed that the secure storage arrangements for firearms or ammunition held by the club should adhere to relevant regulations and guidance, be inspected by Police, and the description of the storage arrangements as inspected must be recorded on the conditions of the certificate of approval.*

1. Do you agree with this proposal?

**Yes**

**No**

**Why?**

## Conditions relating to sales of firearms or ammunition

*It is proposed that the following information must be recorded by the shooting club about the sale, loan, hire, or supply of firearms or ammunition:*

1. *Identification numbers of all firearms held by a person on behalf of the recognised pistol club must be kept by the management committee.*
2. *Records kept of the date of purchase, price paid, and the make and model and identification number of the firearm purchased by a licence-holding member for the benefit of the club for the purposes of on-selling, lending, hiring, or supplying to club members or visitors to the club after the application for approval has been granted.*
3. *Records kept of the price, make, model and identification number of the firearm sold loaned, supplied to a member of the club for the benefit of the club, the licence number of the club member receiving the firearm, and the date of the related transaction.*
4. *In the case of a non-licence-holder being supplied a firearm for use under immediate supervision, a record must be kept of the fee charged, make, model and identification number of the firearm supplied, the date of the supply and the name and address of that person and the name and licence number of the supervising person.*
5. *In the case of a licence holding visitor to the club premises a record of the fee charged, licence number, and the make, model, and identification number of the firearm sold, lent, hired, or supplied.*
6. *A record of the price, quantity and type of ammunition sold or supplied, and the licence number of the member to whom the ammunition is sold.*
7. *In the case of a non-licence holder, a record of the price, type and quantity of ammunition supplied for use under immediate supervision, their name and address, and the name and licence number of the supervising person; or*
8. *In the case of a licence-holding visitor to the club premises, a record of the price, type, and quantity of ammunition sold and supplied, and their name and licence number.*
9. Do you agree with the list of information required to be recorded regarding the sale, loan, hire, or supply of firearms or ammunition?

**Yes**

**No**

**Why?**

1. Should any information be added or removed from this list of what should be recorded regarding the sale, loan, hire, or supply of firearms or ammunition?

# Provision of annual reports by shooting clubs

## Annual reports of shooting clubs that are not pistol shooting clubs

It is proposed that the following information is required for a shooting club’s (except pistol clubs) annual report:

1. *Advice of any changes to its constitution or rules that have changed from that submitted at the time of approval.*
2. *A list of the President/Chair, Secretary, Treasurer, Armourer (if one) and Training Officer (if one) of the club as confirmed by their most recent Annual General Meeting – to make clear the officers responsible for the safe use of firearms by club members.*
3. *A report on the target shooting activities including the types of shooting activities organised by the club during the year (and the certified ranges at which they were held).*
4. *Evidence that the club is a currently listed incorporated society, where firearms or ammunition are being sold on behalf of the club.*
5. *If it is an incorporated society and* *firearms or ammunition are being sold on behalf of the club, a copy of the most recent annual financial report provided to the Registrar of Incorporated Societies – to demonstrate that the use of club expenses and revenue relating to the purchase and sale of arms items and ammunition has been solely used for the benefit of the club and no individual club member has obtained revenue from this transaction.*
6. *Any change to the licence holder(s) authorised by the committee to sell, supply, lend or hire firearms or sell or supply ammunition for the benefit of the club.*
7. *Any change to arrangements for the proper storage of any firearms or ammunition held by licence holders on behalf of the club.*
8. *A record of any safety related incidents and a report on the investigation of breaches of safety during club organised shooting activities.*
9. Should any information be added or removed from this list of requirements for a shooting club’s (other than a pistol shooting club) annual report?

**Yes**

**No**

**Why?**

## Annual reports of pistol shooting clubs

*It is proposed that the following information is required for a pistol shooting club’s annual report:*

1. *Advice of any changes to its constitution or rules that have changed from that submitted at the time of approval or deemed approval.*
2. *A list of the President/Chair, Secretary, Treasurer, Armourer (if one) and Training Officer of the club as confirmed by their most recent annual general meeting – to make clear the officers responsible for the safe use of pistols by club members.*
3. *Updated evidence that the club continues to be an incorporated society under the terms and conditions of the Incorporated Societies Act 1908 – to enable members to continue to meet the requirements of section 29 of the Act.*
4. *A copy of the most recent annual financial report provided to the Registrar of Incorporated Societies - to demonstrate that the club expenses and revenue relating to the purchase and sale of arms items and ammunition have been used solely for the benefit of the club and no individual club member has obtained revenue from this transaction.*
5. *A list of the certified range or ranges the club has used in the previous financial year, and intends to use in the coming financial year, for club shooting activities - to enable the recording of endorsement holder’s participation in club shooting activities and annual general meeting to meet the conditions on their endorsement as provided for by regulation 22 of the Arms Regulations 1992.*
6. *A list of all their licence holding members including probationary members who do not hold a firearms licence or an endorsement on their firearms licence but seeking to use pistols under immediate supervision including a record of the number of times the probationary member has shot under immediate supervision.*
7. *A report on records kept confirming the licence holding members active participation in the club’s activities in the 12-month period for the most recent financial year ending closest to 24 June 2023.*
8. *A report of how the club has met the conditions of their approval regarding: the participation of licensed or non-licensed shooters in club organised shooting activities (see discussion in 3.2.1.).*
9. *A report of any investigation into breaches of safety during club organised shooting activities.*
10. Should any information be added or removed from this list of requirements for annual reports of pistol shooting clubs?

**Yes**

**No**

**Why?**

# Assessing individual circumstances

*It is proposed that Police should have the option of assessing the circumstances for a delay in a club fully complying with an improvement notice within the set timeframe and providing the club with a further improvement notice before cancelling the shooting club’s approval.*

1. Do you agree with this proposal?

**Yes**

**No**

**Why?**

# Fees for application to approve a shooting club

*Application fee: It is proposed to set a one-time fee on an application for a certificate of approval. The fee to partially recover the estimated average cost to Police of processing an application (excluding pistol clubs recognised by the Commissioner as at June 2022).*

## Application fees

1. What do you consider the level at which partial cost recovery for a shooting club approval certificate should be set at: 75% ($207)? or 50% ($138)?

**75%**

**50%**

**Why?**

1. Do you agree that the application fee for a shooting club approval certificate should be reduced further for all clubs using agreed templates? Do you think the application fee should be reduced by a further 5% ($13.75) or 10% ($27.50) of the full cost?

**5%**

**10%**

**Why?**

## Auditing Club Compliance

*Compliance fee: It is proposed to set a fee to meet the ongoing annual compliance. This fee is estimated at $64 for clubs* ***not*** *selling, supplying, hiring, or lending firearms or ammunition, and for clubs selling, supplying, hiring, or lending firearms or ammunition the estimated fee is $80.*

1. Do you agree to setting of an annual fee to cover the cost of Police’s compliance activities?

**Yes**

**No**

**Why?**

# Section three: Shooting Ranges

# REquirement for all shooting ranges to be certified

## Proposed manner of application

*It is proposed that applications must be in writing – submitted either by post in hard copy or electronically through an email or web portal.*

1. Do you agree with the proposed manner of application for a shooting range certificate?

**Yes**

**No**

**Why?**

## Proposed contents of application

*It is proposed that the following information must be included in an application for range certification:*

1. *applicant/range operator identification*
2. *range operator’s firearms licence status*
3. *range location information including number and type of ranges*
4. *the type of firearms, including the calibre/s, to be used on the range*
5. *information on when the range will be available for use*
6. *a declaration to confirm:* 
   1. *all information provided is true*
   2. *the applicant is either the range operator or authorised to make application on behalf of the range operator*
   3. *awareness of the need to mitigate health risks e.g., contaminants and hearing loss*
   4. *the range operator will inform Police of any proposed amendment to the Range Standing Orders (see below) or if the range deviates from the original conditions and basis of certification.*
7. Should any information be added or removed from the ‘contents of application’ list?

**Yes**

**No**

**What information and why?**

## Supporting information to accompany an application

*It is proposed that the following information must accompany an application for certification:*

1. ***Range Standing Orders (RSOs):*** *RSOs are required to support the safe operation of the shooting range, and range operator compliance with the RSOs will be a condition under which shooting range certification has been granted. See section 4.3 of this document for conditions of certification, and section 4.5 for requirements for RSOs.*
2. ***Range Inspection Report:*** *A range inspection can only**be conducted by a trained Shooting Range Inspector recognised by Police. A schedule of trained**firearms range inspectors will be on**the Police website. The Shooting Range Inspector must also review the RSOs for content and accuracy against the**physical description of the range. The Shooting Range Inspector will assess if the range meets the minimum acceptable requirements for the type of shooting range, with supporting photographs (where possible) and map images.*
3. ***Territorial authority confirmation:*** *The range operator is required to confirm the proposed range activity can be lawfully conducted with reference to the relevant local authority rules (for example, the activity is permitted under the relevant local plan; is an existing use recognised by the local authority; or that they have any consents required by their relevant territorial authority).*
4. ***Landowner authority permission:*** *If the range operator is not the owner of the land required for the range, or range danger area, the range operator is to provide a copy of the written agreement (e.g., lease, licence, or written permission). This agreement will specify the use of the land as a shooting range, and/or range danger area and that access to that land is controlled for the periods while the range is in use, so that it is clear that the ‘permission to use’ is granted for that purpose and that there are no safety issues with unauthorised access to the range or range danger area while it is in use. Agreements solely about the range danger area should include agreed control measures put in place to manage the risk.*
5. Should any information be added or removed from the ‘supporting information’ list?

**Yes**

**No**

**What information and why?**

## Proposed contents of application to renew a range certificate (other than under section 38M)

## Proposed manner of application

*It is proposed that applications for renewal of certification must be in writing – submitted either by post in hard copy or electronically through an email or web portal.*

1. Do you agree with the proposed manner of application for renewal of a range certificate under section 38T(4)?

**Yes**

**No**

**Why?**

## Contents of application

*It is proposed that the range operator must state, in addition to the supporting information required for renewal applications:*

1. *that there has been no change in any of the circumstances of the shooting range since certification, with supporting information; or*
2. *that there has been a change, but the change is not significant, explaining why it is not a significant change and providing supporting information where relevant.*
3. Should any information be added or removed from the ‘contents of application’ list?

**Yes**

**No**

**What information and why?**

## Supporting information for renewal of certification

*It is proposed that the following information is required, by regulations, to be provided as supporting information to accompany a renewal application:*

1. ***Confirmation:*** *The range operator’s confirmation that, excluding the Renewal of Range Certification Inspection Report, the supporting information provided for the preceding ‘Application for Shooting Range Certification Form’ has not changed significantly for five years.*
2. ***Renewal of Range Certification Inspection Report:*** *A renewal of range certification inspection can only**be conducted by a trained Shooting Range Inspector recognised by Police. A schedule of trained**firearms range inspectors will be on**the Police website. The Shooting Range Inspector must also review the RSOs for content and accuracy against the**physical description of the range. The Shooting Range Inspector will assess if the range is compliant for operation and meets the minimum acceptable requirements for the type of shooting range, with supporting photographs (where possible and needed) and updated map images, if needed.*
3. Should any information be added or removed from the ‘supporting information’ list?

**Yes**

**No**

**What information and why?**

# Conditions of shooting range certification

## Conditions relating to endorsements, training, and record keeping related to ‘officers on duty’

## Endorsements for officers on duty

*It is proposed that an officer on duty may only supervise the use of firearms for which they hold the appropriate endorsement to possess.*

1. Do you agree with this proposal?

**Yes**

**No**

**Why?**

## Training for officers on duty

*It is proposed that it is a condition of certification that an officer on duty receives the following training:*

1. *the duties and responsibilities of the officer on duty*
2. *understanding and compliance with Range Standing Orders*
3. *the correct preparation and set up of the range prior to commencement of firing to include clearance of the danger area*
4. *that only authorised firearms, calibres and ammunition are present and used on the range*
5. *that only authorised targets are used, and target placement is correct*
6. *the control and supervision of firearms security and safe firearms handling at the range*
7. *the safe conduct of the shooting activity using approved range commands and clearance of firearms*
8. *the appropriate control of all non-firing participants while firing is in progress*
9. *the procedure to follow in an emergency*
10. *the range clearance procedure prior to vacating the range at the completion of the shooting activity*
11. *anything else that enhances the safe use of the range.*
12. Should anything be added or removed from the ‘minimum training for officers on duty’ list?

**Yes**

**No**

**What should be added or removed and why?**

## Register of duty officers

1. Should regulations prescribe that range operators must keep a register of members or employees who have completed the minimum standard of training to act as an officer on duty?

**Yes**

**No**

**Why?**

***Two options are proposed relating to the daily record keeping of the officer on duty when the range has been in use.***

*Option A - it is proposed that the range operator must keep a daily record of officers on duty when the range has been in use by name, date, time, and range. Records must be retained until after the range certificate for that time period has expired.*

*Option B – the same as Option A is proposed, except that time* ***does not*** *need to be recorded.*

1. Do you prefer Option A or Option B?

**Option A**

**Option B**

**Why?**

1. Are there any other record-keeping options that would enable a range operator to demonstrate that an officer has always been on duty when a range has been in use?

## Conditions of shooting range certification – other matters

*It is proposed that regulations prescribe that for each range, a condition of certification is that the range operator must comply with the range’s RSOs.*

1. Do you agree that regulations prescribe that for each range, a condition of certification is that the range operator must comply with the range’s RSOs?

**Yes**

**No**

**Why?**

1. Do you think that specific detail on the conditions under which a range has been certified:

should be detailed on the range certificate itself, or

may be provided on the range certificate and in the RSO’s?

**Why?**

*It is proposed regulations prescribe that, if a range operator wishes to make changes to the safe design, construction, or shooting activities of their range, they must, prior to making changes, check with Police whether new certification would likely be required.*

1. Should regulations prescribe that, if a range operator wishes to make changes to the safe design, construction, or shooting activities of a range, they must, prior to making changes, check with Police whether new certification would likely be required?

**Yes**

**No**

**Why?**

*It is proposed that regulation enables amendment of the conditions of certification to take into account any change resulting from section 38Q(3) (departure from conditions), or section 38V (improvement notices).*

1. Are there any other scenarios where the ability to amend the conditions of certification for a range would be appropriate?

**Yes**

**No**

**Please describe these scenarios**

# Range Standing Orders

## Contents of Range Standing Orders

***Two options are proposed relating to Range Standing Orders.***

*Option A: regulations prescribe that RSOs must include the contents set out for RSOs in the New Zealand Police Shooting Range Manual.*

*Option B: regulations prescribe a short summary of the contents to be included in RSOs, with detail provided in the New Zealand Police Shooting Range Manual.*

1. Do you prefer Option A or Option B?

**Option A**

**Option B**

**Why?**

## Notification of RSOs and changes of RSOs to all range users

*It is proposed that regulations prescribe that the range operator must ensure all regular range users receive a copy of the RSOs.*

1. Do you think that the range operator must ensure all regular range users receive a copy of the RSOs?

**Yes**

**No**

**Why?**

*It is proposed that regulations prescribe that the range operator must take all reasonable and practicable steps to ensure all range users are made aware of any changes to the RSOs and have access to the most up-to-date version of the RSOs.*

1. Do you think that range operators must take all reasonable and practicable steps to ensure all range users are made aware of any changes to the RSOs and have access to the most up-to-date version of the RSOs?

**Yes**

**No**

**Why?**

*It is proposed that regulations prescribe that each range is to have a sign listing a summary of the relevant criteria and safety rules, including any relevant safety rules specific to that range, and contained in RSOs.*

1. Do you agree that each range should have a sign listing a summary of the relevant criteria and safety rules, including any relevant safety rules specific to that range, and contained in RSOs?

**Yes**

**No**

**Why?**

*It is proposed that regulations prescribe that proposed amendments to RSOs should be submitted to Police for review against the original range certification prior to the change to RSOs being made.*

1. Do you think that proposed amendments to RSOs should be submitted to Police for review against the original range certification prior to the change to RSOs being made?

**Yes**

**No**

**Why?**

# Conditions relating to secure storage of firearms or ammunition at a range

*It is proposed that if any range operator that is holding, lending, hiring, or supplying firearms or ammunition, the security and storage conditions will be based on those that apply to firearms dealers whether or not the range operator must hold a firearms dealer’s licence. These conditions are set out in regulations, and Police’s secure storage guidelines. Security arrangements must be inspected and approved by Police before a range certificate (and dealer’s licence, if applicable) is issued.*

1. Do you think that a condition of certification granted under section 38P is that where firearms or ammunition are stored at a shooting range, the conditions regarding storage will be based on those that apply to firearms dealers (with wording tailored to be specific to shooting ranges)?

**Yes**

**No**

**Why?**

# Inspections of shooting ranges

Inspections

*It is proposed that the reasons for inspection of ranges include:*

1. *any changes or proposed changes relating to the operation of the range*
2. *following up on notifications of concern about the safe operation of the range or compliance of the range with its certification conditions*
3. *audit /spot check*
4. *to check on compliance with an improvement notice.*
5. Do you think the reasons to undertake inspections are appropriate?

**Yes**

**No**

**Why?**

1. Are there any other reasons when it would be appropriate for Police to undertake inspections of ranges under section 38U?

**Yes**

**No**

**Why?**

1. Does the proposal broadly cover the key steps for producing and providing an inspection report?

**Yes**

**No**

**Why?**

## Cancellation of certification

1. Should regulations prescribe that the Commissioner may cancel a range certificate if the range operator voluntarily surrenders the range certification?

**Yes**

**No**

**Why?**

# Fees for application to approve a shooting range

*Two options are proposed relating to fees for application to approve a shooting range.*

*Option A: the actual* ***full*** *cost to Police of all activities taken by Police to certify the range(s).*

*Option B:* ***Partial*** *cost to Police of all activities taken by Police to certify the range(s).*

1. Do you prefer Option A or Option B?

**Option A**

**Option B**

**Why?**

1. If the fee to certify a range should be set at less than the estimated cost, at what level should that be set: 90% or 80% of the cost to Police?

**90%**

**80%**

**Why?**

# Publicly available list of approved clubs and certified ranges

***Two options are proposed relating to a list of approved clubs and certified ranges is published on the Police website.***

*Option A: Should the Commissioner maintain as a voluntary service a publicly available list of clubs that have been approved and ranges that have been certified.*

*Option B: Should regulations prescribe that the Commissioner maintain a publicly available list of clubs that have been approved and ranges that have been certified.*

1. Do you prefer Option A or Option B?

**A**

**B**

**Why?**

1. The provisions of section 2(1)(b) of the Act enable a club member to sell firearms or ammunition to another club member or on club premises conditional on the approval of the management committee and the sales revenue being used for the benefit of the club. [↑](#footnote-ref-2)