

PROCEDURE		
Title:	Firearms Licensing - Administration	
Practice / Business Area:	Firearms (non police)	
Department Responsible:	Information Management	
First Published:	15/08/14	
Last Reviewed:	01/11/2019	
Next Review Date:	November 2022	This document applies to employees of the:
Version Number:	02	Chief Constable
SOUTH WALES POLICE PROCEDURE OBJECTIVE:		
To keep South Wales Safe by delivering public safety through appropriate controls on firearms and ammunition.		
GUIDANCE:		
Further information and guidance can be found on the Home Office Website www.gov.uk - Home Office Guide on Firearms Licensing Law		
GENERIC RISK ASSESSMENT:		
No H&S risk assessment required.		
PROCEDURE:		
Applying for a certificate (Members of the Public)		
Any person wishing to apply for a grant/renewal of a firearm, shot gun certificate or register as a firearms dealer or visitor can obtain the relevant application form and notes of guidance by visiting the South Wales Police web-site or contacting the Firearms Licensing Department at:		
Tel: 01656 869244		
e-mail: firearms.licensing@south-wales.pnn.police.uk .		
To download application forms please visit the force web-site at: www.south-wales.police.uk		
The application forms available are:		
Form 201 – Application for the Grant/Renewal of a Firearm/Shot gun Certificate		
Form 201A - Notes of Guidance		
Form 116 – Application to register as a Firearms Dealer		
Form 202 – Application to vary a Firearm Certificate		
Form 107 – UK Visitors (Firearm/Shot gun) permit		
All completed application forms together with the relevant fee and photographs must be sent direct to:		

The Firearms Licensing Department, Data Management & Disclosure Unit, Police Headquarters, Bridgend. CF313SU.

Cash must not be sent in the post and cheques should be made payable to The Police & Crime Commissioner for South Wales.

Forms will not be accepted at any police station or by individual officers.

Application process (South Wales Police)

Applications must be checked for completeness and accuracy, the fee receipted and details entered on to the National Firearms Licensing Management System (NFLMS).

An occurrence is created on NICHE to manage and store the paperwork for all applications received. Each stage of the renewal / grant process is managed through Niche tasking from the occurrence.

Vetting checks must be carried out on the applicant and referee(s) to confirm good character.

All applications for the grant of a firearm, shot gun certificate and registration as a firearms dealer must be visited by a firearm enquiry officer.

All applications for the renewal of a firearm and shot gun certificate must be risk assessed as to whether a home visit is required.

All information available about an applicant will be assessed.

A report will be completed by a firearm enquiry officer and submitted.

Applications will be granted or refused based upon their individual merits

Risk monitoring and assessment

Certificate holders are subject of continuous monitoring.

When incidents occur involving a certificate holder or at an address where guns are stored, all information and intelligence is made available to the firearms licensing department by an automated search on NICHE.

The officer in the case is asked to consider the risk of firearms being present and if the continued possession of guns and certificate raises concern at the time or during enquiries, the guns and certificate(s) should be removed immediately.

Certificate holders are given the opportunity to surrender their firearms and certificates. However if there is an immediate risk to public safety appropriate action must be taken.

A review of a certificate holder, following an incident and/or removal of firearms is carried out expeditiously to ensure continued suitability.

SURRENDER OF FIREARMS AND AMMUNITION

No obstacle should be placed in the way of a person who wishes to surrender firearms or ammunition. Persons anxious to dispose of firearms and ammunition should be allowed to hand them in at any police station.

It is often the case that weapons may be held by people in ignorance of their illegality.

They may be kept in homes where they have been overlooked or forgotten or may have come into possession of their present owners through the death of relatives.

Anyone surrendering an illegally held firearm should be questioned discreetly with a view to establishing its history but unless circumstances exist to give serious cause about its provenance (e.g. it appears to have been stolen), the person handing it in should not be pressed. The emphasis should be on creating an environment in which people will feel free to hand in firearms and thereby remove them from circulation.

Firearms/Ammunition surrendered to a Firearm Enquiry Officer:

On receipt of surrendered firearms and/or ammunition the items will be examined by the firearm enquiry officer (FEO) to ensure it is safe. Persons surrendering firearms and/or ammunition will be asked to sign an indemnity on an electronic pocket note book and the property recorded, packaged and stored as per the Property - Evidential procedure.

Any items that are considered to be of interest to NABIS or require forensic examination, the FEO will contact the NABIS Armourer at the Joint Scientific Investigation Unit (JSIU) to arrange viewing and collection.

LEGISLATION & REGULATION:

- [Firearms Act 1968, as amended](#)