



PISTOL CLUB

NEWTEC PISTOL CLUB INCORPORATED
MEMBERSHIP APPLICATION

DOCUMENT REFERENCE: NPC-MEM-FRM-001 | APPROVED AND CURRENT - REVIEW/UPDATE SCHEDULED (NOT FOR WITHDRAWAL)
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SENSITIVE: PERSONAL ON FIRST ENTRY

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Complete all applicable sections in block letters. Do not send through an unapproved or unsecured channel.

HANDLING: Contains identity, contact, firearms-licence and potentially sensitive health or criminal-record information. Limit access to authorised decision-makers; transmit securely; do not place detailed sensitive material in general minutes; preserve any legal hold; securely destroy duplicates when no longer required.

OFFICE USE ONLY — INITIAL CONTROL

Application received	___ / ___ / ___
Application number	_____
Membership year	_____
Interview date	___ / ___ / ___
Committee decision	Approved / Deferred / Refused
Decision date	___ / ___ / ___

1. Membership category requested

☐ Ordinary Member — Committee conversion after constitutional probation	☐ Probationary Member — new pistol applicant / Club assessment
☐ Junior Member — age 12 to under 18	☐ Dependant Member — subject to constitutional eligibility
☐ Conditional Member	
Committee use only — assigned class: ☐ Ordinary ☐ Probationary ☐ Junior	☐ Dependant ☐ Conditional (Life membership uses the constitutional nomination process)

Application basis: ☐ New applicant ☐ Transfer from another club ☐ Returning former member

2. Applicant details

Legal family name	
Given names	
Preferred name	
Previous / other names	
Date of birth	___ / ___ / ___
Residential address	_____ _____ Postcode _____
Postal address	_____ _____ Postcode _____
Mobile	
Email	
Occupation / employer	
Australian residency status	☐ Citizen ☐ Permanent resident ☐ Other: _____



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3. Emergency contact

Full name	_____
Relationship	_____
Telephone	_____
Email	_____

4. Identity documents and verification

Present original identity documents. The Club verifier should sight originals, record only what is reasonably necessary and store any required copies securely. An accredited additional-check provider, if separately requested, may require additional identity documents under its own rules.

Document type	Document number	Expiry	Copy attached	Original sighted / initials

Suggested documents: current driver licence or NSW Photo Card; passport or birth/citizenship certificate; Medicare card; and current evidence of residential address. For a minor, include the minor's permit (if held) and parent/guardian identity.

Photographic identification name matches application: ☐ Yes ☐ No — explanation attached _____

Parent / guardian name (applicant under 18) _____

Parent / guardian contact and consent _____

Parent or guardian must also sign the declaration where required.

5. Existing firearms licence or permit information

Do you currently hold authority?	☐ Yes ☐ No ☐ Application pending
NSW firearms licence no.	_____
Issue date	___ / ___ / ____
Expiry date	___ / ___ / ____
Categories held	☐ A ☐ B ☐ C ☐ D ☐ H ☐ Other: _____
Genuine reasons	☐ Sport/Target ☐ Hunting ☐ Primary production ☐ Other: _____
Probationary Pistol Licence no.	_____ Expiry ___ / ___ / ____
Minor's firearms permit no.	_____ Expiry ___ / ___ / ____ _____ Expiry ___ / ___ / ____
Licence issuing jurisdiction	NSW / Other: _____
Firearms Registry customer no.	_____ (if different / known)
Safe storage address	_____ ☐ Same as residential address
Licence verified by Club	Date ___ / ___ / ____ Method _____ Initials _____



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Verification authority: The applicant authorises an authorised Club official to use the NSW Firearms Registry licence-checking facility or contact the Registry, where permitted, to verify licence or permit status, categories, genuine reasons and expiry, and to make membership, suspension, cessation and safety notifications required by law or approval conditions.

6. Shooting organisations and affiliations

Affiliation information: Provide current shooting-club and association memberships relevant to affiliation, capitation, licence support, participation history and the Committee's membership assessment. The Club will only require an affiliation not stated in the Constitution where another binding rule or the applicant's chosen membership arrangement requires it.

SSAA membership status (if relevant)	☐ Current member ☐ Application submitted ☐ Not current
SSAA member number	
SSAA branch / state	
SSAA expiry date	___ / ___ / ____
NSWAPA / state association no.	
Pistol Australia / TPA no.	
Other club or association	
Other membership no.	_____ Expiry ___ / ___ / ____

7. Transfer, previous membership and participation history

Current / former principal club	
Club contact / secretary	
Telephone / email	
Membership dates	From ___ / ___ / ____ To ___ / ___ / ____
Reason for transfer / leaving	
Current standing	☐ Financial ☐ Unfinancial ☐ Suspended ☐ Resigned ☐ Other
Consent to contact club	☐ Yes — I authorise relevant membership and conduct enquiries ☐ No — explain below

Details of other current or former firearms or shooting-club memberships

Relevant competition, coaching, range-officer, safety or volunteer experience

Reason for wishing to join Newtec Pistol Club



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8. Referees

Provide two adults who have known you for at least two years and are not close relatives. At least one should, where possible, be able to comment on your character and suitability for a firearms sporting environment.

Referee 1 — name	
Relationship / years known	
Telephone / email	
Referee 2 — name	
Relationship / years known	
Telephone / email	
Consent	I authorise the Club to contact both referees: ☐ Yes

9. Character evidence and additional checks (if required)

Approved-pistol-club character requirement: provide two character references from adults aged 18 or over who have known the applicant for at least two years, unless the secretary or other relevant office holder documents that the alternative permitted by the Firearms Regulation is satisfied. If the Committee separately requests a Nationally Coordinated Criminal History Check or other check, it must identify the lawful purpose, use an appropriate accredited process, obtain any required consent and minimise collection and retention.

Check provider	
Certificate / reference no.	
Issue date	___ / ___ / ___
Original or verified copy sighted	Date ___ / ___ / ___ By _____
Applicant paid cost	☐ Yes ☐ Evidence attached ☐ Lawful waiver approved
Result handling	Access-restricted Committee review only; record the minimum necessary decision information and retain or securely destroy source material under the Club's privacy and records controls

The Club must first apply the character-reference pathway required for an approved pistol club. Any additional check must be lawful, relevant, proportionate and separately notified. A check is only one part of the assessment and does not guarantee acceptance.

10. Suitability, legal and disciplinary disclosures

Answer each question. Subject to spent-convictions and other applicable law, provide relevant details in a sealed attachment. A "Yes" answer does not automatically result in refusal; the Committee will consider legality, safety, relevance, recency, evidence and procedural fairness.

No.	Question	Yes	No
A	Have you ever been refused a firearms licence or permit, or had one suspended, cancelled or revoked in any Australian jurisdiction or elsewhere?	☐	☐
B	Are you currently, or have you previously been, subject to a Firearms Prohibition Order or another order restricting possession or use of firearms or prohibited weapons?	☐	☐
C	Are you currently subject to an apprehended violence order, domestic violence order, bail condition, recognisance or court order relevant to firearms possession, personal safety or Club participation?	☐	☐
D	Are you presently charged with, awaiting hearing for, or required by law to disclose an offence involving violence, weapons, prohibited drugs, dishonesty, stalking, intimidation, sexual conduct or another matter relevant to membership suitability?	☐	☐
E	Subject to spent-convictions law, do you have a conviction or finding of guilt relevant to firearms eligibility, safety, violence, prohibited drugs, dishonesty, stalking, intimidation or sexual conduct?	☐	☐
F	Have you been suspended, expelled, refused renewal, disciplined or made subject to a behavioural restriction by a firearms, shooting, sporting or community organisation?	☐	☐
G	Are you currently involved in a complaint, investigation or proceeding that may materially affect firearms eligibility, safe participation or your ability to comply with the Constitution?	☐	☐



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No.	Question	Yes	No
H	Do you require a safety-related adjustment, or is there a current condition you reasonably believe may affect safe participation or firearm handling? Do not provide a diagnosis unless specifically requested and reasonably necessary.	☐	☐
I	Is there any other information that a reasonable Club Committee would consider relevant to your character, good reputation, firearms eligibility, safety or suitability?	☐	☐

Sealed disclosure attachment reference / explanation

Please attach

Do not include more sensitive information than reasonably necessary. The Club may request clarification, evidence or an interview.

11. Checks and enquiries consent

- ☐ I consent to the Committee making lawful, relevant and proportionate enquiries with referees, nominated clubs, shooting associations, the Firearms Registry and other persons or bodies identified in this application.
- ☐ I understand that this consent does not authorise unrestricted access to police, health or other protected records, and that separate provider consent or legal authority may be required.
- ☐ I will pay the reasonable cost of an additional check only where it is lawfully requested and I separately agree in writing before it is obtained.

12. Applicant responsibilities and firearms-law acknowledgement

Personal responsibility: Firearms licensing is a personal legal responsibility. The applicant/member must keep informed of, understand and comply with the Firearms Act 1996 (NSW), Firearms Regulation 2017 (NSW), Firearms Registry directions and current licence, permit, safe-storage, participation, notification and genuine-reason requirements applicable to them.

- ☐ I understand that Club membership is not a firearms licence or permit and does not itself authorise possession, acquisition, storage, transport or use of a firearm.
- ☐ I will not possess or use a firearm unless authorised by a current licence, permit, exemption or other lawful authority and will comply with supervision and approved-range conditions.
- ☐ I will promptly notify the Club and the Firearms Registry of relevant changes within the time required by law, including changes to contact details, licence or permit status, suspension, cancellation, prohibition, orders, categories and genuine reasons.
- ☐ I will meet all mandatory participation and attendance requirements, maintain evidence of participation, and accurately advise the Club of information required for reporting.
- ☐ I will maintain lawful safe storage and transport arrangements and will not disclose security information to an unauthorised person.
- ☐ I will immediately comply with lawful Range Officer and cease-fire directions and report loss, theft, unsafe conduct or a serious safety concern through the required channel.
- ☐ I understand that the Club may verify my licence or permit status and must make disclosures or notifications required by firearms legislation, approval conditions, Police or another competent authority.
- ☐ I will obtain my own current information from NSW Police, the Firearms Registry, legislation or independent professional advice. I will not rely on informal statements by members as legal advice.
- ☐ I acknowledge that the Club is not responsible for continuously educating or individually reminding me about legislative or Registry requirements. This does not remove any mandatory training, supervision, recordkeeping or notification duty imposed on the Club by law.
- ☐ I will comply with the Constitution, Code of Conduct, confidentiality, anti-bullying, conflict-of-interest and range rules as applicable.

13. Membership-stage acknowledgement

- ☐ I understand that the Club applies a 36-month probation and suitability-assessment program. The formal Probationary Member class under clause 3(4) of the supplied 2024 Constitution lasts no more than three months and requires firearms and safety training; the Committee must record the membership class applying thereafter. Any statutory Probationary Pistol Licence requirements operate separately.
- ☐ I understand that the Committee determines the applicable constitutional membership class. A Conditional Member has the rights, fees and levies of an Ordinary Member but may not hold a position of any kind within the Club.
- ☐ I understand that the Club's 36-month probation and suitability-assessment program is separate from the constitutional Probationary Member class (no more than three months) and from statutory Probationary Pistol Licence, training, competition and eligibility requirements.



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☐ I understand that application, interview, payment, references, any additional check or previous membership does not guarantee acceptance or renewal. The Committee must decide membership under the Constitution and law.

14. Privacy and records notice

The Club collects this information to assess and administer membership, verify identity and firearms authority, manage safety and participation, meet legal and approval obligations and communicate with relevant bodies. Information may be disclosed where reasonably necessary to NSW Police or the Firearms Registry, shooting associations, insurers, advisers, referees, nominated clubs or authorities, or as required by law. Sensitive information and identity documents will be access-restricted and retained or securely destroyed under Club records controls. The applicant may request access or correction subject to lawful restrictions.

LEGAL DECLARATION

Read carefully before signing. Do not sign an incomplete application.

15. Applicant declaration and undertaking

1. I declare that the information and documents supplied with this application are true, complete and not misleading. I have not omitted information that I know is materially relevant to lawful membership assessment.
2. I authorise the verification and enquiries described in this form and consent to the lawful collection, use, secure storage and disclosure of my information for the stated purposes.
3. I undertake to notify the Secretary promptly if any material answer changes before the application is determined or during membership.
4. I understand that false, altered, dishonestly obtained or materially incomplete information may result in refusal, suspension, cancellation or disciplinary action and may be reported where required by law.
5. I acknowledge the Club's membership status conditions, character-reference and any lawfully requested additional-check requirements, my personal firearms-law responsibilities and the policies identified in this application.
6. I agree to be bound by the registered Constitution and lawful Club Rules if admitted. I understand that no Committee member or other person can waive legislation, approval conditions or the Constitution by an informal assurance.
7. I understand that this declaration does not exclude any right or obligation that cannot lawfully be excluded and does not authorise the Club to obtain information without consent or legal authority.

Applicant full legal name _____

Applicant signature _____ **Date** _____

Parent / guardian full name (if required) _____

Parent / guardian signature and date _____

Witness name _____

Witness signature and date _____

16. Documents checklist

☐ Completed and signed application	☐ Photo identity document
☐ Secondary identity / proof of birth	☐ Current proof of residential address
☐ Firearms licence / permit copy	☐ SSAA membership evidence (if relevant)
☐ Additional check result (only if requested)	☐ Transfer standing / club contact evidence
☐ Two referees provided	☐ Sealed disclosure attachment (if applicable)
☐ Parent / guardian consent (if applicable)	☐ Application fee / payment evidence



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17. Applicant certification of copies

I certify that every copy attached is a true copy of the original document presented by me. I understand the Club may require original sighting or independent certification and may return or securely destroy unnecessary copies.

Applicant signature / date _____



COMMITTEE ASSESSMENT — CONFIDENTIAL

Not to be completed by the applicant

18. Administrative verification

Application complete	☐ Yes ☐ No — outstanding items listed below
Identity verified	☐ Yes ☐ No
Licence / permit verified	☐ Yes ☐ No ☐ Not applicable
Affiliation verified (if applicable)	☐ Yes ☐ Pending ☐ Not applicable
Additional check reviewed (if requested)	☐ Yes ☐ Further review required
Referees contacted	☐ Both ☐ One ☐ Not contacted — reason documented
Transfer club contacted	☐ Yes ☐ No ☐ Not applicable
Interview completed	Date ____ / ____ / ____ Interviewers _____

Outstanding documents or verification action

19. Assessment record

Eligibility under Constitution	☐ Satisfied ☐ Not satisfied ☐ More information required
Firearms-law suitability	☐ No identified barrier ☐ Escalate / obtain advice
Safety and character assessment	☐ Satisfactory ☐ Conditions proposed ☐ Not satisfactory
Conflict declarations	☐ Nil ☐ Managed as recorded
Capacity / class availability	☐ Available ☐ Waitlist ☐ Not available
Proposed class	☐ Probationary ☐ Junior ☐ Dependant ☐ Conditional ☐ Ordinary
36-month Club probation / assessment review date	____ / ____ / ____
Conditions / restrictions	

Summary of relevant evidence, risk controls and reasons

20. Committee decision

Resolution	☐ Approve ☐ Approve with conditions ☐ Defer ☐ Refuse
Meeting date	____ / ____ / ____
Minute reference	july26meeting
Voting / conflicts	
Applicant notified	Date ____ / ____ / ____ By _____
Registry / association action	



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21. 36-month Club probation and suitability review record

Record proportionate review information only. The Committee must apply the Constitution and law at every stage; this record does not extend the formal constitutional Probationary Member class beyond three months.

Review point	Review date	Safety / training / participation	Conduct, standing and suitability	Reviewer initials
3 months				
12 months				
24 months				
36 months — final				

Final review outcome: ☐ requirements satisfied ☐ continue conditions lawfully available ☐ further Committee decision required

Decision / minute reference _____ Applicant notified ____ / ____ / ____

President / authorised chair signature and date

Secretary signature and date

Records control: Store this form, identity verification, character/check material and supporting documents in access-restricted membership records. Record only the minimum necessary decision information in general minutes. Apply the Club privacy policy, legal holds, lawful retention, access/correction and secure-destruction requirements.