


19 January 2024

IR-01-23-39875

s.9(2)(a) OIA



I am writing to you in response to your Official Information Act 1982 (OIA) request dated 15 December 2023. You asked for:

I have a subsequent question regarding your email of December 12, 2003 (12:33).

In this email you advised:

"Under the principles of natural justice, you have the right to be treated fairly, and decisions affecting your rights are made using fair processes." and also "This is a standard process"

As such I request under the Official Information Act 1983 copies of all materials produced, used or utilised by Firearms Safety Authority in the process for applicants applying for a new or renewed Firearms License; specifically but not limited to copies of all materials produced, used or utilised by Firearms Safety Authority in the process for applicants applying for a new or renewed Firearms License; specifically but not limited to:

- 1. Training materials,*
- 2. Instructional guides,*
- 3. Supplemental Guides or Instructions,*
- 4. Diagrams, Flow Charts,*
- 5. Forms,*
- 6. Decisions trees*


Please see attached document bundles one and two which contains the requested information.

Bundle one contains the following training module screen shots and accompanying downloaded links within the material:

- Firearms licence, dealer licence and endorsement application process
- Free Recall Account – Quick Guide
- Firearms Licence Security Inspection and Firearms Audit Form Guidance
- Planning and conducting an interview, and Engage and Explain points to consider
- Security Inspection and Firearms Audit
- The Security Inspection and Firearms Audit and the new form
- Checking the security of a firearms licence holder who has changed address.

Bundle two contains the following:

- Firearms Licence - Applicant Interview Form

- 
- Firearms Licence - Referee Interview Form
 - Firearms Licences
 - Firearms Licence Application National Process, updated September 2023
 - Firearms Licence Photograph Guide
 - Creating the Vetter Pack
 - Background Checks Process Guide
 - FRM19SIA Firearms Licence Security Inspection and Firearms Audit Form
 - Compliance – Revocations, etc. (Arms Act).

Some information in bundle two has been withheld under section 9(2)(a) of the OIA to protect the privacy of natural persons. Police considers the interests requiring protection by withholding the information are not outweighed by any public interest in release of the information.

Te Tari Pūreke – Firearms Safety Authority assesses Firearms licence applicants against legislative criteria, their chosen referees and personal history information. To be eligible to apply for a firearms licence, you must:

- be aged 16 or over
- not have had a firearms licence revoked in the last five years
- not be a disqualified person from having a firearms licence.

For your application to be successful, Te Tari Pūreke must find that:

- you are a fit and proper person to possess and use firearms
- you have secure storage at your home addresses to store firearms and ammunition
- no one that you live with has had a firearms licence revoked, been disqualified from having a firearms licence, or been found not fit and proper to have and use firearms has access to your firearms and ammunition.

Please see the following link to the Arms Act 1983. Sections 23 determines who can apply for a firearms licence, and 24A provides the criteria for a 'fit and proper' person. Section 22H lists disqualifying offences.

[Arms Act 1983 sections 22 to 24](#)

You have the right to ask the Ombudsman to review this decision if you are not satisfied with the response to your request. Information about how to make a complaint is available at: www.ombudsman.parliament.nz.

For your information, Police has developed a process for proactive release of information, so the anonymised response to your request may be publicly released on the New Zealand Police website.

Nāku noa, nā



Richard Wilson
Superintendent
Director Operations
Firearms Safety Authority