

Cranbourne-Dandenong

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STEPS TO JOINING A CLUB AND OBTAINING A HANDGUN LICENCE

Welcome to the Cranbourne Dandenong Pistol Club (C.D.P.C.). This document is intended as a guide to help you to become a member of the Club, obtaining a handgun license and acquiring your first handgun.

As a visitor we hope your stay with us is instructive and enjoyable. If you have any questions regarding the club and its activities please feel free to ask any member.

Members and Visitors are asked to contact the Secretary and then must sign the attendance book. This is located in the club room on the table. Please print your name and sign it stating that you are a visitor

If time permits you may be able to have a few shots with a pistol. However, before you can do so there are a couple of forms that are required to be filled out.

- Club indemnity form. Available from the club (ask the Secretary)
- Notification of Receiving Instruction form: VP Form 1120 Available online at : http://www.police.vic.gov.au/content.asp?a=internetBridgingPage&Media_ID=32569

These forms will need to be completed each time you have a shoot. You are entitled to participate up to 13 times (3 for Juniors 12 -18 years old) while receiving instruction. During these shoots you will be shown the safe handling of a firearm and tips on how to improve your shooting skills. The use of a firearm is available and we do ask that you pay for the ammunition and instruction. Approx \$30.00

Over a period of a few weeks you can attend the club and assess for yourself whether the club is right for you. Various members of the committee will also note your eagerness and safe practises.

To apply to join the club complete the C.D.P.C. Membership Application form available at the club (ask the Secretary)

Obtain two written references. These are brief notes written by people who have known you for at least two years and over the age of 21 Years, and can say that you are, for example, a good citizen, a good friend, a good employee, trustworthy and showing good common sense and good life values so that it would be no problem for you to join a pistol club and eventually own a firearm.

You will also need 2 (two) passport photos which are retained by the club for administration use and your ID card. This all needs to be handed to the club Secretary.

You must present your application to the General Committee who will consider your application. (Committee meetings are usually held at 3.00 pm on the fourth Saturday of each month)

Joining fee for the 2019-2020 financial year is \$300

Annual membership fee for 2019-2020 is \$300

When the fees have been paid, you will after 3 Months, receive a key to the front gate. This will give you access to the club grounds during a competitive shoot day, on nominated days. To gain access to the club grounds at any time during the week you will have had to be a member for 6 (six) months and completed the Range Officer's course when you will be given a Range Officer's key which will let you into the club at any time, any day. However there are strict times that we can operate in.

It's now you will want to apply for the Probationary License. This license will permit you to use a General Category Handgun. The Probationary License forms VP 1285 are now done ONLINE

- At the Club (ask the Range Officer)
- Or at the Police website:
http://www.police.vic.gov.au/retrievemedia.asp?media_id=35347&status=active

All adult handgun licence applicants must provide fingerprints to Victoria Police before they can be licensed. Ring 1300 881 596 to make an appointment to have this done, generally, in Melbourne and at some regional Police Stations.

Hand the completed forms to the Club Secretary, who after checking it for you, will mail it to the Licensing and Regulation Division (L.R.D.) After the mandatory legislated waiting period of at least 28 days a Probationary License will be sent to you. You will then be required to pay the LRD license fee at any one of the approved places. During the probationary period you must participate in 5 (five) competitions in the chosen disciplines, then complete a Firearms Safety course, which can be done at the club, book through the Secretary or Senior Range Safety Officer.

You may now purchase your own ammunition. Ammunition which must be stored in a locked container.

An accredited handgun safety course must be completed by you before you can compete in a competition without an instructor by your side. Ask the Club Secretary or Club Captain about these courses. Be sure to retain proof of successful completion of the course (Make a few photocopies).

A Firearms License Application can be made only after the completion of the 6-month probationary period and the passing of the handgun safety course. The application form VP304B is available now done ONLINE

- The Club (ask the Range Officer or Secretary)
- Or at the Police website:
http://www.police.vic.gov.au/retrievemedia.asp?media_id=35349&status=active

Hand the completed form to the Club Secretary who, after checking it for you, will mail it to the Licensing and Regulation Division (L.R.D.) A temporary license (good for a short time) will be sent to you. Proceed to a registered photo point, pay the License fee (for 3 years) and have the photo taken. A short time later, (about 1-2 weeks), your new license will arrive in the mail. Once you receive your new license you must inform the Club Secretary who can then update the Club records.

Only now are you able to apply for a permit to acquire a Handgun. The VP337B Permit to Acquire Application form is available at either:

- The Club (ask the Secretary)
- Or at the Police website:
http://www.police.vic.gov.au/retrievemedia.asp?media_id=35355&status=active

Be sure that prior to the acquiring of a handgun you have met the storage requirements as set out in the Firearms Act 1996 (Schedule 4).

These include:

- Steel safe - not easy to penetrate
- If the safe weighs less than 150kg when empty, it must be bolted to the structure of the premises.
- When the firearm is in the safe, the safe MUST be locked. The key to the safe must be carried by the licence holder or kept securely in a separate room from the safe.
- Ammunition must be stored in a separate locked container (not with the firearm) unless the receptacle is purpose built to store ammunition separately from the firearms.

Hand the completed form to the Club Secretary who after checking it for you will present it to the General Committee for approval consideration. If approved, the Club Secretary will mail it to the L.S.D.

After the mandatory waiting period of at least 28 days (for the first application) a Permit to Acquire a Handgun will arrive in the mail. Take the permit and pay the fee, approx. \$40.70, at any one of the approved places.

Then proceed to a licensed gun dealer with the gun details and previous owner details, (if applicable), for the transfer ownership to take place. A small transfer fee maybe required.

A short time later a copy of the gun registration will arrive in the mail. When you receive the gun registration you must notify the Club Secretary who then will update the club records.

NOTE

When sending forms in to LRD or the CLUB, it is in your own interest to make copies of everything you send. Also keep in mind this is a slow process.

Note Police will inspect your safe at some stage, so please make sure it complies.

Graham Griffiths
CDPC Secretary.