



New Zealand Museum Licence and Museum Endorsements

New or Renewal of Licence Application Form

Section 100, Arms Act 2026

Information Sheet

This application form is for all applicants applying for:

1. a new museum licence OR
2. a new museum licence with Pistol, or Restricted weapons, or Restricted firearms, or Restricted magazines endorsement(s) OR
3. renewal of their museum licence (and endorsements) OR
4. Pistol, or Restricted weapons, or Restricted firearms or Restricted magazines endorsement(s) on their museum licence.

Who needs a Museum licence?

You must hold a museum licence to carry on any of the following activities:

- hiring Museum Collections
- lending (or loaning) Museum Collections.

Who does not need a museum licence?

You do not require a museum licence in order to conduct activities involving a class of arms item if you are:

- a firearms licence holder who offers commercial hunting guide services, and during the provision of those services supply no more than 6 firearms to 1 or more clients at any one time
- a member of a shooting club who engages in the selling, hiring, lending, or supplying of firearms to club members or on club premises where:
 - the approval of the management committee of the club or a majority vote of club members has been received; and
 - the revenue from the sale, hire, lending, or supply of the firearms is used for the benefit of the club.

Who can apply?

To apply for a business licence you need to meet the following criteria:

- you are sixteen years of age or older; OR
- you are at least eighteen years of age if you are also applying for an endorsement to deal in restricted firearms, and / or restricted magazines; AND
- you must hold a current New Zealand firearms licence.



What you need to do

1. Complete this application form

Did you know you can now complete your application online at MyFirearms? MyFirearms is our new secure online portal where you can apply and pay for your licensing and most endorsements online. You can even save your application and complete it later. Visit www.firearmssafety.govt.nz to find out more. Need help? Call the Registry and Services Team on 0800 844 431 / 09 302 6500.

Please ensure you read the following carefully before you begin your application for a museum licence. An incomplete form will cause delays in processing your application.

Download the application form to your computer or device and enter the information requested.

Important Note

Do not use an Internet browser or Apple's Preview application to open this form. Please save the form to your device and open it using Adobe Acrobat Reader. If the form is completed using a browser, the entered information may be lost if you click on the 'back' button or if you try to save it.

Print out and sign the completed form or print out a blank form and handwrite your responses.

2. Provide confirmation that the proposed museum has a sound financial basis

If you are a senior manager of a body corporate or a museum owner applying for, or renewing, a museum licence you need to provide confirmation from your accountant or business advisor that your museum has a viable business plan and that the museum is financially sound.

3. Pay the fee

Pay the application fee at a New Zealand PostShop and obtain a receipt to include with your application. There are separate fees for a museum licence application and the application for endorsement/s to a museum licence.

4. Get the required documents

Please include the following alongside your application form:

- a copy of the PostShop receipts of your licence application, renewal, and/or endorsement fees
- two identical passport style photos (see the Proof of Identity - Photographs section of this application form)
- copies of the documents that prove your identity (see the Proof of Identity section of this application form) and a document confirming your current residential address
- copies of other required documents, such as the letter from your accountant or other documents as indicated in the application form.

5. Submit your application to Firearms Safety and Education New Zealand

Hand in your printed application form and required documentation. Submit your printed application form via courier to: National Services Team, Firearms Safety and Education New Zealand, Level 3, 210 Federal Street, Auckland 1010, New Zealand.

What you will need to apply

To assist you in the process, please ensure you read the following carefully before you commence your application for a new museum licence and/or endorsement, or renewal of your museum licence (and endorsement/s). An incomplete form will cause delays in processing your application.

In your application, you will need to be able to:

- identify the activities you wish to conduct and the class(es) of firearms with which you wish to conduct the activities for the next 12 months,
- supply names and contact details for referees who will be interviewed by Firearms Safety and Education New Zealand as to your suitability to hold a museum licence,
- provide details of people who are museum associates, or work at, or may have free or unsupervised access to, your place of museum business and any premises where you intend to store firearms,
- provide a letter from your accountant or business advisor confirming the museum is being established or is operating with a sound financial structure,
- provide certificate(s) from your health practitioner which are related to any conditions,
- if applying as a senior manager of a body corporate supply details of:
 - the record-keeping systems used to ensure compliance with legislation and regulatory requirements, and
 - the addresses of all premises and the details of the museum licence holder managing at each of the premises,
- attend an interview with a member of Firearms Safety and Education New Zealand to discuss your suitability to hold a museum licence.

If you need more space than provided in each section of the application form, record the additional information in the appendices near the end of the form, noting the relevant section reference. If you need to attach documents or additional information to your application, please include your full name (and firearms licence number if you already have one) with each attachment.

If you need help completing this application form, please call the Registry and Services Team on 0800 844 431. Further information is available on our website www.firearmssafety.govt.nz.

What happens next

Once your application has been received, Firearms Safety and Education New Zealand will perform further checks in order to assess whether you are fit and proper to hold a museum licence this includes arms items and ammunition.

When Firearms Safety and Education New Zealand are assessing whether you are a fit and proper person to have a museum licence, we will consider your overall character and business background including information provided by you and your referees, as well as other information held or obtained by Firearms Safety and Education New Zealand.

This includes considering:

- whether you have the competencies and resources to carry on the museum activity or activities for which the museum licence is sought,
- any convictions,
- whether you have a sound knowledge of firearms,
- your understanding of the legal obligations of a holder of a museum licence and complying with all requirements of the Arms Act and Arms Regulations,
- your understanding of the legal obligations of a holder of a firearms licence, including an understanding of the endorsements that may be made on a firearms licence, and being able to provide advice to licence holders and the public on those obligations,
- any other matters Firearms Safety and Education New Zealand considers relevant.

Note: Other matters Firearms Safety and Education New Zealand may consider relevant include (but are not limited to):

- ability to safely and competently possess large numbers of firearms, ability to run their museum with due skill and care, and



- actively overseeing the museum activities with appropriate policies and procedures, and
- managing firearms stocks responsibly and storing all firearms securely.

You will need to:

- attend an interview with Firearms Safety and Education New Zealand to discuss your application and determine if you are a fit and proper person to operate a firearms museum,
- show your secure storage facilities are suitable for the proposed activities and the classes of arms items held for those activities.

Identity documents

You must provide documentation to prove your identity.

If you have a New Zealand firearms licence or museum licence, you must provide proof of:

Current New Zealand Firearms Licence OR current New Zealand museum licence

Proof of address dated within the last 3 months (e.g. bank statement or utilities bill with your name and address)

If you are in the process of renewing for a New Zealand firearms licence, you must provide one of the following:

New Zealand Passport

Overseas Passport

New Zealand driver licence

Police identity card

New Zealand Defence Force photo identification

Kiwi Access Card (18+ Card)

Identity document issued by New Zealand government

AND one of the following:

Birth Certificate

Citizenship certificate

Permanent resident document

Identity document issued by secondary or tertiary institution

Educational records or certificates

Professional or trade association membership certificate

Other

Note: Do not send original documents. You must bring the original copies of these documents to your interview. All identity documents must be current, unless stated otherwise. Do not staple copies to other pages. If you are 16 or 17 and don't have the required documentation, you can request your parent or legal guardian to write a declaration to support your application.

Photograph

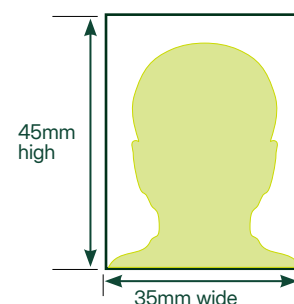
You need to have two identical, good quality photographs available to include in your application that are a good likeness of yourself. The photographs must meet the minimum requirements as set out in Arms Regulations 2026.

The photos must:

- have been taken within 12 months of the submission of your application
- be a full front view of your face, head, and shoulders with the head filling most of the photograph
- be of you without a hat or head covering (except where your religion requires you to wear a hat or head covering)
- have a plain, light-coloured background
- be coloured

Photographs on printed photographic paper, delivered or supplied by post:

- must be on good quality paper and measure 45mm x 35mm untrimmed.



Note: Failure to provide photographs of an acceptable standard will result in your application being delayed. A scanned copy of a photograph is not acceptable. Passport photos from commercial outlets will typically meet these requirements. When submitting a printed application, do not attach the photos to the form with paper clips or staples.

Fees

Applicants for a museum licence or those applying to renew an existing current licence must pay the appropriate fee(s) at the time of making the application.

Applicants are required to:

- pay the museum licence application fee, and / or
- pay the museum endorsement application fee if applying for endorsement(s)

For information on current fees, go to the Apply for a museum licence page on our website.

Licence duration

- A first-time museum licence will be valid for one year from date of issue.
- A second museum licence (or first-time renewal) remains valid for one year from the date of issue.
- A third time or any subsequent museum licence will continue in force for five years from the date of issue. Museum licence holders who have not had their museum licence revoked during the previous two years will be eligible for a five-year renewal.



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Privacy Statement

The information you provide is collected for the purpose of administration of the Arms Act 2026, to enable the Firearms Safety and Education New Zealand to carry out its lawful functions. Firearms Safety and Education New Zealand will manage the personal information collected in accordance with the provisions of the Arms Act 2026 and the Privacy Act 2020.

Firearms Safety and Education New Zealand may share information with other agencies, (including Police for their lawful functions) consistent with the law, and where applicable, specific information sharing agreements. You can find more information about how Firearms Safety and Education New Zealand manages personal information on our website.

Incomplete answers

Please ensure you provide a comprehensive answer to each question. Incomplete answers may delay the processing of your application. Please write legibly if completing this form by hand.

Section A: Licence Information

Application Details

A1. Are you a current museum licence holder?

Note: Select 'Yes', if currently on a Dealer licence.

Yes No

Enter New Zealand museum number

(Enter Dealer licence number if still active)

Expiry Date

A2. I am applying for a new museum licence or renewal of a museum licence in my capacity as a:

Senior manager Curator Museum owner

A3. I wish to apply or reapply for a museum pistol, restricted firearm, restricted magazine, and/or restricted weapons endorsement, Arms Act 2026 s187 (6).

Yes No

A4. I wish to also apply or reapply for a museum restricted item endorsement, Arms Act 2026 s187 (6).

Note: The restricted item refers to parts.

Yes No

A5. Are there any other people who have a financial interest in or have any form of management control over the museum (including, for example, all directors, shareholders, and senior managers for a body corporate that is a company)?

Yes No

A6. Do you employ any persons as staff in the museum?

Yes No

A7. Do you or will you operate, conduct or oversee museum at two or more locations?

Yes No

Section A: Licence Information

A8. Firearms licence status (answer, if responded 'No' in question A1)

I have a current Firearms Licence

I am currently applying for a Firearms Licence

A9. New Zealand Firearms Licence Number

Expiry Date

Section B: Proof of Identity

You must provide documentation to prove your identity.

If you have a New Zealand Firearms Licence, Business or Museum Licence, you must provide proof of:

Current New Zealand Firearms Licence, New Zealand Business Licence or current New Zealand Museum Licence

Proof of address dated within the last 3 months (e.g. bank statement or utilities bill with your name and address)

OR

If you are in the process of applying for a New Zealand Firearms Licence, you must provide one of the following:

New Zealand Passport

Overseas Passport

New Zealand driver licence

Police identity card

New Zealand Defence Force photo identification

Kiwi Access Card (18+ Card)

Identity document issued by New Zealand government

AND one of the following:

Birth Certificate

Citizenship certificate

Permanent resident document

Identity document issued by secondary or tertiary institution
educational records or certificates

Professional or trade association membership certificate

Other

Section C: Personal Information

Personal Details

C1. First name

C2. Middle name(s)

C3. Last name

C4. Date of Birth

C5. Gender

Male

Female

Gender diverse

C6. Occupation

C7. Current employer company name

Note: If currently not employed, please enter 'Not currently working'.

C8. Are you entitled to work in New Zealand?

Yes

No

C9. Visa type and expiry date

Citizen / permanent resident

Visa holder

Expiry date

Contact Details

C10. Mobile phone

C11. Email address

C12. Alternative phone

Section C: Personal Information

C13. Home address

Number and street

Suburb

Town/City

Postcode

C14. Is your postal address the same as your home address?

Yes

No

C15. Postal address (if relevant)

Number and street

Suburb

Town / City

Postcode

Section D: Museum Details

Please provide us with details of the nature of your museum, including location(s), principal activities and the classes of firearms items in which you deal, or intend to deal. If details are not provided this may delay processing of your application.

D1. Museum name

D2. Please explain the museum structure you trade under, or intend to trade under (e.g. Charitable Trust, Limited Liability Company, Incorporated Society, Crown Entity).

- Limited liability company
- Sole trader
- Partnership
- Charitable trust
- Incorporated society
- Crown entity
- Other

D3. Please provide details

D4. Company name (for Limited Liability Companies)

D5. New Zealand business number

D6. How long has the museum been operating? (Years and Months)

Section D: Museum Details

D7. Role in museum

Museum director Museum curator Other, please provide details

D8. Will you personally manage and operate the museum day to day?

Yes No

D9. Name of the person who will manage the museum - First name

D10. Middle name(s)

D11. Last name

D12. Museum licence number

Note: Enter Dealer licence number, if it is still active

D13. What other licences do you hold?

Auctioneer Second hand dealer Pawnbroker

D14. Do you require Local Authority Planning Consent to operate the museum in the proposed / current location?

Yes No

D15. If 'Yes', what is the current status of your consent application?

D16. Primary location of address

Number and street

Suburb

Town / City

Postcode

D17. Is your museum postal address the same as your place of museum address?

Yes No

D18. Postal address type

PO Box Private bag Community mail box Street address

Please enter your: PO Box / Private Bag / Community mail box

Number and street

Suburb

Town / City

Postcode

Section D: Museum Details

Museum Activities

Please select all the museum activities that you wish to carry out / undertake.

D19. Please select the museum activities you wish to undertake, or to continue to undertake (select all that apply)

Museum activity	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11
Displaying as a director or curator of a bona fide museum											
Hiring or Lending (or loaning) Museum Collections											

Key - classes of arms items

Class 1 - Standard firearms

Class 2 - Airguns

Class 3 - Magazines (standard firearms)

Class 4 - Parts (standard firearms)

Class 5 - Pistols

Class 6 - Pistol Carbine Conversion Kits

Class 7 - Restricted firearms

Class 8 - Restricted magazines

Class 9 - Restricted parts

Class 10 - Restricted weapons

Class 11 - Air Pistol Carbine Conversion Kits

Class 12 - Ammunition

Ammunition

D20. In addition to the classes of arms items indicated above will you possess, and deal in, ammunition as part of your museum activities?

Yes No

D21. Will ammunition be on display?

Yes No

D22. Has the ammunition been deactivated (made inert)? If so, how has this been done?

Other locations

If answered 'Yes' to A7 please complete.

D23. Please provide details of the places of business other than your principal place of business where you will also operate, conduct or oversee business operations.

Provide details here of each location and the museum licence holder who is or will be the on-site manager.

Place of Museum name	Location physical address	Senior manager / Curator full name (Person in charge)	Senior manager / Curator licence status	Senior manager / Curator licence number

Section E: Business Operations

Prior Experience

Please provide details of your current and / or planned operations.

E1. Please describe your prior experience in displaying firearms for museum activities.

E2. Please describe your experience in handling firearms.

Section F: Museum Arrangements

Please provide details of the following in relation to the Museum you are the curator or senior manager.

F1. Please describe any acquisition and loan arrangements and how you manage them.

Their names, and a general summary of any contractual arrangements and terms of trade.

**F2. Describe the industry partners you engage with and how you would transfer firearms between yourselves.
(For example, for the purposes of loaning display firearms).**

Cover the type(s) of customers, how you will market the business, and your unique selling point.

Section F: Museum Arrangements

F3. Describe the types of interactions you have had with authorities (e.g. Police, government departments, local bodies, professional organisations).

Please address events of a regulatory or compliance nature and the outcomes of those events.

Control of other place of museum locations

F4. Please describe the processes and procedures you use or will use to maintain control over the onsite arms items, locations and staff access to arms items.

F5. Describe the training provided to employees on safe firearms handling.

Section G: Obligations

G1. Describe in your own words the obligations you are required to fulfil as a licensed museum.

Section G: Obligations

G2. Describe in your own words how you will ensure you, and any staff, always meet these obligations.

Section H: Museum and financial proceedings

H1. Have you ever been; adjudged bankrupt, or been a director of a company put into receivership or liquidation, or banned from being a company director or from holding a senior management position in a company?

Yes No

If 'Yes', please explain

Section I: Financial soundness

I1. Please provide a letter from your accountant (or business advisor) attached confirming the museum is in, or is being established with, a sound financial structure.

Yes No

If not, why isn't a letter included? For example - are you providing a copy of your museum plan?

I2. Provide documents confirming that you belong to the museum industry and that the museum is a Bonafide museum.

Yes, attached to form No, please explain

Section J: Museum licence endorsements

You must complete this section as you indicated you require endorsement as a Museum possessing pistols or restricted weapons (s183)(6) or restricted firearms or restricted magazines (s183)(6) in the course of Museum.

The following questions cover your experience with pistols, restricted weapons, pistol carbine conversion kits, restricted firearms or restricted magazines, and your reasons for wanting to possess pistols, pistol carbine conversion kits, restricted weapons, restricted firearms or restricted magazines in your capacity as a Museum.

Note: Please fill this section out if you selected 'Yes' for questions A3 and A4 under Section A.

J1. What endorsements do you require?

Tick all that apply

- ☐ Applying for endorsement to possess a pistol
- ☐ Applying for endorsement to possess a restricted weapon
- ☐ Applying for endorsement to possess a restricted firearm
- ☐ Applying for endorsement to possess a restricted magazine

J2. Please describe the reasons why you need to possess pistols, restricted weapons, pistol carbine conversion kits, restricted firearms, restricted magazines or large capacity pistol magazines in the course of your proposed museum activities.

J3. Describe the technical skills and knowledge you possess to safely undertake this work.

J4. Describe your obligations to supervise, secure and account for all pistols, pistol carbine conversion kits, restricted weapons, restricted firearms and restricted magazines.

Section J: Museum licence endorsements

J5. Describe your obligations when supervising pistols, pistol carbine conversion kits, restricted weapons, restricted firearms and restricted magazines being displayed to museum visitors as part of an exhibition.

J6. Describe your personal attributes that make you a suitable person to have, or have access to, (large quantities of) pistols, pistol carbine conversion kits, restricted weapons, restricted firearms, and restricted magazines.

J7. Describe in your own words the obligations you are required to fulfil as a museum who holds a pistol, or restricted weapon, or restricted firearms, or restricted magazines endorsement(s).

J8. Describe in your own words how you will ensure you, and any staff you employ, always meet these obligations relating to endorsements.

Section K: Personal history

For your application to be considered, you must provide details of any criminal offending you have been involved with, now or in the past.

Note that the Criminal Records (Clean Slate) Act 2004 requires you to state whether you have a criminal record when making an application under the Arms Act (because of an exception to the Clean Slate scheme). Read more about the Clean Slate scheme on the Ministry of Justice website.

If you answer 'Yes' to any of the questions in this section, you will be asked to provide details. If details are not provided, it may delay the processing of your application.

A 'Yes' answer does not mean your application will be refused but it may lead to further examination.

K1. Are you currently charged with or have you ever been convicted of any offence under the Arms Act 2026, or under the Arms Acts 1983?

Yes No

If 'Yes', please provide details of the arms offence including date and a description of the conduct giving rise to the offence or charge and whether you are charged or have been convicted.

K2. Are you currently charged with or have you ever been convicted of any offence in New Zealand or overseas (including, but not limited to, an offence involving dishonesty, violence, drugs, or alcohol)?

Yes No

If 'Yes', please describe the offence including prosecuting agency, date and a description of the conduct giving rise to the offence or charge and whether you are charged or have been convicted?

K3. Are you currently charged with or have you ever been convicted of an offence against any of section 231A of the Crimes Act 1961; or the Game Animal Council Act 2013; or the Wildlife Act 1953; or the Wild Animal Control Act 1977?

Yes No

If 'Yes', please describe the offence including prosecuting agency, date and a description of the conduct giving rise to the offence or charge and whether you are charged or have been convicted.

Section K: Personal history

K4. During the past five years, have you or any member of the household been prohibited from possessing any firearm?

Yes No

If 'Yes', please describe the situation (for example, firearms licence suspended, revoked or refused), the circumstances, who was involved, and any other details that might be relevant to this matter.

K5. Do you have, or have you at any time had, a Protection Order or Temporary Protection Order made against you under the Family Violence Act 2018; or the Domestic Violence Act 1995; or a restraining order made against you under the Harassment Act 1997?

Yes No

If 'Yes', please describe the type of order, date and who it protects, and whether it is still current or not.

K6. Do you belong to, or associate with, a gang or an organised criminal group, or any individual who does have gang or organised criminal group affiliations?

Yes No

If 'Yes', please describe the group and your connection or involvement.

Section K: Personal history

K7. Have you been involved with or provided funding for a designated terrorist entity or extremist group?

Yes No

If 'Yes', please describe the entity or group and the nature of your involvement.

K8. Do you engage in any activities, including online activities, in groups or forums which exhibit, encourage, or promote violence, hatred or extremism?

Yes No

If 'Yes', please describe the activity and where you engage in this.

K9. Have you ever come to the attention of Police for any other matter, include traffic offences or infringement notices, in New Zealand?

Yes No

If 'Yes', please describe the matter, circumstances and date.

Section L: Health Details

The following questions are asked so that we can understand if you and others will be safe if you have access to firearms. A 'Yes' answer does not mean your application will be refused but it may lead to further examination.

If you answer 'Yes' to any of the questions in this section, you will be asked to provide details. You will also need to attach certificate(s) from your health practitioner which are related to the condition.

Certificate(s) should state the nature of the health condition, whether it has been resolved, any on-going treatment, and whether they believe (having considered the interests of the safety of individuals, including yourself, or the public) you are a suitable person to use or possess a firearm, including if there are any limitations to possession or use that may be warranted.

Health background

Please tell us if you are receiving, or have received in the past two years treatment or counselling for, or suffer from:

L1. Mental illness of any kind, including depression, stress, anxiety, mental breakdown?

Yes No

If 'Yes', please provide details (including dates) of illness, diagnosis and treatment, and your current condition.

L2. Decline in functioning of memory, thinking, understanding and judgement?

Yes No

If 'Yes', please describe the nature of this decline in function, when it started, and how it affects you now.

L3. Substance abuse or dependency (including drugs or alcohol)?

Yes No

If 'Yes', please describe this substance abuse.

L4. Exhibiting behaviour suggesting anger or violence (including family harm)?

Yes No

If 'Yes', please describe this behaviour and when it occurred.

L5. Drowsiness or problems with memory and thinking caused by illness or medication?

Yes No

If 'Yes', please describe these problems and what causes them and how you manage them.

L6. Seizures, dizziness or blackouts?

Yes No

If 'Yes', please give details of the seizures, dizziness or blackouts including dates, treatment and if you are on medication or receiving other treatment to address this issue.

L7. Serious head injury or neurological disorder of any description or kind, which has lasting effects?

Yes No

If 'Yes', please provide details of the injury or disorder including date and effect on you and whether you are receiving any treatment to address this issue.

L8. Have you thought about, threatened, or attempted suicide or self-harm in the past two years?

Yes No

If 'Yes', please describe. When did this occur? What were the circumstances and what led to those thoughts, threat or attempt? Is or are the event(s) that led to these thoughts resolved? Are you receiving any relevant treatment?

Section L: Health Details

L9. During the past two years, have you experienced significant life events such as the death of a person you were close to, divorce, separation, breakdown of a significant relationship, job loss or bankruptcy?

Yes No

If 'Yes', please give details of the event and when it occurred.

Section M: Next of Kin Referee

- They must be your spouse or partner.
- If no spouse or partner, then the next of kin must be a near relative such as parents, step-parents, grandparents, or siblings. They must know you well enough to attest to your character.
- If your near relative does not reside in New Zealand, you must still provide their details.
- Your referee is to attest to your character, not necessarily your firearms experience.
- Your referee does not have to be a firearms licence holder or have seen you handle a firearm.

M1. What is their relationship to you

Spouse Partner Parent or legal guardian Sibling
Close relative Close associate

M2. Does this next of kin referee live overseas?

Yes No

M3. First name M4. Middle name(s) M5. Last name

M6. Does this referee have a New Zealand Firearms Licence or a New Zealand Driver Licence?

Yes No

If 'Yes' please provide licence numbers below. If 'No', go to M7.

New Zealand Firearms Licence number New Zealand Driver Licence number

Please provide the following information so that we can properly identify this referee.

M7. Gender M8. Maiden / other names used M9. Date of birth
Male Female Gender diverse

M10. Place of birth

Section M: Next of Kin Referee

Contact Details

M11. Mobile phone (including country code)

M12. Email address

M13. Alternative phone (including country code)

M14. Next of Kin referee home address
Number and street

Suburb

Town/City

Postcode

Referee relationship details

M15. How long have you known this person? (Years and Months)

M16. Tell us how well you know this person and why they are a suitable referee to attest to your character?
For example, tell us about your relationship and shared interests.

M17. How often do you see this person?

Daily

Fortnightly

Less than once a month

Monthly

Weekly

M18. How do you typically meet and connect with this person? Choose all that apply

In-person - hunting / club range

In-person - visiting / socialising

Phone calls / video calls

In-person - living at the same address

Other, online

Social media

Other, please describe platform

M19. When did you last meet with them?

M20. Select the most frequent method and contact

☐ In-person - hunting / club range	☐ In-person - visiting / socialising	☐ Phone calls / video calls
☐ In-person - living at the same address	☐ Other, online	☐ Social media
☐ Other, please describe platform		

M21. How would you describe your relationship with this referee to another person?

Does your referee:

M22. Have keys, access codes (PIN codes) or access cards that give access to your museum premises and to the secure storage facilities?

If 'No' please go to M30.

☐ Yes ☐ No

M23. Currently, or has recently (within the last two years), demonstrated behaviour issues that might raise concerns about them being around firearms?

☐ Yes ☐ No

M24. Currently, or has recently (within the last two years) demonstrated a decline in mental functioning including thinking, memory or issues that might adversely affect their ability to be around firearms?

☐ Yes ☐ No

M25. Does this person have or had issues with substance abuse including drugs (prescription or otherwise) or alcohol?

☐ Yes ☐ No

M26. Does this person exhibit any behaviours that suggest issues with anger or violence (including family violence)?

☐ Yes ☐ No

M27. Has this person threatened suicide or self harm, or have they attempted suicide or self-harm in the past two years?

Yes No

M28. Does this person have, or has ever had, associations with any gang, criminal group / individual or activity?

Yes No

M29. Does this person currently have charges or charges pending for a criminal offence; or has ever been convicted of any offence in New Zealand or overseas?

Yes No

M30. Has this person seen you in a business setting?

Yes No

Declaration regarding this referee

M31. I have confirmed with my referee that they are willing to be a referee for me.

Yes No

M32. I have obtained my referee's authorisation for the Firearms Safety and Education New Zealand to check information about them, to assess their suitability to be a referee.

Yes No

M33. I have confirmed with my referee that they will make themselves available for an interview, within a reasonable time of being requested.

Yes No

Section N: Museum Referee 1

- They must not be related to you (for example, not your parents, step-parents, cousin, aunt, uncle, or your in-laws).
- They must be residing in New Zealand
- They must not live at the same address as you (for example, not your flatmate, lodger or boarder).
- They must be aged 25 years or older.
- This person must know you well. This may include someone you've known and been in regular face-to-face contact with for a significant period of your life; at least three years, preferably more.
- They cannot be your current spouse or partner, a former spouse or partner within the past five years, or an otherwise related person.
- They must have a firearms licence and have had long term experience with firearms.
- They should have first-hand knowledge of your experience in firearms museum related activities.
- They must not be your supervisor or employer.
- They must not be an employee of yours.
- They must not be employed by New Zealand Police.
- They must not be employed by Firearms Safety and Education New Zealand.
- Your referee must be available for an interview.

N1. What is their relationship to you

Friend

Work colleague

Other, please describe

N2. First name

N3. Middle name(s)

N4. Last name

N5. Does this referee have a New Zealand Firearms Licence or a New Zealand Driver Licence?

Yes

No

If 'Yes' please provide licence numbers below. If 'No', go to N6.

New Zealand Firearms Licence number

New Zealand Driver Licence number

N6. Date of birth

N7. Gender

Male

Female

Gender diverse

N8. Place of birth

Museum Referee 1 Contact Details

N9. Mobile phone

(including country code)

N10. Email address

N11. Alternative phone

(including country code)

N12. Referee home address

Number and street

Suburb

Town / City

Postcode

Referee relationship details

N13. How long have you known this person? (Years and Months)

N14. Tell us how well you know this person and why they are a suitable referee to attest to your character?

Tell us about your relationship and your shared interests.

N15. How often do you see this person?

Daily Fortnightly Less than once a month Monthly
Weekly

N16. How do you typically meet and connect with this person? Choose all that apply

In-person - hunting / club range In-person - visiting / socialising Phone calls / video calls
In-person - living at the same address Other, online Social media
Other, please describe platform

N17. When did you last meet with them?

N18. Select the most frequent method and contact

In-person - hunting / club range In-person - visiting / socialising Phone calls / video calls
In-person - living at the same address Other, online Social media
Other, please describe platform

N19. Has this person seen you in a business setting?

Yes No

Section N: Museum Referee 1

Declaration regarding this referee

N20. I have confirmed with my referee that they are willing to be a referee for me.

Yes No

N21. I have obtained my referee’s authorisation for the Firearms Safety and Education New Zealand to check information about them, to assess their suitability to be a referee.

Yes No

N22. I have confirmed with my referee that they will make themselves available for an interview, within a reasonable time of being requested.

Yes No

Section O: Museum Referee 2

- They must not be related to you (for example, not your parents, step-parents, cousin, aunt, uncle, or your in-laws).
- They must be residing in New Zealand
- They must not live at the same address as you (for example, not your flatmate, lodger or boarder).
- They must be aged 25 years or older.
- This person must know you well. This may include someone you’ve known and been in regular face-to-face contact with for a significant period of your life; at least three years, preferably more.
- They cannot be your current spouse or partner, a former spouse or partner within the past five years, or an otherwise related person.
- They must have a firearms licence and have had long term experience with firearms.
- They should have first-hand knowledge of your experience in firearms museum related activities.
- They must not be your supervisor or employer.
- They must not be an employee of yours.
- They must not be employed by New Zealand Police.
- They must not be employed by Firearms Safety and Education New Zealand.
- Your referee must be available for an interview.

O1. What is their relationship to you

Friend Work colleague Other, please describe

O2. First name

O3. Middle name(s)

O4. Last name

O5. Does this referee have a New Zealand Firearms Licence or a New Zealand Driver Licence?

Yes No

If ‘Yes’ please provide licence numbers below. If ‘No’, go to O6.

New Zealand Firearms Licence number New Zealand Driver Licence number

O6. Date of birth

O7. Gender

Male Female Gender diverse

O8. Place of birth

Museum Referee 2 Contact Details

O9. Mobile phone (including country code)		O10. Email address
O11. Alternative phone (including country code)		
O12. Referee home address		
Number and street		
Suburb	Town / City	Postcode

Referee relationship details

O13. How long have you known this person? (Years and Months)

O14. Tell us how well you know this person and why they are a suitable referee to attest to your character?
Tell us about your relationship and your shared interests.

O15. How often do you see this person?

Daily	Fortnightly	Less than once a month	Monthly
Weekly			

O16. How do you typically meet and connect with this person? Choose all that apply

In-person - hunting / club range	In-person - visiting / socialising	Phone calls / video calls
In-person - living at the same address	Other, online	Social media
Other, please describe platform		

O17. When did you last meet with them?

O18. Select the most frequent method and contact

In-person - hunting / club range	In-person - visiting / socialising	Phone calls / video calls
In-person - living at the same address	Other, online	Social media
Other, please describe platform		

O19. Has this person seen you in a business setting?

Yes No

Declaration regarding this referee

O20. I have confirmed with my referee that they are willing to be a referee for me.

Yes No

O21. I have obtained my referee’s authorisation for the Firearms Safety and Education New Zealand to check information about them, to assess their suitability to be a referee.

Yes No

O22. I have confirmed with my referee that they will make themselves available for an interview, within a reasonable time of being requested.

Yes No

This has been deliberately left blank.

Section P: Associated Persons

- Please provide details of:
- All people who have, or will have, a financial interest or have any form of management control over the museum
 - Include all directors and senior managers if the museum is a corporate entity
 - If you need additional rows, please use the additional pages provided at the back of this application form.

Note: Complete this section if selected 'Yes' for question A5 in Section A.

Associated Persons

First name(s)	Last name	Date of birth (dd/mm/yyyy)	Association / Role*	New Zealand Driver licence number	New Zealand Firearms licence number	Phone number
e.g. John	e.g. Doe	e.g. 14/07/1953	e.g. Shareholder	e.g. AA123123	e.g. T999999999	e.g. 0219999999

*Please state if the role either Partner, Shareholder, Director, Family, Friend, or Other, please describe.

P1. Do you have any concerns for any person’s safety if this associated person has access to the firearms in the museum? Please explain.

Answering 'Yes' does not mean your application will be refused. It may, however, lead to further information being sought from you to better understand the issues and what risk mitigations might be appropriate.

Yes No

Section Q: Employees

Please indicate the total number of people employed in the museum. Provide the details of all staff members who have access to firearms and ammunition in the course of their duties.

Note: Complete this section if selected 'Yes' for question A6 in Section A.

Employees

Q1. How many staff work in the museum?

Staff who will handle or have access to firearms

List all staff who will be handling or have access to any arms items or ammunition during the course of their duties for example, firearms sales staff, gunsmith, museum staff or other roles within your museum.

First name(s)	Last name	Date of birth (dd/mm/yyyy)	Role in the business*	New Zealand Driver licence number	New Zealand Firearms licence number	Phone number
e.g. John	e.g. Doe	e.g. 14/07/1953	e.g. Firearms sales staff	e.g. AA123123	e.g. T99999999	e.g. 021999999

*Please state if the role either Firearms sales staff, Gunsmith, Store person, Administration, or Other, please describe.

Q2. Do you have any concerns for any person's safety if this employee has access to the firearms of the museum? Please explain.

Yes No

Place of Museum firearms inventory security

Please provide details for the location where you conduct your business (Place of business provided in the Museum details section) AND any other storage location where you store any other firearms and ammunition the Museum may possess.

- All addresses will be assessed by Firearms Safety and Education New Zealand during the review of your application for a Museum licence, or renewal of your Museum licence.
- Security requirements for Museum premises are set out in the Arms Act 2026, and in the Arms Regulations 2026.
- For guidance on the secure storage of firearms and ammunition, please refer to the Firearms Secure Storage Guidance document on the Firearms Safety and Education New Zealand website.

Body corporate senior managers must complete this Section for the place of museum from which they ordinarily conduct business.

When applying as a Museum director or Curator ‘customers’ in this section is to be read as museum visitors (whether to public or exhibit storage spaces).

Security of arms items stocks being stored (not on display)

How are the firearms in the Museum inventory secured when not displayed for viewing by customers or persons visiting the place of Museum?

Note: Select all that apply

R1. How are the firearms in the Museum inventory secured when not displayed for viewing by customers or persons visiting the place of business?

Inventory	Steel & Concrete Room	Steel, Cabinets, etc	Safes	Racks	Secure display cabinet
Standard firearms					
Airguns					
Magazines (standard)					
Parts (standard), including major firearm parts					
Pistols					
Pistol carbine conversion kits					
Restricted firearms					
Restricted magazines					
Restricted parts					
Restricted weapons					
Ammunition					

Storage fixings and security

R2. Do you believe all steel cabinets, steel boxes or safes are fixed into the frame of the building in an approved manner?

Yes No

If 'No', why not and when will this be remediated?

R3. Describe the structural and installed security arrangements at this Museum location; address both building security and firearms secure storage facilities.

NOTE: The security must comply with Arms Regulations: security of firearms, etc, at licensed Museums' place of business.

Cover construction of the building, the secure storage facilities, external and internal security measures, alarm system, after hours security monitoring, bulk security storage, etc.

*If you wish to provide a photo(s) to support your application, this must be in addition to your description.

Display Security

Please answer all the following questions about the secure management of arms items and ammunition displayed to customers.

*If you wish to provide photos to support your application, this must be in addition to your description here. Please attach the photos below.

R4. How are standard firearms displayed for customers to view?

Locked container (soundly constructed and secured to the building)

Locked display case (soundly constructed and secured to the building)

Other, please describe

R5. Describe the security measures taken to secure the displayed firearms against opportunist theft?

R6. How are airguns and air pistols displayed for customers to view?

- Locked display cabinets
- Glass counter units
- Gun racks (airguns only)
- Other, please describe

R7. Describe the security measures taken to secure air guns and air pistols against opportunist theft?

R8. Please describe how pistols and/or revolvers are managed when being displayed to a customer.

R9. Describe the additional security measures taken to secure pistols against theft?

R10. Please describe how restricted weapons are managed when being displayed to a customer?

R11. Describe the additional security measures taken to secure restricted weapons against theft? (If applicable)

R12. Please describe how restricted arms items are managed when being displayed?

R13. Describe the additional security measures taken to secure restricted arms items against theft? (If applicable)

R14. How is ammunition displayed?

Locked container (soundly constructed and secured to the building)

Locked display case (soundly constructed and secured to the building)

Other, please describe

R15. How is displayed ammunition secured against opportunist theft? What is the current / intended storage capacity for the ammunition?

*If you wish to provide a photo(s) to support your application, this must be in addition to your description.

General details

R16. What is the current / intended storage capacity for the Museum standard firearms?

R17. What is the current / intended storage capacity for the Museum's endorsed arms items (pistols, PCCK, restricted weapons, restricted firearms and restricted magazines)?

R18. Description of additional after hours security.

*If you wish to provide a photo(s) to support your application, this must be in addition to your description.

R19. Do you have a secondary secure storage premises for bulk inventory?

Yes No

If 'Yes', please go to R20. If 'No' go to Section S.

R20. Additional storage location - please provide address

Number and street

Suburb

Town / City

Postcode

Arms item warehouse secure storage

Inventory	Steel & Concrete Room	Steel, Cabinets, etc	Safes	Racks	Secure display cabinet
Standard firearms					
Airguns					
Magazines (standard)					
Parts (standard)					
Pistols					
Pistol carbine conversion kits					
Restricted firearms					
Restricted magazines					
Restricted parts					
Restricted weapons					
Ammunition, including restricted ammunition					

Storage fixings and security

R23. Do you believe all steel cabinets, steel boxes or safes are fixed into the framework of the building in an approved manner?

Yes No

If 'No', why not and when will this be remediated?

R24. Describe the structural and installed security arrangements at this Museum location; address both building security and firearm secure storage facilities.

NOTE: The security must comply with Arms Regulations: security of firearms, etc, at licensed Museums' place of business.

Cover construction of the building, the secure storage facilities, external and internal security measures, alarm system, after hours security monitoring, bulk security storage, etc.

General details - additional location.

R25. What is the current / intended storage capacity for the Museums' standard firearms?

R26. What is the current / intended storage capacity for the Museums' endorsed arms items (pistols, PCCK, restricted weapons, restricted firearms and restricted magazines)?

R27. Please describe the processes you will use to maintain robust control of all stock stored at this location.

R28. Describe how often the property is unoccupied, and any additional measures taken to ensure the security of firearms stored at the property.

*If you wish to provide a photo(s) to support your application, this must be in addition to your description.

Section S: Museum Record Keeping

Please provide details of your proposed Museum record keeping systems

S1. Please describe your obligations for record keeping.

S2. Please indicate the type of record book you will use (hard copy or electronic).

Electronic (go to S3)

Hard copy (go to S4)

S3. Is the record book a component of your accounting or inventory system?

Yes

No

S4. Please describe how will you ensure the security and retention of the record book and information held therein.

Section T: Declaration

Please read the following statements and show your acceptance by ticking each box.

The information I have supplied for this application is true and correct.

I understand it is an offence to supply details knowing them to be incorrect or misleading (Section 250 of the Arms Act 2026).

I consent to the Firearms Safety and Education New Zealand making inquiries into my fitness to operate a firearms business and authorise any person or organisation approached by the Firearms Safety and Education New Zealand in this matter to release or disclose all relevant information.

Signature

Additional Space

**Please use this space to add any further comments or information and use the question number for reference.
E.g. I16**

Additional Space

**Please use this space to add any further comments or information and use the question number for reference.
E.g. I16**