

Title:	Firearms Licensing - Administration	
Last Reviewed:	15/08/14	This document applies to employees of the:
Version Number:	01	Chief Constable
SOUTH WALES POLICE MISSION & VISION:		
KEEPING SOUTH WALES SAFE TO BE THE BEST AT UNDERSTANDING AND RESPONDING TO OUR COMMUNITIES' NEEDS		
SOUTH WALES POLICE PROCEDURE OBJECTIVE:		
To keep South Wales Safe by delivering public safety through appropriate controls on firearms and ammunition.		
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 must obtain the relevant application form and notes of guidance by contacting the Firearms Licensing Department		
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).		
Vetting checks must be carried out on the applicant and referee(s) to confirm good character.		

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

All applications for the renewal of a 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

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.

Divisional Procedure:

Persons surrendering firearms and/or ammunition at police stations will be asked to sign an indemnity on form F267 **surrender form** which will be made out in triplicate. A copy will be handed to the person surrendering the firearm and/or ammunition as a receipt, while the remaining two copies will be forwarded to the BCU property officer with tie-on form F267(a) **surrender label**.

Transfer of Firearms/Ammunition to Headquarters:

The firearms, ammunition will remain at BCU Property stores until arrangements are made for their transfer to the Firearms Licensing Department at headquarters. The transfer of weapons and ammunition to headquarters will only be accepted after prior arrangements have been made with the Firearms Licensing Department. It is expected that this will be on a monthly basis to avoid stockpiling weapons at divisions.

Individual officers must not bring weapons or ammunition to headquarters unless in exceptional circumstances. If these circumstances exist direct contact must be made with Firearms Licensing Department.

Receipt of Firearms/Ammunition at Headquarters (Firearms Licensing Department):

On receipt of the firearms and ammunition from Divisional Property Officers at the Firearms Licensing Department HQ each weapon will be examined by a firearm enquiry officer (FEO) to ensure it is safe. The FEO will check the relevant documentation against each weapon and provided it is correct, will accept the property concerned. Details of the items will be recorded onto a spread sheet and placed in the armoury.

Members of the public attending at headquarters to surrender firearms and ammunition are encouraged to do so by prior appointment. On attendance they must report to security

at the main gate. Security staff will contact the Firearms Licensing department with details of the person's name and address and the purpose of the visit. Arrangements will be made for an FEO to attend at the gate house to examine the weapons to ensure they are safe before accepting the property concerned. The person surrendering the firearms and/or ammunition will be asked to sign an indemnity on form F267 **surrender form** which will be made out in duplicate. A copy will be handed to the person surrendering the firearm and/or ammunition as a receipt, while the copy will remain with the property.

Ammunition coming into the department will be recorded and stored appropriately.

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.

Disposal of Firearms & Ammunition:

The destruction of firearms will take place regularly but in any case, at least four times a year. This is coordinated by the Firearms Licensing Department and a firearm enquiry officer will inform the Chief Inspector, Joint Firearms Unit of the need and an Operational Plan will be prepared to govern the safe and secure carriage of the items from HQ to a pre-arranged destruction site. Authority must be sought for the issuing of firearms for police use during the escort.

The times, dates and routes taken by the escort must be varied and AIRWAVE communications monitored by the Public Service Centre (PSC). An NSPIS Incident will be created from the outset and the FIM, PSC, included in the command structure.

Ammunition is disposed of by the Ministry of Defence who collect it periodically upon request. The FEO will sort and separate the ammunition into categories and calibres as laid down by the Ministry of Defence.

Retention of items for Police training purposes:

The FEO has the discretion to retain items of interest for instructional and training purposes. All items will be recorded on the spread sheet as retained for training purposes and when no longer required will be updated and the items returned to the armoury awaiting destruction.

[Click here to view the full Guidance associated with this process](#)

FORMS:

- [Form 201](#)
- [Form 201A](#)
- [Form 116](#)
- [Form 202](#)
- [Form 107](#)