

# Shotgun Grant / Renewal Application Guidance Notes

Firearms Explosives Licensing Section  
Police Headquarters  
Cornwall Mount  
Dumfries  
DGI IPZ

Tel: 0845 600 5701

## Dumfries and Galloway Constabulary



PLEASE READ THE NOTES ON THE APPLICATION FORM IN CONJUNCTION WITH THIS GUIDANCE WHEN COMPLETING THE FORM

**Please ensure the following have been carried out – it will assist to process your application**

### QUESTION 14

**Grant application** – you must declare **ALL** offences that you have ever been convicted of.

**Renewal application** – you must detail **ALL** offences you have been convicted of since your last renewal **including** motoring offences, and any outside Great Britain. Non-disclosure is an offence and may adversely affect your application.

Tick Box

### QUESTION 17

Show details of the precise location where you intend to store the shotgun(s), the cabinet capacity and if the storage is shared.

**The secure storage must be out of sight from casual view.**

### QUESTION 21B

If you wish to apply for the grant or renewal of a Firearm Certificate at the same time (co-terminous), you must complete both a Firearm and Shotgun Application Form. This will reduce the fee for the Shotgun Certificate to £10. Please contact this office to clarify the procedure if in doubt.

### PART D

Your countersignatory has completed and signed the relevant section.

(You should ensure that your countersignatory **meets the professional requirements** detailed in the 'notes to Part D' on the application form)

A retired person should show their previous profession and elected or appointed representatives their position.

### GENERAL

**You have** enclosed 4 passport size photographs – one signed by you and another endorsed, signed and dated by the countersignatory with the words "I certify that this is a current true likeness of..."

### YOU MUST INCLUDE THE FOLLOWING WITH YOUR APPLICATION

1. The grant fee of £50 or the renewal fee of £40 or  
The co-terminous grant fee of £60 or the co-terminous renewal fee of £50
2. The 4 photographs as described above (8 for co-terminous applications).



**Cheques or postal orders should be made payable to "the Chief Constable".**

If your renewal form is incomplete this will delay the process.

A Firearms Field Officer will contact you to discuss your application, check your security arrangements and make enquiries regarding your application in due course.

**Should you require any further advice or assistance, please do not hesitate to contact the Firearms and Explosives Licensing Section at Police Headquarters, telephone 0845 600 5701.**