

SCHEDULE 1

Regulations 3 and 5 to 8

FORMS

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**PART A: Personal details**

1. Are you male or female?       Male       Female

2. Title:..... 3. Surname: .....

4. Forenames (state all):.....

5. If you have at any time used a name other than that given in answer to questions 3 and 4 please complete below:

Previous surname(s):  
.....

Previous forename(s):  
.....

6. Home address:  
.....  
.....  
.....

a. Post code: ..... b. Tel number: .....  
c. Mobile number: ..... d. Email:.....

e. Have you had any previous home addresses in the last 5 years?  
 Yes (please give details at Part F)     No

7. Date of birth:..... ( tick here if you are under 18)

a. Place of birth: .....

b. Nationality: .....

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

8. Occupation:.....

a. Work address:

.....  
.....  
.....

b. Post code: ..... c. Tel number: .....

9. Do you suffer from any medical condition or disability, including alcohol or drug-related conditions?

Yes

No

If Yes, please give details:

.....  
.....  
.....  
.....  
.....

10. Have you ever attended a General Practitioner (GP) for the treatment of depression, epilepsy or any other condition, mental or physical, which might affect your ability to safely use and possess an air weapon?

Yes

No

If Yes, please give details:

.....  
.....  
.....  
.....  
.....

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11. Have you ever been convicted of any offence?

Yes                       No

If yes, please give details:

| Date  | Offence |
|-------|---------|
| ..... | .....   |
| ..... | .....   |
| ..... | .....   |
| ..... | .....   |
| ..... | .....   |

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**PART B: Air weapon use and security**

12. Please state your reason(s) for using, possessing, purchasing or acquiring air weapon(s) (eg target shooting, pest control – please indicate all that apply):

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.....  
.....  
.....  
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.....  
.....

13. Please provide details of land where shooting will take place:

.....  
.....  
.....  
.....  
.....  
.....

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

14. Please provide details of current (or in the case of a grant, proposed) security and storage arrangements:

a. Will the air weapons possessed by you be held at your home address?

- Yes       No

If Yes, please give details:

.....  
.....  
.....  
.....  
.....

b. What type of security measures / storage facilities will be in place?

- clamp     gun cabinet     gun room     other (please provide details)

.....  
.....  
.....  
.....

c. Are these security arrangements shared with another certificate holder (including firearm and/or shot gun certificate holders)?

- Yes       No

If Yes, please give details:

.....  
.....  
.....  
.....  
.....



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**PART C: Declaration**

I have enclosed two identical photographs of a current likeness of me, the applicant, together with the fee for this application.

I confirm that I have read and understood the notes at the end of this application form and that, to the best of my knowledge and belief, the information I have provided on this form is correct. I understand that it is an offence under section 31(1) of the Air Weapons and Licensing (Scotland) Act 2015 to knowingly or recklessly make any statement which is false in any material particular for the purpose of procuring the grant or renewal of an air weapon certificate (the maximum penalty for which is twelve months' imprisonment and/or a fine of level 5 on the standard scale).

I understand that I will be subject to a check of police records and that my details will be held electronically.

Signature: .....

Print name: .....

Date: .....

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**PART D: Consent of parent or guardian where applicant is under the age of 18**

**This Part must be completed by the applicant's parent or guardian if the applicant is under 18 years of age.**

I am the applicant's  Parent or  Guardian (please tick the appropriate box).

I confirm that I consent to the applicant making this application, as required by section 7(2) of the Air Weapons and Licensing (Scotland) Act 2015.

Parent's/guardian's signature: .....

Print name: .....

Date: .....

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**Parent/Guardian contact details:**

Home address (if different to address provided at question 6):

.....  
.....  
.....

Post code: ..... Telephone number: .....

Contact email: .....

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**PART E: Verification**

**This Part must be completed by an individual who meets the requirements of section 4(2) of the Air Weapons and Licensing (Scotland) Act 2015.**

I confirm that I have known the applicant for at least two years and that, to the best of my knowledge and belief, the information provided on this application form is correct.

I understand that it is an offence under section 31(1) of the Air Weapons and Licensing (Scotland) Act 2015 to knowingly or recklessly make any statement which is false in any material particular for the purpose of procuring the grant or renewal of an air weapon certificate for another person (the maximum penalty for which is twelve months' imprisonment and/or a fine of level 5 on the standard scale).

Verifier's signature: .....

Print name: .....

Date: .....

Date of birth .....

Occupation: .....

Home address: .....

.....  
.....  
.....

Post code: ..... Telephone number: .....

Contact email: .....



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**PART F: Previous home address(es) from the past five years:**

**Address 1**

.....  
.....  
.....  
.....

Post code .....

Date From: ..... Date To: .....

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**Address 2**

.....  
.....  
.....  
.....

Post code .....

Date From: ..... Date To: .....

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**FOR OFFICIAL USE ONLY**

|                                 |                              |
|---------------------------------|------------------------------|
| <b>Fee paid:</b><br>.....       | <b>Signature:</b><br>.....   |
| <b>Receipt number:</b><br>..... | <b>Rank/number:</b><br>..... |
| <b>Date:</b><br>.....           | <b>Station:</b><br>.....     |



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**APPLICATION FOR THE GRANT OR RENEWAL OF AN AIR WEAPON CERTIFICATE**

**NOTES - Please read these BEFORE completing the form**

1. Section 2 of the Air Weapons and Licensing (Scotland) Act 2015 ("the 2015 Act") requires a person to hold an air weapon certificate if they wish to use, possess, purchase or acquire an air weapon, as defined in the 2015 Act. This requirement is subject to a number of exemptions which are set out in schedule 1 to the 2015 Act.

2. Form AWL1 should be completed by any person wishing to apply for a new air weapon certificate, or to renew an existing certificate. The following notes are designed to help applicants complete the form as fully and accurately as possible. When complete, the form should be submitted to the Police Service of Scotland ("Police Scotland") for the Chief Constable to determine whether or not to grant or renew a certificate.

**Part A**

3. Part A asks for your personal details, including current and previous home addresses, your occupation, etc. In addition, the form asks about any medical conditions which might affect your ability to shoot air weapons safely. Medical fitness is one factor that the Chief Constable will consider when determining whether an applicant is fit to be entrusted with an air weapon under section 5 of the 2015 Act. Accordingly, you must disclose any physical or mental health condition(s) that may affect your ability to safely use and possess an air weapon. If the Chief Constable requires further information, you may be contacted for permission to speak to your GP.

4. At Question 11 you must disclose any and **all** previous convictions. This includes: convictions by or before Scottish courts as well as courts outside Scotland; orders for absolute discharge or conditional discharge, and convictions which are spent under the Rehabilitation of Offenders Act 1974. Spent convictions require to be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 (SSI 2013/50, as amended by SSI 2016/147). However, you do not have to disclose any offences dealt with by way of a fixed penalty notice or other alternative to prosecution. If you are in any doubt, please discuss this with the firearms licensing contact at Police Scotland.

5. In addition, section 21 of the Firearms Act 1968 details restrictions on the possession of firearms (including air weapons) by those previously convicted of crime. If you are prohibited from possessing a firearm under that section, the Chief Constable must not grant you an air weapon certificate under section 5 of the 2015 Act.

**Part B**

6. Part B of the form seeks information as to why you wish to use, possess, purchase or acquire an air weapon. Under section 5 of the 2015 Act, the Chief Constable must be satisfied that a person has good reason to have an air weapon.

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7. There are many such reasons, including for pest control or the protection of crops; to allow you to participate in club or competition shooting; sport or casual target shooting in a safe environment at home or on land where you have the permission of the owner, etc. You must provide evidence that you have permission to shoot over suitable land, where this is appropriate. Please provide the address of at least one area of land together with the name, address and telephone number of the person who has given you permission to shoot, or the details of an approved air weapon club of which you are a member. You will not necessarily be limited to shooting over that individual piece of land.

8. Question 14 seeks information about how the air weapons you possess will be stored when not in use. Guidance and advice on security arrangements is available from the police and online.

#### **Parts C and D**

9. You are required to sign the appropriate declaration, confirming the information provided on the form, prior to submitting it to the police. In addition, the parent or guardian of any applicant aged 14 to 17 years, is also required to complete the relevant section of the form, giving consent to the application. It should be noted that a person under the age of 18 years is not permitted to purchase, hire, accept as a gift or own an air weapon, but may use one with appropriate permission. Section 7 of the 2015 Act sets out special requirements and conditions for young people.

#### Photographs

10. The application must be accompanied by two identical, current photographs of you. The photographs must measure 45 millimetres high by 35 millimetres wide; be taken against a light background; show a current true likeness of you, the applicant; and show your full face, without wearing sunglasses, tinted glasses or any head covering (unless you wear a head covering on account of religious belief). Ordinary passport-style photographs are suitable for this purpose. One of the photographs must be signed in ink, on the back by you, the applicant.

#### **Part E**

11. Section 4 of the 2015 Act requires the application to be verified by an independent person. He or she should complete the details set out at Part E, signing and dating the form as required.

12. The person verifying your application should have known you for at least two years and should be, in the opinion of the Chief Constable of Police Scotland, of good standing in the community. In addition, the verifier should **not** be:

- a relative of the applicant;
- a registered firearms dealer;
- a constable or a member of police staff;
- a member of, or a member of staff of, the Scottish Police Authority; or
- ordinarily resident outwith the UK.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

#### **Submitting the form**

13. When you have completed the form you should post it or take it to Police Scotland, along with the required photographs and the application fee.

14. Forms can be sent to :

Air Weapons Team  
Police Scotland  
Clyde Gateway  
2 French Street  
Dalmarnock  
Glasgow  
G40 4EH

#### **Alignment of different types of certificate under section 9 of the 2015 Act**

15. If you already hold a firearm and/or shot gun certificate, and you wish to apply for an air weapon certificate that expires on the same day as that certificate (or either certificate, if you hold both), tick the appropriate box on page 1 of this form to indicate which certificates you wish to align (or make coterminous). Please also enter the relevant certificate number(s) and expiry date(s).

16. If you are applying for the grant or renewal of a firearm or shot gun certificate, and wish to apply for your air weapon certificate to be renewed as from the same day as that on which the firearm or shot gun certificate is granted or renewed, then you should complete both this form and Firearms Form 201. Tick the appropriate box on page 1 of this form to indicate which certificates you wish to align. Please also enter the relevant certificate number(s) and expiry date(s) of any firearm or shot gun certificate you currently hold.

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# FORM AWL1a

## Air weapon certificate

Air Weapons and Licensing (Scotland) Act 2015

Form AWL1a

**AIR WEAPON CERTIFICATE**

This certificate is granted for the purpose of section 2(1) of the Air Weapons and Licensing (Scotland) Act 2015 to the holder named below

Name and address of holder

Photograph of holder

Stamp of issuing police force

Post code

Date of birth

Signature of Chief Constable

Certificate number

Valid from

Valid to

Signature of holder:

Date

**Authorisation**

The holder of this certificate is authorised for the purpose of section 2(1) of the Air Weapons and Licensing (Scotland) Act 2015 to use\*, possess\*, purchase\* and acquire\* (\*delete as appropriate) an air weapon, subject to the conditions below.

**Conditions**

1. The holder must, on receipt of the certificate, sign it in ink.
2. The holder must, as soon as reasonably practicable, notify the Chief Constable of the Police Service of Scotland of any change of the address specified above.

**Additional conditions may be added here by the Chief Constable of the Police Service of Scotland**

**Notes**

Failure to comply with any of the conditions is an offence under section 6(4) of the Air Weapons and Licensing (Scotland) Act 2015.

The holder of this certificate is required by section 30 of the Air Weapons and Licensing (Scotland) Act 2015 to take reasonable precautions for the safe custody of an air weapon in his/her possession. The holder must also report as soon as reasonably practicable to the Chief Constable of the Police Service of Scotland the loss or theft of an air weapon in his/her possession. Failure to comply with either of these requirements is an offence under that section.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## FORM AWL2

### Application for the grant of a police permit

Form AWL2

|   |
|---|
| <b>APPLICATION FOR THE GRANT OF A POLICE PERMIT</b> |
|---|

**PLEASE READ THE NOTES AT THE END OF THIS FORM CAREFULLY BEFORE COMPLETING THE APPLICATION FORM**

**Please use black ink and write in BLOCK CAPITALS throughout, except when signing.**

**PART A: Personal details**

1. Are you male or female?       Male       Female

2. Title:.....      3. Surname: .....

4. Forenames (state all):.....

5. If you have at any time used a name other than that given in answer to questions 3 and 4 please complete below:

Previous surname(s):  
.....

Previous forename(s):  
.....

6. Home address:  
.....  
.....  
.....

a. Post code: .....      b. Tel number: .....  
c. Mobile number: .....      d. Email:.....

7. Date of birth:.....( tick here if you are under 18)

a. Place of birth: .....

b. Nationality: .....





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10. What arrangements have been made for the safekeeping of the air weapon(s) while in your possession?

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

11. Do you intend to sell or expose for sale one or more air weapons in the course of your business in Scotland?

Yes                       No

If Yes, provide any details known at time of application:

.....  
.....  
.....  
.....  
.....  
.....  
.....

12. Period for which the permit needs to be valid:

From: ..... To: .....

---

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**PART C: Declaration**

I confirm that I have read and understood the notes at the end of this application form and that, to the best of my knowledge and belief, the information I have provided on this form is correct. I understand that it is an offence under section 31(1) of the Air Weapons and Licensing (Scotland) Act 2015 to knowingly or recklessly make any statement which is false in any material particular for the purpose of procuring the grant of a police permit (the maximum penalty for which is twelve months' imprisonment and/or a fine of level 5 on the standard scale).

I understand that I will be subject to a check of police records and that my details will be held electronically.

Signature: .....

Print name: .....

Date: .....

---

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**Fee paid:**  **Signature:**

**Receipt number:**  **Rank/number:**

**Date:**  **Station:**

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**APPLICATION FOR THE GRANT OF A POLICE PERMIT**

**NOTES - Please read these BEFORE completing the form**

1. Section 12 of the Air Weapons and Licensing (Scotland) Act 2015 ("the 2015 Act") enables a person to apply for a Police Permit to possess or acquire an air weapon on a temporary basis, without holding a valid Air Weapon Certificate, or to sell or expose for sale an air weapon in the course of the person's business without having to be a registered firearms dealer.
2. Form AWL2 should be completed by any person wishing to apply for a Police Permit. The following notes are designed to help applicants complete the form as fully and accurately as possible. When complete, the form should be submitted to the Police Service of Scotland ("Police Scotland") for the Chief Constable to determine whether or not to grant a permit.

**Part A**

3. Part A asks for your personal details, including home address, nationality, etc.
4. At Question 8 you must disclose any and **all** previous convictions. This includes: convictions by or before Scottish courts as well as courts outside Scotland; orders for absolute discharge or conditional discharge, and convictions which are spent under the Rehabilitation of Offenders Act 1974. Spent convictions require to be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 (SSI 2013/50, as amended by SSI 2016/147). However, you do not have to disclose any offences dealt with by way of a fixed penalty notice or other alternative to prosecution. If you are in any doubt, please discuss this with the firearms licensing contact at Police Scotland.
5. In addition, section 21 of the Firearms Act 1968 details restrictions on the possession of firearms (including air weapons) by those previously convicted of crime. If you are prohibited from possessing a firearm under that section, the Chief Constable must not grant you a police permit under section 12 of the 2015 Act.

**Part B**

6. Part B of the form seeks information as to why you wish to possess or acquire an air weapon, or to sell or expose for sale an air weapon in the course of your business. There may be many reasons why a person would wish to possess an air weapon for a temporary period. This may, for example, be appropriate where a person has temporary possession of an air weapon as the relative or executor of a deceased person, to enable them to make proper arrangements for the sale or disposal of the weapon. You may wish to discuss the situation with the police prior to making an application. You should provide as much information as possible on the application form about the air weapon(s), and the security arrangements you have in place while you have possession of them. This will enable Police Scotland to take all of the relevant information into account when determining your application.

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7. It is important to note that a Police Permit only allows you to possess, acquire and dispose of the air weapon(s). It does not permit you to use the weapons, or to purchase further air weapons. It is, however, open to you to make an application for a full Air Weapon Certificate, should you decide to keep the weapon for your own use.

**Part C**

8. You are required to sign the appropriate declaration, confirming the information provided on the form, prior to submitting it to the police.

**Submitting the form**

9. When you have completed the form you should post it or take it to Police Scotland along with the appropriate application fee.

10. Forms can be sent to :

Air Weapons Team  
Police Scotland  
Clyde Gateway  
2 French Street  
Dalmarnock  
Glasgow  
G40 4EH

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## FORM AWL2a

### Police permit

Air Weapons and Licensing (Scotland) Act 2015

Form AWL2a

|                      |               |   |               |
|----------------------|---------------|---|---------------|
| <b>POLICE PERMIT</b> |               | This permit is granted under section 12(1) of the Air Weapons and Licensing (Scotland) Act 2015 to the holder named below |               |
| Name of holder       |               | Stamp of issuing police force   |               |
| Address              |               | Signature of Chief Constable  |               |
| Post Code            | Date of birth | Permit number   | Date of issue |
| Signature of holder  | Date          | Valid from  | Valid to      |

#### **Authorisation**

The holder of this permit is authorised under section 12(1) of the Air Weapons and Licensing (Scotland) Act 2015 to (a) possess and acquire (but not purchase or use) an air weapon without holding an air weapon certificate, and \*(b) sell or expose for sale an air weapon in the course of the holder's business (\* delete as appropriate), subject to the conditions below.

#### **Conditions**

1. The holder must, on receipt of the permit, sign it in ink.
2. The holder must, as soon as reasonably practicable, notify the Chief Constable of the Police Service of Scotland of any change of the address specified above.

**Additional conditions may be added here by the Chief Constable of the Police Service of Scotland**

#### **Notes**

Failure to comply with any of the conditions is an offence under section 15(4) of the Air Weapons and Licensing (Scotland) Act 2015.

The holder of this permit is required by section 30 of the Air Weapons and Licensing (Scotland) Act 2015 to take reasonable precautions for the safe custody of an air weapon in his/her possession. The holder must also report as soon as reasonably practicable to the Chief Constable of the Police Service of Scotland the loss or theft of an air weapon in his/her possession. Failure to comply with either of these requirements is an offence under that section.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

# FORM AWL3

## Application for the grant of a visitor permit

Form AWL3

**APPLICATION FOR THE GRANT OF A VISITOR PERMIT**

**PLEASE READ THE NOTES AT THE END OF THIS FORM CAREFULLY BEFORE COMPLETING THE APPLICATION FORM**

**Please use black ink and write in BLOCK CAPITALS throughout, except when signing.**

- I am applying for:  an individual visitor permit
- a group visitor permit (up to twenty individuals; please enter additional members' details at Part E)

If any of the following apply, please tick the relevant box and provide the details below:

- I reside in England or Wales and hold a valid firearm and/or shot gun certificate
- I reside in Northern Ireland and hold a valid firearm certificate
- I reside elsewhere in Europe and hold a valid European Firearms Pass

- If you already hold a firearm and/or shot gun certificate please complete the following:
- Existing firearm certificate number: ..... Expiry date: .....
- Existing shot gun certificate number: ..... Expiry date: .....

**PART A: Personal details**

1. Are you male or female?  Male  Female
2. Title:..... 3. Surname: .....
4. Forenames (state all):.....
5. If you have at any time used a name other than that given in answer to questions 3 and 4 please complete below:
- Previous surname(s): .....
- Previous forename(s): .....

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6. Home address:

.....  
.....  
.....

a. Post code: ..... b. Tel number: .....  
c. Mobile number: ..... d. Email:.....

7. Date of birth:..... ( tick here if you are under 18)

a. Place of birth: .....

b. Nationality: .....

8. Have you ever been convicted of any offence?

Yes  No

If yes, please give details:

| Date  | Offence |
|-------|---------|
| ..... | .....   |
| ..... | .....   |
| ..... | .....   |
| ..... | .....   |
| ..... | .....   |

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**PART B: Details of visit**

9. Address(es) while in Scotland:

.....  
.....  
.....  
.....  
.....

Telephone numbers: .....

10. Please give the reasons for requiring air weapons while in Scotland (eg target shooting, participating in competitions etc):

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.....  
.....  
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.....  
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.....

11. Please provide details of the land where air weapons will be used:

.....  
.....  
.....  
.....  
.....  
.....  
.....



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

12. What arrangements have been made for the safekeeping of the air weapons while in Scotland?

.....  
.....  
.....  
.....  
.....  
.....  
.....

13. Expected date of arrival in Scotland:

.....

14. Period for which the permit needs to be valid (up to 12 months):

From: ..... To: .....

15. Do you intend to purchase air weapons while in Scotland (the purchaser must be aged 18 or over)?

Yes       No

Please give details:

.....  
.....  
.....  
.....  
.....  
.....  
.....



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**PART C: Declaration**

I confirm that I have read and understood the notes at the end of this application form and that, to the best of my knowledge and belief, the information I have provided on this form is correct. I understand that it is an offence under section 31(1) of the Air Weapons and Licensing (Scotland) Act 2015 to knowingly or recklessly make any statement which is false in any material particular for the purpose of procuring the grant of a visitor permit for myself or another person (the maximum penalty for which is twelve months' imprisonment and/or a fine of level 5 on the standard scale).

I understand that I will be subject to a check of police records and that my details will be held electronically.

Signature: .....

Print name: .....

Date: .....

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**NOTE: IF THIS IS AN INDIVIDUAL APPLICATION AND THE APPLICANT IS AGED 14 TO 17 YEARS, PLEASE COMPLETE PART D BELOW. FOR GROUP APPLICATIONS, GO TO PART E.**

**PART D: Consent of parent or guardian where applicant is under the age of 18**

**This Part must be completed by the applicant's parent or guardian if the applicant is under 18 years of age.**

I am the applicant's  Parent or  Guardian (please tick the appropriate box).

I confirm that I consent to the applicant making this application, as required by section 14(2) of the Air Weapons and Licensing (Scotland) Act 2015.

Parent's/guardian's signature: .....

Print name: .....

Date: .....

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Parent/Guardian contact details:**

Home address (if different to address provided at question 6):

.....  
.....  
.....

Post code: ..... Telephone number: .....

Contact email: .....



|                              |
|------------------------------|
| <b>FOR OFFICIAL USE ONLY</b> |
|------------------------------|

|                      |                      |
|----------------------|----------------------|
| <b>Fee paid:</b>     | <b>Signature:</b>    |
| <input type="text"/> | <input type="text"/> |

|                        |                      |
|------------------------|----------------------|
| <b>Receipt number:</b> | <b>Rank/number:</b>  |
| <input type="text"/>   | <input type="text"/> |

|                      |                      |
|----------------------|----------------------|
| <b>Date:</b>         | <b>Station:</b>      |
| <input type="text"/> | <input type="text"/> |

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**PART E: Group visitor details**

|    | Name | Date of birth (dd/mm/yy) | Nationality | Permanent address | Address(es) while in Scotland (if different to address(es) provided at question 9) | Signature of consenting parent/guardian (if aged 14-17) |
|----|------|--------------------------|-------------|-------------------|--|---|
| 1  |      |                          |             |                   |  |   |
| 2  |      |                          |             |                   |  |   |
| 3  |      |                          |             |                   |  |   |
| 4  |      |                          |             |                   |  |   |
| 5  |      |                          |             |                   |  |   |
| 6  |      |                          |             |                   |  |   |
| 7  |      |                          |             |                   |  |   |
| 8  |      |                          |             |                   |  |   |
| 9  |      |                          |             |                   |  |   |
| 10 |      |                          |             |                   |  |   |

|    | Name | Date of birth (dd/mm/yy) | Nationality | Permanent address | Address(es) while in Scotland (if different to address(es) provided at question 9) | Signature of consenting parent/guardian (if aged 14-17) |
|----|------|--------------------------|-------------|-------------------|--|---|
| 11 |      |                          |             |                   |  |   |
| 12 |      |                          |             |                   |  |   |
| 13 |      |                          |             |                   |  |   |
| 14 |      |                          |             |                   |  |   |
| 15 |      |                          |             |                   |  |   |
| 16 |      |                          |             |                   |  |   |
| 17 |      |                          |             |                   |  |   |
| 18 |      |                          |             |                   |  |   |
| 19 |      |                          |             |                   |  |   |



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**APPLICATION FOR THE GRANT OF A VISITOR PERMIT**

**NOTES - Please read these BEFORE completing the form**

1. Section 13 of the Air Weapons and Licensing (Scotland) Act 2015 ("the 2015 Act") requires a person who wishes to use, possess, purchase or acquire an air weapon while visiting Scotland, and who does not otherwise hold a valid Air Weapon Certificate, to hold a Visitor Permit, unless they are otherwise exempt from the requirement. Exemptions are set out in schedule 1 to the 2015 Act.

2. Form AWL3 should be completed by any person wishing to apply for a Visitor Permit, either for themselves or on behalf of a group of up to 20 visitors. The following notes are designed to help applicants complete the form as fully and accurately as possible. When complete, the form should be submitted to the Police Service of Scotland ("Police Scotland") for the Chief Constable to determine whether or not to grant a permit.

**Part A**

3. Part A asks for your personal details, including home address, nationality, etc.

4. At Question 8 you must disclose any and **all** previous convictions. This includes: convictions by or before Scottish courts as well as courts outside Scotland; orders for absolute discharge or conditional discharge, and convictions which are spent under the Rehabilitation of Offenders Act 1974. Spent convictions require to be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 (SSI 2013/50, as amended by SSI 2016/147). However, you do not have to disclose any offences dealt with by way of a fixed penalty notice or other alternative to prosecution. If you are in any doubt, please discuss this with the firearms licensing contact at Police Scotland.

5. For group applications, this same information must be declared for each and every member of the group. Space is provided at Part E, and you should continue on a separate sheet of paper if necessary.

6. In addition, section 21 of the Firearms Act 1968 details restrictions on the possession of firearms (including air weapons) by those previously convicted of crime. If you or any members of the group are prohibited from possessing a firearm under that section, the Chief Constable must not grant you or those members a visitor permit under section 13 of the 2015 Act.

**Part B**

7. Part B of the form seeks information about your visit, including where and why you wish to bring air weapons into Scotland, or to use them while you are here. You should provide as much information as possible, including travel arrangements and the full addresses and telephone numbers of where you plan to stay, to enable Police Scotland to take all of the relevant information into account when determining your application.

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8. You must provide evidence that you have permission to shoot over suitable land, where this is appropriate. Please provide the addresses of the areas of land where you propose to shoot together with the name, address and telephone number of the person who has given you permission to shoot, or the details of a club or event where you plan to shoot.

9. Questions 13 and 14 ask about your date of arrival and the expected period when you will require a Visitor Permit. A permit may last for up to 12 months and may be useful for those people who, for example, regularly come to Scotland to shoot air weapons in competitions.

10. If you plan to purchase an air weapon while in Scotland, for example at a shooting event or from a registered firearms dealer you should give details at Question 15, including the reason for purchasing the weapon. You will be required to show the permit to the seller at the point of collecting the air weapon. Any member of a group who intends to purchase air weapons while in Scotland should apply for a visitor permit on their own behalf, making their intention clear on their application form.

#### **Part C**

11. You are required to sign the appropriate declaration, as the applicant for an individual visitor permit or on behalf of the group, confirming the information provided on the form, prior to submitting it to the police.

#### **Part D**

12. The parent or guardian of any applicant aged 14 to 17 years, is required to complete the relevant section of the form, giving consent to the application. For an individual application where the applicant is under 18 years of age, the applicant's parent or guardian should indicate consent by completing the declaration at Part D of the form. (See Note 15 for group applications where one or more members of the group are under 18 years of age).

13. It should be noted that a person under the age of 18 years is not permitted to purchase, hire, accept as a gift or own an air weapon, but may use one with appropriate permission. Section 14 of the 2015 Act sets out special requirements and conditions for young people.

#### **Part E**

14. You may apply for a group Visitor Permit for up to 20 people, including yourself. For example, you may seek a permit for a club or similar group attending a shooting event. Please complete Part E of the form by entering the personal details of each member of the group.

15. Where applicable, the signature of the parent or guardian of each member of the group who is aged 14 to 17 years must also be given to indicate that he or she consents to the application being made on the young person's behalf. It should be noted that a person under the age of 18 years is not permitted to purchase, hire,

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accept as a gift or own an air weapon, but may use one with appropriate permission. Section 14 of the 2015 Act sets out special requirements and conditions for young people.

16. In addition, you are required to declare details if any member of the group has ever been convicted of an offence, including by courts outside Scotland (see also Notes 4 to 6 above for further details).

**Submitting the form**

17. When you have completed the form you should post it or take it to Police Scotland along with the appropriate application fee.

18. Forms can be sent to :

Air Weapons Team  
Police Scotland  
Clyde Gateway  
2 French Street  
Dalmarnock  
Glasgow  
G40 4EH



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## FORM AWL3a

### Visitor permit

|   |               |   |               |
|---|---------------|---|---------------|
| Air Weapons and Licensing (Scotland) Act 2015 |               | Form AWL3a  |               |
| <b>VISITOR PERMIT</b>                         |               | This permit is granted under section 13(1) of the Air Weapons and Licensing (Scotland) Act 2015 to the holder named below |               |
| Name of holder                                |               | Stamp of issuing police force   |               |
| Contact address in Scotland                   |               | Signature of Chief Constable  |               |
| Post Code                                     | Date of birth | Permit number   | Date of issue |
| Signature of holder                           | Date          | Valid from  | Valid to      |

#### **Authorisation**

The holder of this permit is authorised under section 13(1) of the Air Weapons and Licensing (Scotland) Act 2015 to use\*, possess\*, purchase\* and acquire\* (\*delete as appropriate) an air weapon without holding an air weapon certificate, subject to the conditions below.

#### **Conditions**

1. The holder must, on receipt of the permit, sign it in ink.
2. The holder must, as soon as reasonably practicable, notify the Chief Constable of the Police Service of Scotland of any change of the address specified above.

**Additional conditions may be added here by the Chief Constable of the Police Service of Scotland**

#### **Notes**

Failure to comply with any of the conditions is an offence under section 15(4) of the Air Weapons and Licensing (Scotland) Act 2015.

The holder of this permit is required by section 30 of the Air Weapons and Licensing (Scotland) Act 2015 to take reasonable precautions for the safe custody of an air weapon in his/her possession. The holder must also report as soon as reasonably practicable to the Chief Constable of the Police Service of Scotland the loss or theft of an air weapon in his/her possession. Failure to comply with either of these requirements is an offence under that section.

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## FORM AWL4

Application for the variation of an air weapon certificate, a police permit or a visitor permit

Form AWL4

**APPLICATION FOR THE VARIATION OF AN AIR WEAPON CERTIFICATE OR A PERMIT**

**PLEASE READ THE NOTES AT THE END OF THIS FORM CAREFULLY BEFORE COMPLETING THE APPLICATION FORM**

**Please use black ink and write in BLOCK CAPITALS throughout, except when signing.**

I am applying for a variation of:

an air weapon certificate (Form AWL1a) - number: .....

a police permit (Form AWL2a) - number: .....

a visitor permit (Form AWL3a) - number: .....

**PART A: Personal details**

1. Are you male or female?       Male       Female

2. Title:.....      3. Surname: .....

4. Forenames (state all):.....

5. Home address:  
.....  
.....  
.....

a. Post code: .....      b. Tel number: .....

c. Mobile number: .....      d. Email:.....

6. Date of birth:..... ( tick here if you are under 18)



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**PART C: Declaration**

I confirm that I have read and understood the notes at the end of this application form and that, to the best of my knowledge and belief, the information I have provided on this form is correct. I understand that it is an offence under section 31(1) of the Air Weapons and Licensing (Scotland) Act 2015 to knowingly or recklessly make any statement which is false in any material particular for the purpose of procuring the variation of an air weapon certificate or a police or visitor permit (the maximum penalty for which is twelve months' imprisonment and/or a fine of level 5 on the standard scale).

I understand that I will be subject to a check of police records and that my details will be held electronically.

Signature: .....

Print name: .....

Date: .....

---

**PART D: Consent of parent or guardian where applicant is under the age of 18**

**This Part must be completed by the applicant's parent or guardian if the applicant is under 18 years of age.**

I am the applicant's  Parent or  Guardian (please tick the appropriate box).

I confirm that I consent to the applicant making this application.

Parent's/guardian's signature: .....

Print name: .....

Date: .....

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Parent/Guardian contact details:**

Home address (if different to address provided at question 5):

.....  
.....  
.....

Post code: ..... Telephone number: .....

Contact email: .....

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**FOR OFFICIAL USE ONLY**

|                      |                      |
|----------------------|----------------------|
| <b>Fee paid:</b>     | <b>Signature:</b>    |
| <input type="text"/> | <input type="text"/> |

|                        |                      |
|------------------------|----------------------|
| <b>Receipt number:</b> | <b>Rank/number:</b>  |
| <input type="text"/>   | <input type="text"/> |

|                      |                      |
|----------------------|----------------------|
| <b>Date:</b>         | <b>Station:</b>      |
| <input type="text"/> | <input type="text"/> |

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**APPLICATION FOR THE VARIATION OF AN AIR WEAPON CERTIFICATE OR A PERMIT**

**NOTES - Please read these BEFORE completing the form**

1. The Air Weapons and Licensing (Scotland) Act 2015 ("the 2015 Act") enables a person to apply to the Police Service of Scotland ("Police Scotland") for a variation of an existing Air Weapon Certificate (under section 10(2) of the 2015 Act), or of a Police or Visitor Permit (under section 16(2)).

2. Form AWL4 should be completed by the existing certificate or permit holder who is seeking the variation. The following notes are designed to help applicants complete the form as fully and as accurately as possible. When complete, the form should be submitted to Police Scotland for the Chief Constable to determine whether or not to vary the certificate or permit.

**Part A**

3. Part A asks you to confirm your personal details, including home address, date of birth, etc.

4. At Question 7 you must disclose information about any and **all** convictions you have had since your last application for grant, renewal or variation was determined by Police Scotland. This includes: convictions by or before Scottish courts as well as courts outside Scotland; orders for absolute discharge or conditional discharge, and convictions which are spent under the Rehabilitation of Offenders Act 1974. Spent convictions require to be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 (SSI 2013/50, as amended by SSI 2016/147). However, you do not have to disclose any offences dealt with by way of a fixed penalty notice or other alternative to prosecution. If you are in any doubt, please discuss this with the firearms licensing contact at Police Scotland.

**Part B**

5. Part B of the form seeks a detailed explanation of the variation you are seeking. This may simply be a change of home address or a variation in or addition to the land over which you shoot, but it may also relate to a change in the conditions attached to your certificate or permit. You may wish to discuss the situation with the police prior to making an application.

6. You should provide as much information as possible on the application form, ensuring that you set out any changes or variations to the position under which the certificate or permit was originally granted. This will enable Police Scotland to take all of the relevant information into account when determining your application.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

#### **Parts C and D**

7. You are required to sign the appropriate declaration, confirming the information provided on the form, prior to submitting it to the police. In addition, the parent or guardian of any applicant aged 14 to 17 years is also required to complete the relevant section of the form, giving consent to the application. It should be noted that a person under the age of 18 years is not permitted to purchase, hire, accept as a gift or own an air weapon, but may use one with appropriate permission. Sections 7 and 14 of the 2015 Act set out special requirements and conditions for young people.

#### **Submitting the form**

8. When you have completed the form you should post it or take it to Police Scotland, along with the appropriate application fee.

9. Forms can be sent to :

Air Weapons Team  
Police Scotland  
Clyde Gateway  
2 French Street  
Dalmarnock  
Glasgow  
G40 4EH

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

# FORM AWL5

## Application for the grant of an event permit

Form AWL5

**APPLICATION FOR THE GRANT OF AN EVENT PERMIT**

**PLEASE READ THE NOTES AT THE END OF THIS FORM CAREFULLY BEFORE COMPLETING THE APPLICATION FORM**

**Please use black ink and write in BLOCK CAPITALS throughout, except when signing.**

**PART A: Personal details**

1. Are you male or female?       Male       Female

2. Title:.....      3. Surname: .....

4. Forenames (state all):.....

5. If you have at any time used a name other than that given in answer to questions 3 and 4 please complete below:

Previous surname(s):  
.....

Previous forename(s):  
.....

6. Home address:  
.....  
.....  
.....

a. Post code: .....      b. Tel number: .....  
c. Mobile number: .....      d. Email:.....

7. Date of birth:.....( tick here if you are under 18)

a. Place of birth: .....

b. Nationality: .....





**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

10. Please give the location of the event:

.....  
.....  
.....  
.....  
.....  
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.....  
.....

11. Please give full details, including contact details, of the person who will be supplying the air weapons for the event:

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**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

12. Please give full details, including contact details, of the person or persons who will have responsibility for the air weapons during the event:

.....  
.....  
.....  
.....  
.....  
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.....  
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13. What arrangements have been made for the safekeeping of the air weapons while in your possession?

.....  
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.....

14. Duration of the event for which the permit needs to be valid:

From: ..... To: .....

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**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**PART C: Declaration**

I confirm that I have read and understood the notes at the end of this application form and that, to the best of my knowledge and belief, the information I have provided on this form is correct. I understand that it is an offence under section 31(1) of the Air Weapons and Licensing (Scotland) Act 2015 to knowingly or recklessly make any statement which is false in any material particular for the purpose of procuring the grant of an event permit (the maximum penalty for which is twelve months' imprisonment and/or a fine of level 5 on the standard scale).

I understand that I will be subject to a check of police records and that my details will be held electronically.

Signature: .....

Print name: .....

Date: .....

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**FOR OFFICIAL USE ONLY**

**Fee paid:**  **Signature:**

**Receipt number:**  **Rank/number:**

**Date:**  **Station:**

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**APPLICATION FOR THE GRANT OF AN EVENT PERMIT**

**NOTES - Please read these BEFORE completing the form**

1. Section 17 of the Air Weapons and Licensing (Scotland) Act 2015 ("the 2015 Act") enables a person ("the organiser") to apply for an Event Permit. Such events may include fairs, gala days, highland games, gymkhanas, pony club meets, tetrathlons, etc where air weapons are to be used in shooting galleries or competitions. The Event Permit allows individuals to borrow, hire, possess and use an air weapon at the event without holding an Air Weapon Certificate. It is a requirement of section 17(3) of the 2015 Act that the organiser must ensure that the permit, or a copy of it, is prominently displayed at the event so as to be capable of being read by anyone attending.

2. Form AWL5 should be completed by the organiser of the event, or a person designated by the organiser. The following notes are designed to help applicants complete the form as fully and accurately as possible. When complete, the form should be submitted to the Police Service of Scotland ("Police Scotland") for the Chief Constable to determine whether or not to grant a permit.

**Part A**

3. Part A asks for your personal details, including home address, nationality, etc.

4. At Question 8 you must disclose any and **all** previous convictions. This includes: convictions by or before Scottish courts as well as courts outside Scotland; orders for absolute discharge or conditional discharge, and convictions which are spent under the Rehabilitation of Offenders Act 1974. Spent convictions require to be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 (SSI 2013/50, as amended by SSI 2016/147). However, you do not have to disclose any offences dealt with by way of a fixed penalty notice or other alternative to prosecution. If you are in any doubt, please discuss this with the firearms licensing contact at Police Scotland.

**Part B**

5. Part B of the form seeks detailed information on the event itself, the location of the event and the need for a permit – for example, an explanation of the type of shooting which will take place, information on the persons who will be in charge of the weapons on the day etc. In addition, you are required to provide information about the person supplying the air weapons to the event. Finally, you are required to provide information with regard to how the weapons will be secured and stored, including when they are not in use. You may wish to discuss the situation with the police prior to making an application.

6. You should provide as much information as possible on the application form. This will enable Police Scotland to take all of the relevant information into account when determining your application.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Part C**

7. You are required to sign the appropriate declaration, confirming the information provided on the form, prior to submitting it to the police.

**Submitting the form**

8. When you have completed the form you should post it or take it to Police Scotland along with the appropriate application fee.

9. Forms can be sent to :

Air Weapons Team  
Police Scotland  
Clyde Gateway  
2 French Street  
Dalmarnock  
Glasgow  
G40 4EH

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## FORM AWL5a

### Event permit

Air Weapons and Licensing (Scotland) Act 2015

Form AWL5a

**EVENT PERMIT**

This permit is granted under section 17(1) of the Air Weapons and Licensing (Scotland) Act 2015 to the person named below

Name of the event organiser / holder

Stamp of issuing police force

Signature of holder

Address of event

Signature of Chief Constable

Permit number

Date of issue

Nature of event activity/activities

Valid from

Valid to

#### Authorisation

At the above named place and date(s), for the purposes of engaging in the event activity/activities specified, individuals are authorised under section 17(1) of the Air Weapons and Licensing (Scotland) Act 2015 to borrow, hire, use and possess air weapons without holding an air weapon certificate.

#### Conditions

Conditions may be added here by the Chief Constable of the Police Service of Scotland

#### Notes

Failure to comply with any condition, or to ensure that the permit (or a copy of it) is prominently displayed at the event, is an offence under section 17(4) of the Air Weapons and Licensing (Scotland) Act 2015.

It is an offence under section 30 of the Air Weapons and Licensing (Scotland) Act 2015 for a person to fail to take reasonable precautions for the safe custody of an air weapon possessed by the person, or to fail to report as soon as reasonably practicable to the Chief Constable of the Police Service of Scotland the loss or theft of an air weapon possessed by the person.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## FORM AWL6

Application for the grant or renewal of an approval of an air weapon club

Form AWL6

**APPLICATION FOR THE GRANT OR RENEWAL OF AN AIR WEAPON CLUB APPROVAL**

**PLEASE READ THE NOTES AT THE END OF THIS FORM CAREFULLY BEFORE COMPLETING THE APPLICATION FORM**

**Please use black ink and write in BLOCK CAPITALS throughout, except when signing. A continuation form is provided if you require or wish to provide any further information.**

I am applying for the (tick which box applies)

Grant                       Renewal                      of an air weapon club approval.

What position do you hold within the air weapon club?

.....  
.....

If applying for a renewal, please provide the existing approval number:

.....

Is the club approved as a rifle club under section 15 of the Firearms (Amendment) Act 1988?

Yes                       No

If yes, do you wish the air weapon club approval to expire on the same day as the rifle club approval? Please tick the appropriate box:

Yes                       No

If you are applying for the renewal of an air weapon club approval, and also separately applying for the grant or renewal of a rifle club approval, do you wish the air weapon club approval to be renewed as from the same day as that on which the rifle club approval is granted or renewed? Please tick the appropriate box:

Yes                       No

Existing rifle club approval number: ..... Expiry date: .....



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**PART A: Personal details**

1. Are you male or female?       Male       Female

2. Title:.....      3. Surname: .....

4. Forenames (state all):.....

5. If you have at any time used a name other than that given in answer to questions 3 and 4 please complete below:

Previous surname(s):  
.....

Previous forename(s):  
.....

6. Home address:  
.....  
.....  
.....  
.....  
.....

a. Post code: ..... b. Tel number: .....

c. Mobile number: ..... d. Email:.....

7. Date of birth:.....( tick here if you are under 18)

a. Place of birth: .....

b. Nationality: .....

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

8. If you hold a firearm, shot gun and/or air weapon certificate please complete the following:

- Firearm certificate number: ..... Expiry date: .....
- Shot gun certificate number: ..... Expiry date: .....
- Air weapon certificate number: ..... Expiry date: .....

9. Have you ever been convicted of any offence?

- Yes
- No

If yes, please give details:

| Date  | Offence |
|-------|---------|
| ..... | .....   |
| ..... | .....   |
| ..... | .....   |
| ..... | .....   |
| ..... | .....   |

---

**PART B: Club details**

10. Name of club .....

11. Address of club  
.....  
.....  
.....  
.....

- a. Post code: .....
- b. Tel number: .....
- c. Mobile number: .....
- d. Email:.....

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

12. Name and address of club secretary or other responsible officer (if different from applicant):

.....  
.....  
.....  
.....

a. Post code: ..... b. Tel number: .....

c. Mobile number: ..... d. Email:.....

13. Number of club members at time of application: .....

Maximum no. of members: .....

14. Address(es) of location(s) where club shooting will take place:

.....  
.....  
.....  
.....  
.....  
.....

15. Please describe the type(s) of shooting which takes place at the club, including frequency of meetings/events and any arrangements in place for competitions, visitor days, etc.

.....  
.....  
.....  
.....  
.....  
.....  
.....

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**PART C: Air weapon security**

16. Address(es) where club weapons will be stored?

.....  
.....  
.....  
.....  
.....  
.....

17. Please provide details of current (or in the case of a grant, proposed) security and storage arrangements:

.....  
.....  
.....  
.....  
.....  
.....  
.....

18. What type of security measures / storage facilities will be in place?

- clamp    gun cabinet    gun room    other (please provide details)

.....  
.....  
.....

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

19. Are the premises and security arrangements shared with an approved rifle club?

Yes                       No

If Yes, please give details:

.....  
.....  
.....  
.....

**PART D: Declaration**

I confirm that I have read and understood the notes at the end of this application form and that, to the best of my knowledge and belief, the information I have provided on this form is correct. I understand that it is an offence under section 31(1) of the Air Weapons and Licensing (Scotland) Act 2015 to knowingly or recklessly make any statement which is false in any material particular for the purpose of procuring the grant or renewal of an air weapon club approval (the maximum penalty for which is twelve months' imprisonment and/or a fine of level 5 on the standard scale).

I understand that I will be subject to a check of police records and that my details will be held electronically.

Signature: .....

Print name: .....

Date: .....

**FOR OFFICIAL USE ONLY**

**Fee paid:**                      **Signature:**  
.....                              .....

**Receipt number:**           **Rank/number:**  
.....                              .....

**Date:**                              **Station:**  
.....                              .....

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**APPLICATION FOR THE GRANT OR RENEWAL OF AN AIR WEAPON CLUB APPROVAL**

**NOTES - Please read these BEFORE completing the form**

1. Section 18 of the Air Weapons and Licensing (Scotland) Act 2015 ("the 2015 Act") enables a person to apply to the Chief Constable of the Police Service of Scotland for formal approval of an air weapon club. Members of an approved club may use or possess an air weapon without holding a valid air weapon certificate if they are engaged in target shooting at the club, another approved air weapon club, an event or competition, or otherwise in connection with such target shooting.

2. Form AWL6 should be completed by a responsible officer of the club, such as the Club Secretary, or another person designated for the purpose of the application. The following notes are designed to help applicants complete the form as fully and accurately as possible. When complete, the form should be submitted to the Police Service of Scotland ("Police Scotland") for the Chief Constable to determine whether or not to grant or renew an approval.

**Part A**

3. Part A asks for your personal details, including home address, nationality, etc.

4. Question 8 asks for details of any firearm, shot gun or air weapon certificate held by you, the applicant. While approved club status allows members to undertake target shooting activities without holding individual air weapon certificates, the club should have at least one current certificate holder who will be responsible for the storage, safe-keeping and use of air weapons for club purposes.

5. At Question 9 you must disclose any and **all** previous convictions. This includes: convictions by or before Scottish courts as well as courts outside Scotland; orders for absolute discharge or conditional discharge, and convictions which are spent under the Rehabilitation of Offenders Act 1974. Spent convictions require to be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 (SSI 2013/50, as amended by SSI 2016/147). However, you do not have to disclose any offences dealt with by way of a fixed penalty notice or other alternative to prosecution. If you are in any doubt, please discuss this with the firearms licensing contact at Police Scotland.

**Part B**

6. Part B of the form seeks detailed information about the club. This includes information on the contact address for the club, and about the club secretary and other responsible officers. You should also give as much detail as possible about the types of activity which will take place, and where, and about current and projected membership numbers.

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7. You should provide as much information as possible on the application form. This will enable Police Scotland to take all of the relevant information into account when determining your application.

#### **Part C**

8. In Part C you should give as much detail as possible about how the air weapons will be secured and stored, including when they are not in use. You may wish to discuss this with the police prior to making an application.

#### **Part D**

9. You are required to sign the appropriate declaration, confirming the information provided on the form, prior to submitting it to the police.

#### **Submitting the form**

10. When you have completed the form you should post it or take it to Police Scotland along with the appropriate application fee.

11. Forms can be sent to :

Air Weapons Team  
Police Scotland  
Clyde Gateway  
2 French Street  
Dalmarnock  
Glasgow  
G40 4EH

#### **Alignment of club approvals under section 21 of the 2015 Act**

12. Some clubs will share premises and other facilities with rifle clubs approved under section 15 of the Firearms (Amendment) Act 1988 ("the 1988 Act"). If you wish to apply for an air weapon club approval that expires on the same day as the rifle club approval, tick the appropriate box on page 1 of this form. Please also enter the relevant approval number and expiry date.

13. If you are applying for the grant or renewal of a rifle club approval and wish to apply for the club's air weapon club approval to be renewed as from the same day as that on which the rifle club approval is granted or renewed, then you should complete both this form and a separate application under the 1988 Act. Please also tick the relevant box on page 1 of this form, and enter the approval number and expiry date of any rifle club approval the club currently holds.

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# FORM AWL6a

## Approval of an air weapon club

Air Weapons and Licensing (Scotland) Act 2015

Form AWL6a

**AIR WEAPON CLUB  
APPROVAL**

This approval is granted under section 18(1) of the Air Weapons and Licensing (Scotland) Act 2015 to the club named below

Name of the air weapon club

Stamp of issuing police force



Address of club

Signature of Chief Constable

Name of the Club Secretary / Officer

Approval number

Date of issue

Signature of Club Secretary / Officer

Valid from

Valid to

**Approval**

The above named club is approved under section 18(1) of the Air Weapons and Licensing (Scotland) Act 2015. Any member of the club may, without holding an air weapon certificate, use or possess an air weapon if engaged as such a member in target shooting at the club, another approved air weapon club, an event or competition, or in connection with such target shooting.

**Conditions**

This approval is subject to the following conditions –

1. The above named Club Secretary / Officer must, on receipt of the approval, sign it in ink.
2. The club must, as soon as reasonably practicable, notify the Chief Constable of the Police Service of Scotland of any change of the club's address.
3. This approval (or a copy of it) must be prominently displayed at the club premises, at all times that target shooting is taking place there, so as to be capable of being read by anyone using the club's facilities.

**Additional conditions may be added here by the Chief Constable of the Police Service of Scotland**

**Note**

It is an offence under section 30 of the Air Weapons and Licensing (Scotland) Act 2015 for a person to fail to take reasonable precautions for the safe custody of an air weapon possessed by the person, or to fail to report as soon as reasonably practicable to the Chief Constable of the Police Service of Scotland the loss or theft of an air weapon possessed by the person.



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## FORM AWL7

### Application for the variation of an approved air weapon club's approval

Form AWL7

**APPLICATION FOR THE VARIATION OF AN AIR WEAPON CLUB APPROVAL**

**PLEASE READ THE NOTES AT THE END OF THIS FORM CAREFULLY BEFORE COMPLETING THE APPLICATION FORM**

**Please use black ink and write in BLOCK CAPITALS throughout, except when signing.**

I am applying for a variation of an air weapon club approval (Form AWL6a)

Club approval number: .....

**PART A: Personal details**

1. Are you male or female?       Male       Female

2. Title:.....      3. Surname: .....

4. Forenames (state all):.....

5. Home address:  
.....  
.....  
.....

a. Post code: .....      b. Tel number: .....

c. Mobile number: .....      d. Email:.....

6. Date of birth:..... ( tick here if you are under 18)



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**PART C: Declaration**

I confirm that I have read and understood the notes at the end of this application form and that, to the best of my knowledge and belief, the information I have provided on this form is correct. I understand that it is an offence under section 31(1) of the Air Weapons and Licensing (Scotland) Act 2015 to knowingly or recklessly make any statement which is false in any material particular for the purpose of procuring the variation of an air weapon club approval (the maximum penalty for which is twelve months' imprisonment and/or a fine of level 5 on the standard scale).

I understand that I will be subject to a check of police records and that my details will be held electronically.

Signature: .....

Print name: .....

Date: .....

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**FOR OFFICIAL USE ONLY**

**Fee paid:**  **Signature:**

**Receipt number:**  **Rank/number:**

**Date:**  **Station:**

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**APPLICATION FOR THE VARIATION OF AN AIR WEAPON CLUB APPROVAL**

**NOTES - Please read these BEFORE completing the form**

1. Section 19 of the Air Weapons and Licensing (Scotland) Act 2015 ("the 2015 Act") enables a person to apply to the Police Service of Scotland ("Police Scotland") for a variation of an air weapon club approval.

2. Form AWL7 should be completed by a responsible officer of the club, such as the Club Secretary, or another person designated for the purpose of the application. The following notes are designed to help applicants complete the form as fully and as accurately as possible. When complete, the form should be submitted to Police Scotland for the Chief Constable to determine whether or not to vary the club's approval.

**Part A**

3. Part A asks you to confirm your personal details, including home address, date of birth, etc.

4. At Question 7 you must disclose information about any and **all** convictions you have had. This includes: convictions by or before Scottish courts as well as courts outside Scotland; orders for absolute discharge or conditional discharge, and convictions which are spent under the Rehabilitation of Offenders Act 1974. Spent convictions require to be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 (SSI 2013/50, as amended by SSI 2016/147). However, you do not have to disclose any offences dealt with by way of a fixed penalty notice or other alternative to prosecution. If you are in any doubt, please discuss this with the firearms licensing contact at Police Scotland.

**Part B**

5. Part B of the form seeks a detailed explanation of the variation you are seeking. This may simply be a change of Club Secretary or a variation in or addition to the land over which club shooting takes place, but it may also relate to a change in the conditions attached to the club's approval. You may wish to discuss the situation with the police prior to making an application.

6. You should provide as much information as possible on the application form, ensuring that you set out any changes or variations to the position under which the club's approval was originally granted. This will enable Police Scotland to take all of the relevant information into account when determining your application.

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**Part C**

7. You are required to sign the appropriate declaration, confirming the information provided on the form, prior to submitting it to the police.

**Submitting the form**

8. When you have completed the form you should post it or take it to Police Scotland.

9. Forms can be sent to :

Air Weapons Team  
Police Scotland  
Clyde Gateway  
2 French Street  
Dalmarnock  
Glasgow  
G40 4EH

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## SCHEDULE 2

Regulation 9

## PRESCRIBED MANDATORY CONDITIONS

1. For the purpose of section 6(1), the prescribed mandatory conditions are that the holder of an air weapon certificate must—
  - (a) on receipt of the certificate, sign it in ink; and
  - (b) as soon as reasonably practicable, notify the chief constable of any change of the address specified on the certificate.
2. For the purpose of section 15(1), the prescribed mandatory conditions are that the holder of a police permit or visitor permit must—
  - (a) on receipt of the permit, sign it in ink; and
  - (b) as soon as reasonably practicable, notify the chief constable of any change of the address specified on the permit.
3. For the purpose of section 18(4), the prescribed mandatory conditions are that—
  - (a) the club secretary or other officer named on an approved air weapon club's approval must, on receipt of the approval, sign it in ink;
  - (b) the approved air weapon club must, as soon as reasonably practicable, notify the chief constable of any change of the club's address; and
  - (c) the approved air weapon club's approval (or a copy of it) must be prominently displayed at the club premises, at all times that target shooting is taking place there, so as to be capable of being read by anyone using the club's facilities.
4. In paragraph 3(c), "club premises" has the meaning given in section 22(8).

## SCHEDULE 3

Regulations 11 and 12

## TABLE OF FEES

## PART 1

## Fees in respect of applications

| <i>Column 1</i>  | <i>Column 2</i> |
|--|-----------------|
| <i>Application</i>   | <i>Fee</i>      |
| 1. Application for the grant of an air weapon certificate made under section 3(1)— |                 |
| (a) where the applicant is aged 18 years or more                                   | £72.00          |
| (b) where the applicant is aged 17 years   | £12.50          |
| (c) where the applicant is aged 16 years   | £25.00          |
| (d) where the applicant is aged 15 years   | £37.50          |
| (e) where the applicant is aged 14 years   | £50.00          |

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| <i>Column 1</i>   | <i>Column 2</i> |
|---|-----------------|
| <i>Application</i>  | <i>Fee</i>      |
| 2. Application for the renewal of an air weapon certificate made under section 3(1)   | £48.00          |
| 3. Application for the grant or renewal of an air weapon certificate made under section 3(1), seeking alignment with the applicant's firearm or shot gun certificate in accordance with section 9(2) or (4) | £5.00           |
| 4. Application for the variation of an air weapon certificate made under section 10(2)(a)   | £20.00          |
| 5. Application for the grant of a police permit made under section 12(1)  | £15.00          |
| 6. Application for the grant of a visitor permit made under section 13(1) or (2)—   |                 |
| (a) in the case of an individual application  | £20.00          |
| (b) in the case of a group application made on behalf of—   |                 |
| (i) 2 qualifying visitors   | £40.00          |
| (ii) 3 qualifying visitors  | £60.00          |
| (iii) 4 qualifying visitors   | £80.00          |
| (iv) 5 to 20 qualifying visitors  | £100.00         |
| 7. Application for the variation of a police permit or a visitor permit made under section 16(2)(a)   | £5.00           |
| 8. Application for the grant of an event permit made under section 17(1)  | £40.00          |
| 9. Application for the grant of an approval of an air weapon club made under section 18(1)  | £45.00          |
| 10. Application for the renewal of an approval of an air weapon club made under section 18(1)   | £45.00          |
| 11. Application for the grant or renewal of an approval of an air weapon club made under section 18(1), seeking alignment with the club's approval as a rifle club in accordance with section 21(2) or (4)  | £30.00          |

## PART 2

### Fees in respect of the performance of functions by the chief constable

| <i>Column 1</i>   | <i>Column 2</i> |
|---|-----------------|
| <i>Function</i>   | <i>Fee</i>      |
| 1. Replacing an air weapon certificate which has been damaged, destroyed, lost or stolen                            | £4.00           |
| 2. Replacing a police permit, a visitor permit or an event permit which has been damaged, destroyed, lost or stolen | £4.00           |

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| <i>Column 1</i>  | <i>Column 2</i> |
|--|-----------------|
| <i>Function</i>  | <i>Fee</i>      |
| 3. Replacing an approval of an air weapon club which has been damaged, destroyed, lost or stolen | £4.00           |

## SCHEDULE 4

Regulation 14

## TRANSITIONAL PROVISIONS

1. This schedule applies where, before 31st December 2016, an individual aged 18 years or more makes an application (“an advance application”) under section 3(1) which—

- (a) is for the grant of an air weapon certificate; and
- (b) does not request the alignment of different types of certificate in accordance with section 9(2).

2. The chief constable may grant the air weapon certificate for such shorter period than is provided for in section 8(1)(b) as is appropriate to secure that it expires during the relevant period, except that the certificate must be granted for at least 12 months.

3. The fee to be charged by the chief constable in respect of an advance application is (instead of the standard fee) £1.20 for each month for which the air weapon certificate is to be granted, discounting any period before 31st December 2016.

4. Accordingly, in respect of an advance application—

- (a) the minimum fee payable is £14.40; and
- (b) the maximum fee payable is £39.60.

5. On receipt of an advance application, the chief constable must—

- (a) determine the date on which the air weapon certificate would expire if it were granted; and
- (b) notify the applicant of the fee that must be paid for the application to be valid.

6. If the chief constable decides not to grant an air weapon certificate to an applicant, the chief constable must refund any amount of the fee paid in respect of the advance application which exceeds £14.40.

7. In this schedule—

“relevant period” means the period beginning with 1st January 2018 and ending with 30th September 2019;

“standard fee” means the fee specified in entry 1(a) of Part 1 of the table of fees.