Work Instruction
Applying for a licence to collect ammunition as a business

Overview

This Work Instruction provides guidance on how to apply for a licence to collect ammunition as a business in the RSHQ Portal.

Note: **Bold** words in the text refer to field, link, and button names within the Portal.

Prerequisites

The business must have an existing RSHQ Portal account. Refer to the *Requesting a business account setup* work instruction for guidance.

The individual applying on behalf of the business must have:

- a residential address within Australia.
- verified their individual account identity to a strength of 'Strong'. If they only have a 'Basic' or 'Standard' security strength, they will not be able to proceed with the application.
- a legislative role associated with the account (Admin) or have a licensing user role.

Additionally, all the legislative roles for the business account must have also verified their identity to a strength of 'Strong'.

Refund of fees

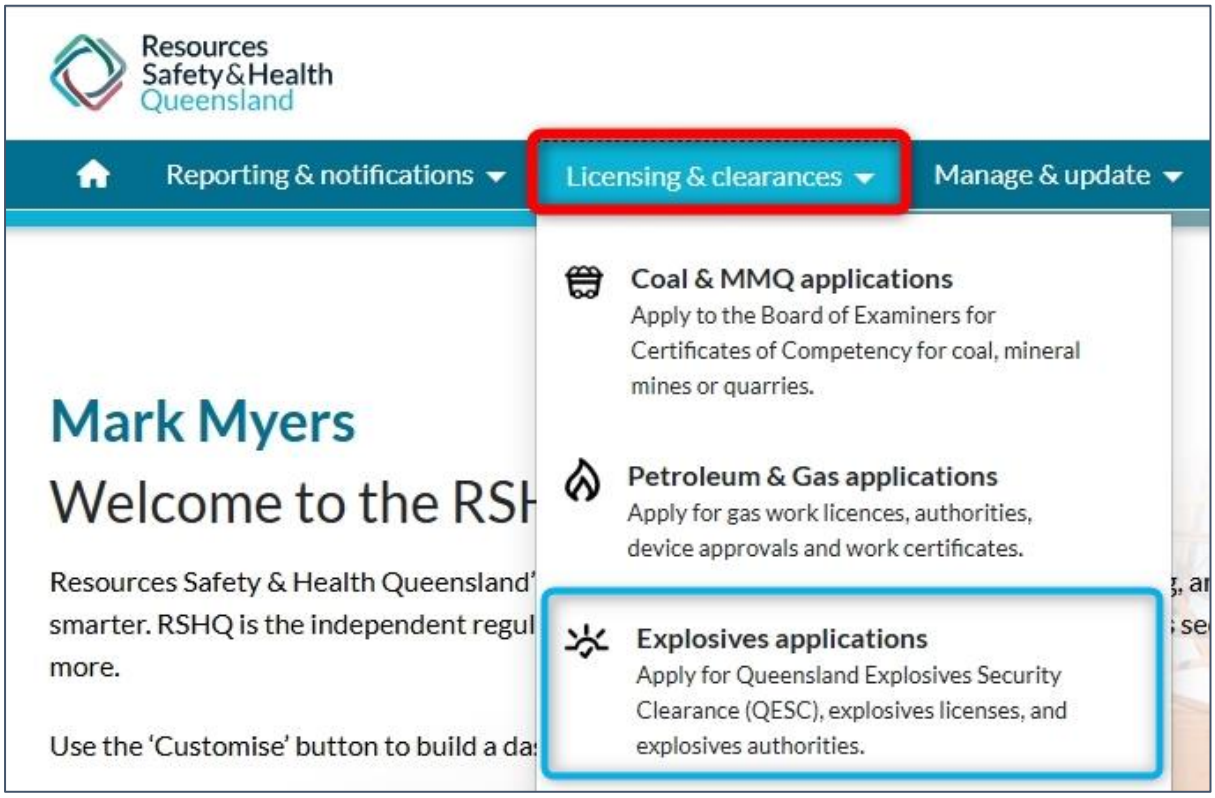
Fees paid by an applicant for an authority (licence, permit or authorisation) may be refunded if:

- the Chief Inspector decides not to issue the authority-refer to Explosives Act 1999, section 17(4)(b)
- a licence is surrendered during the term of the licence, where the amount that may be refunded is the licence fee for each whole year of the unexpired term of the licence-refer Explosives Regulation 2017, section 23(2).

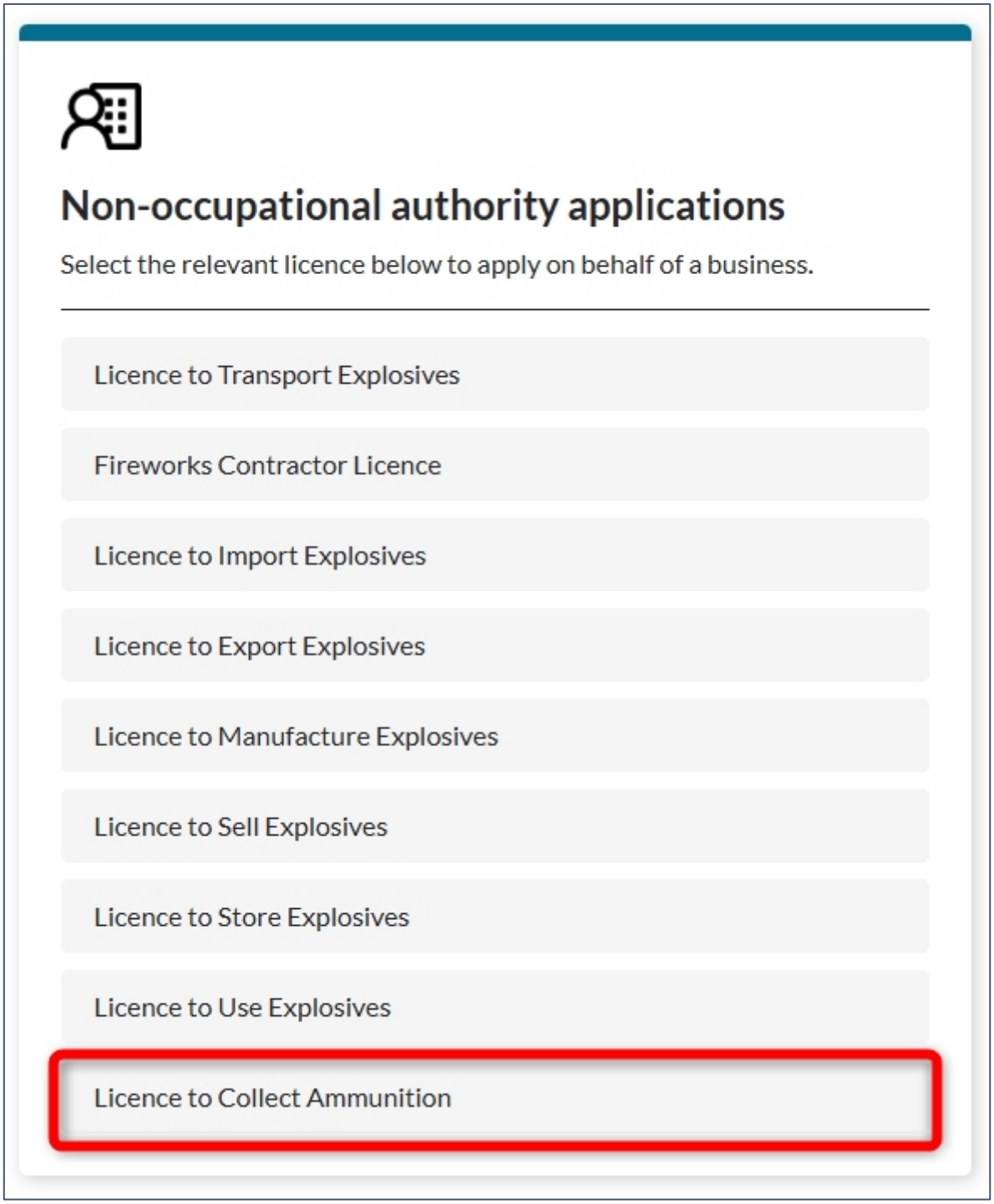
Procedure

1. Login to the Portal.

2. Select **Licensing & clearances** in the top menu toolbar, then **Explosives applications**.



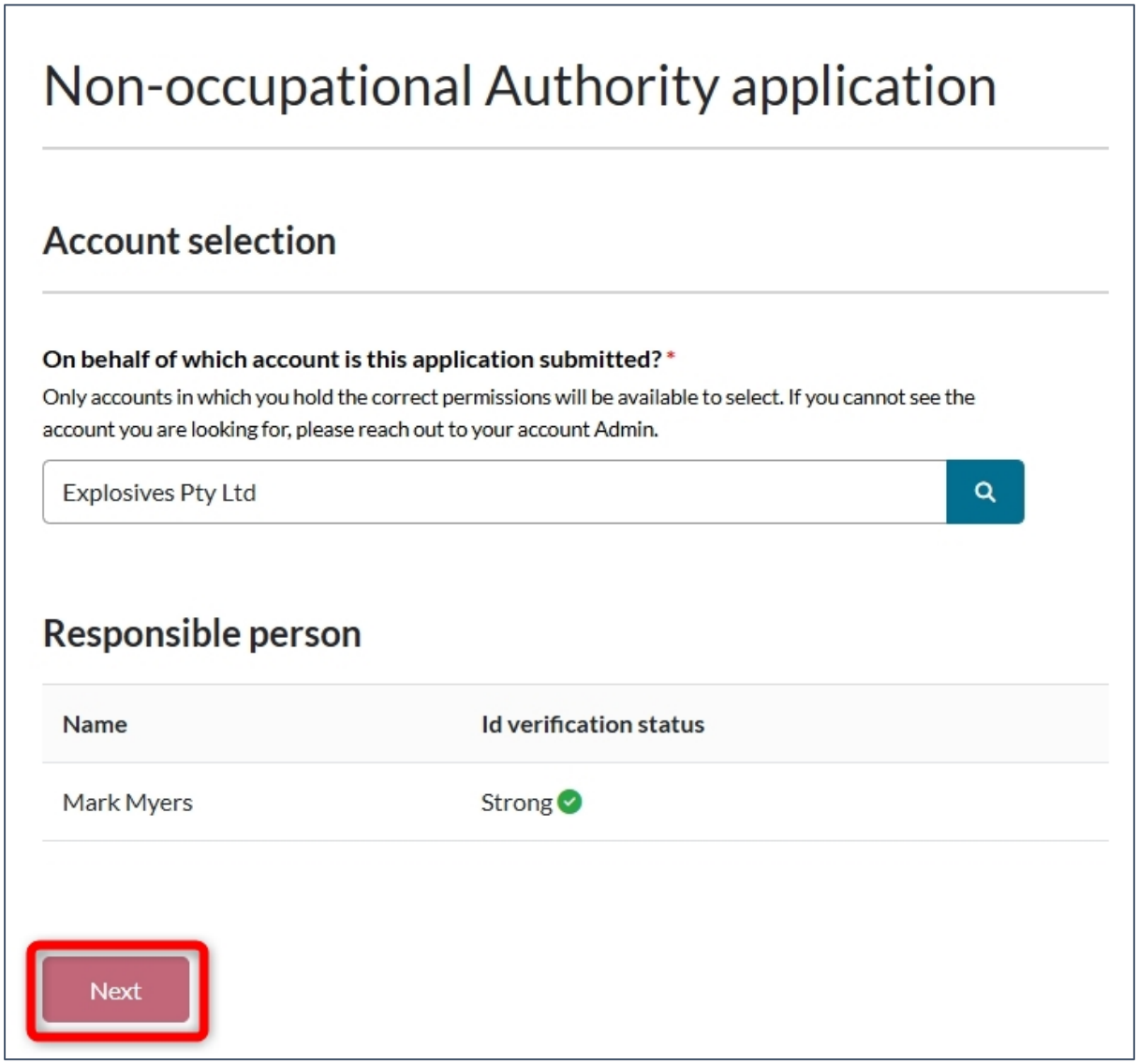
3. The **Explosives application** screen will display. Select **Licence to Collect Ammunition** in the **Non-occupational authority applications** section.



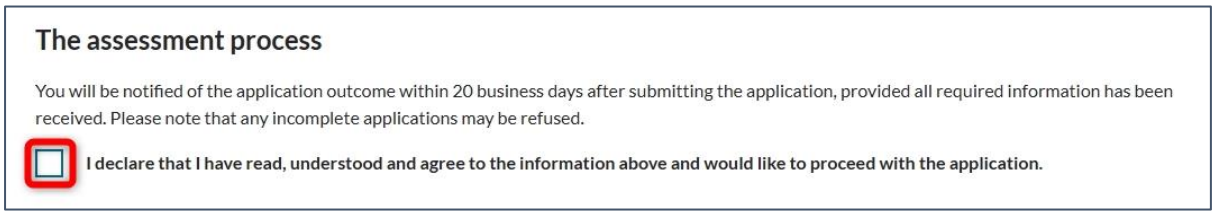
4. The **Non-occupational Authority application** screen will display. The **Account** selected may be automatically populated with the account for which you hold the relevant permissions. If the **Account** is not prepopulated, or if you have more than one account and need to change the selected account, select the magnifying glass icon and select the relevant account. If there are no accounts available for selection, you may not be associated with an account or have the required permissions. Contact the primary contact for the business account for assistance.

   The **identity verification status** of the account's responsible person will display. This level must be **Strong** in order to proceed.

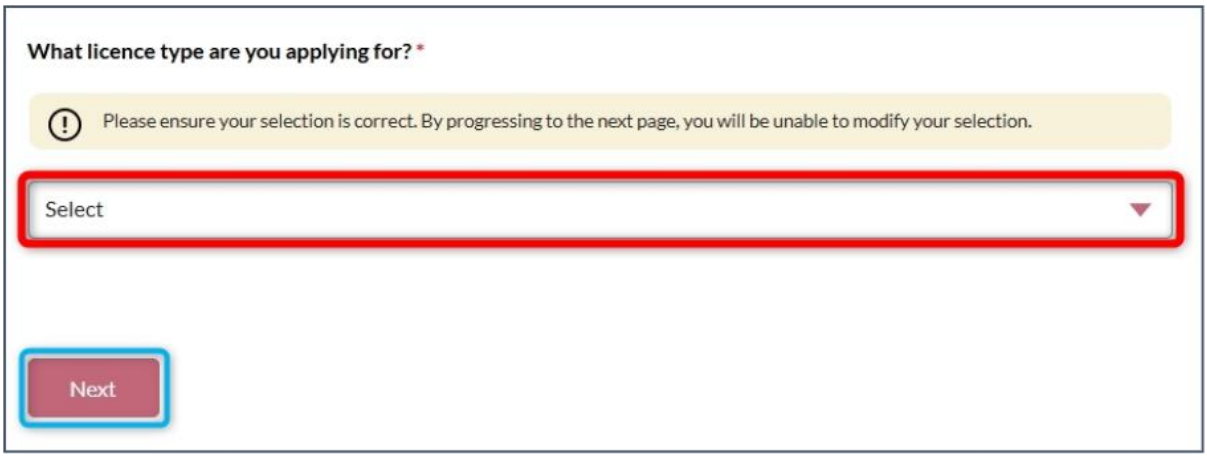
   Click **Next.**



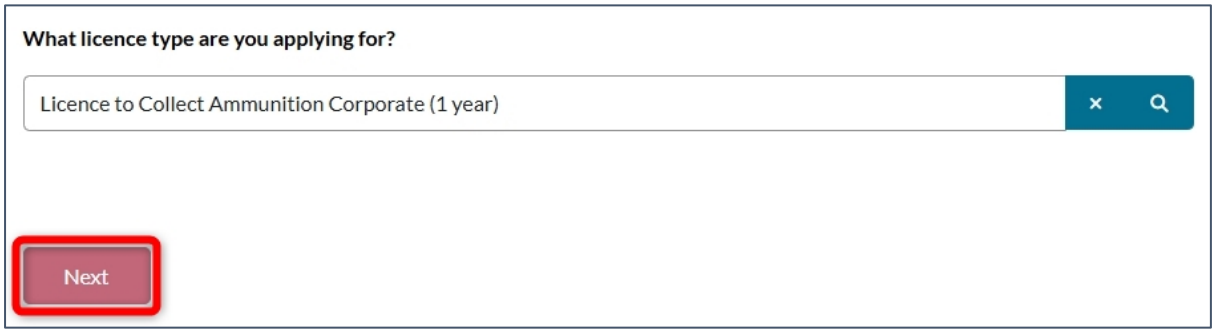
5. A new **Licence to Collect Ammunition application** will display. Read the application information, and if you have read, understood and agree to the information and would like to proceed with the application, select the checkbox. Note that you will not be able to proceed with the application if the checkbox is not selected.



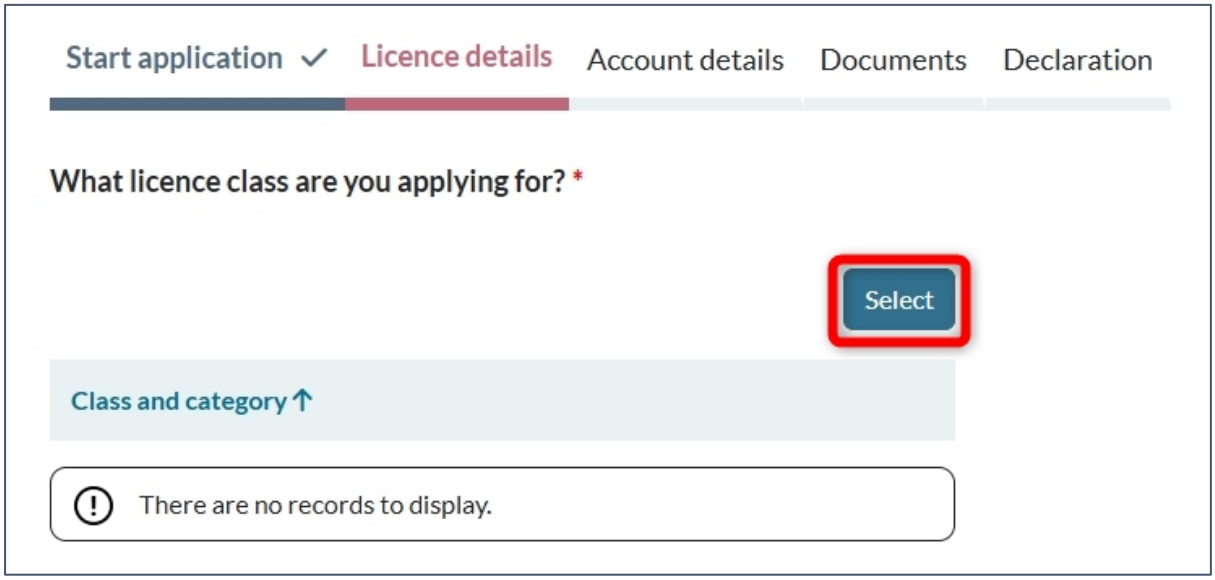
6. Select the type of licence you are applying for and click **Next**. Ensure you select the correct licence, as once you click **Next**, if you need to make changes, you will need to start a new application. Note that mandatory questions are marked by a red asterisk (*) and must be completed in order to continue.



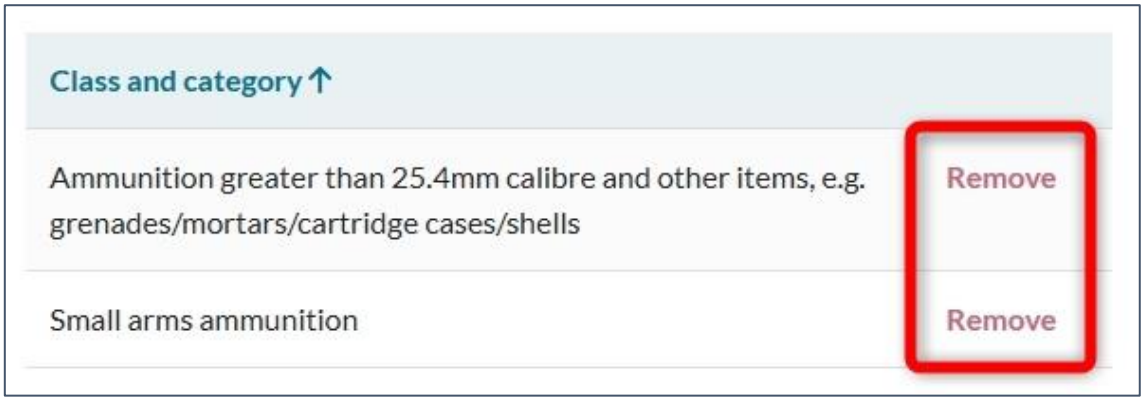
7. Click **Next**.



8. The **Licence details** section will display. Select the type of licence you are applying for.

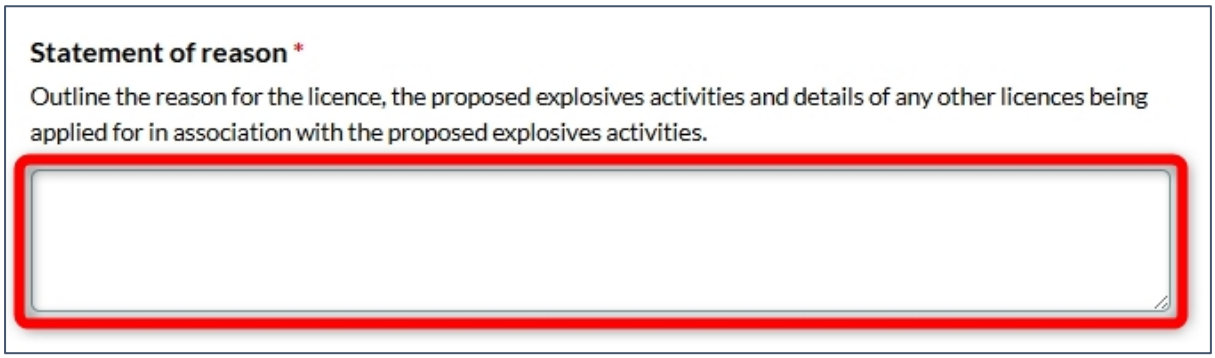


9. The selected licence/s will display. To remove a selection, click **Remove** next to the relevant licence.



10. Enter the storage address into the free text field. If the address does not appear in the search results, select the **I want to manually enter the address** checkbox and type it in manually.

11. Enter the reason for the licence, the proposed explosives activities and details of any other licences being applied for in association with the proposed explosives activities into the free text entry field.



12. Click **Next**. Note that you also have the option of clicking **Save** and returning to the application at a later date.

13. The **Account details** section of the application will display, prepopulated with details relating to your account. These details cannot be edited from this view.

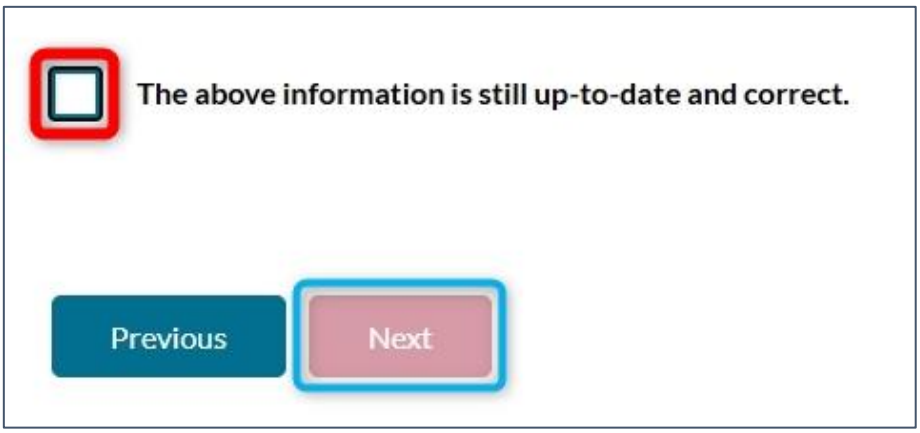
    Review the **Legislative roles** section. If this information requires updating, contact the Inspectorate.

Legislative roles

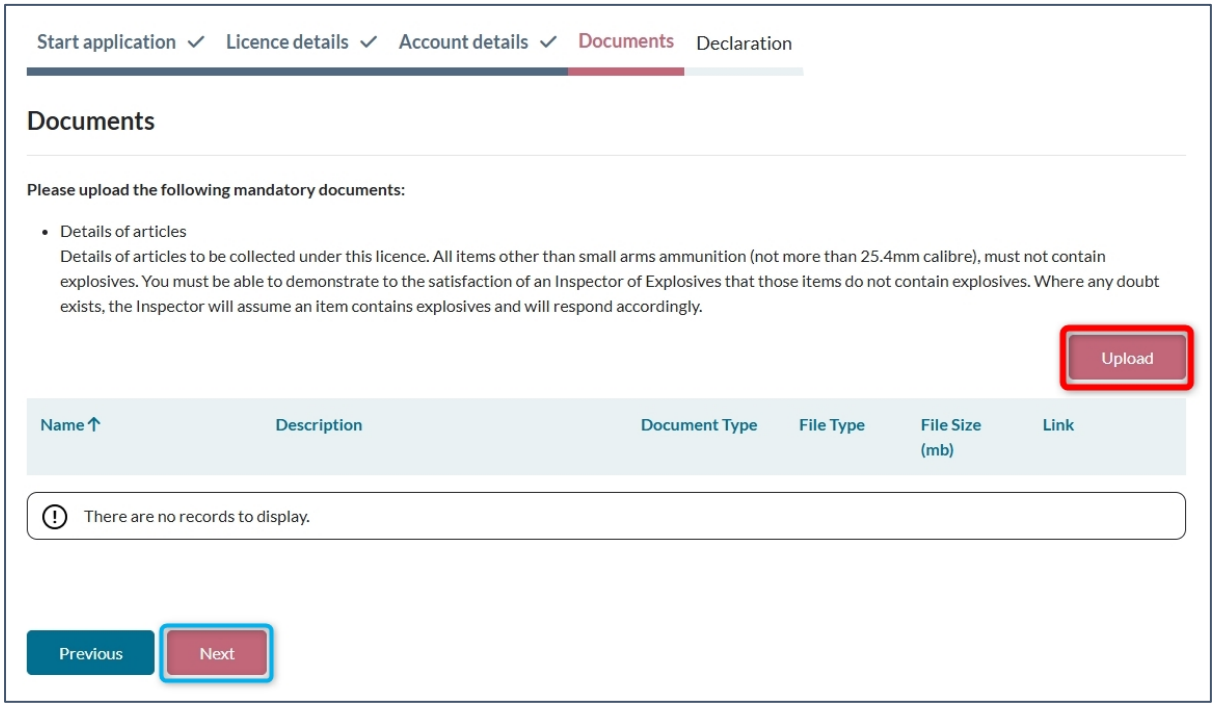
If there has been a change to any of the circumstances below, you must contact us and provide the updated information.

Full Name	Legislative role	QESC Status (Contact)
Mark Myers	Authorised contact	Current
Mark Myers	Responsible person	Current

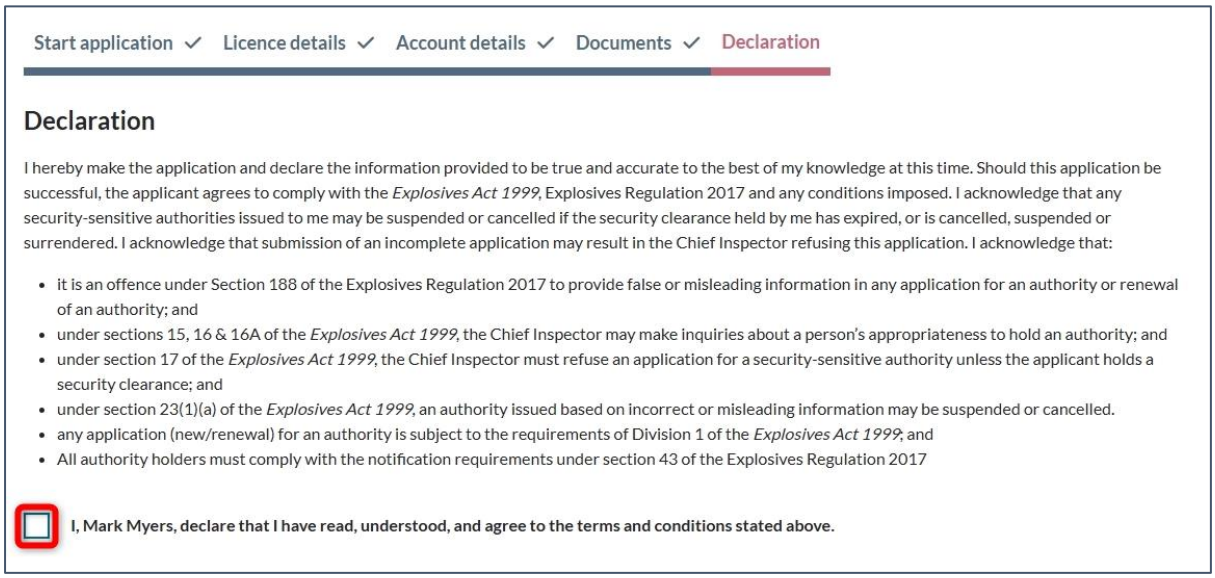
14. If the **Legislative roles** information is up to date and correct, select the checkbox and click **Next.** Note that you will not be able to proceed unless the checkbox is selected.



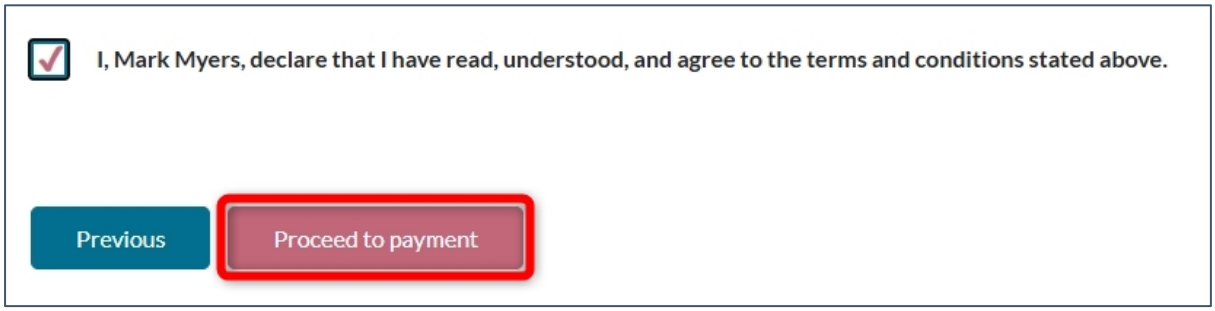
15. The **Documents** section will display. Click **Upload** to upload all required documents and then click Next. Note that documents must be uploaded individually.



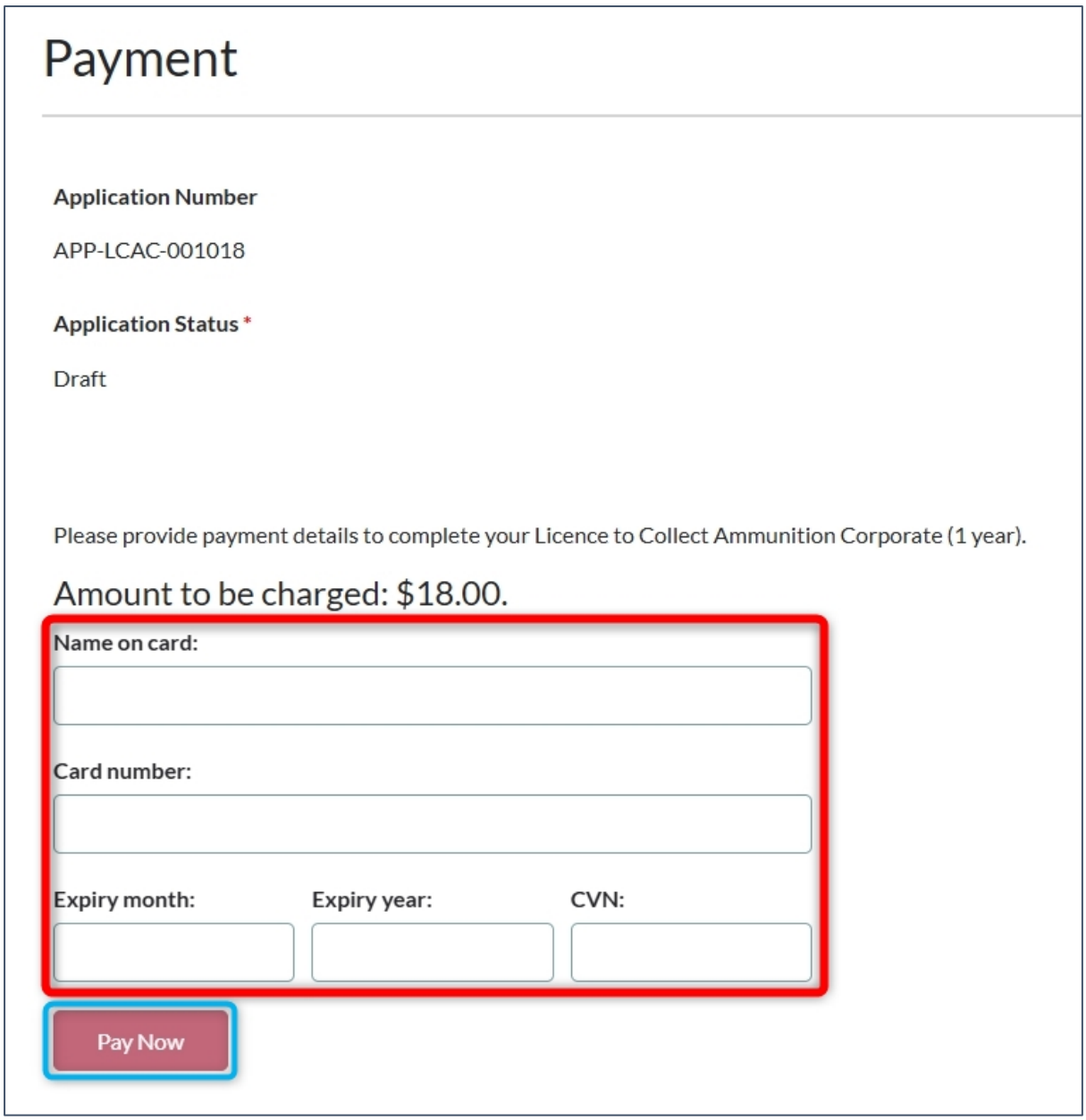
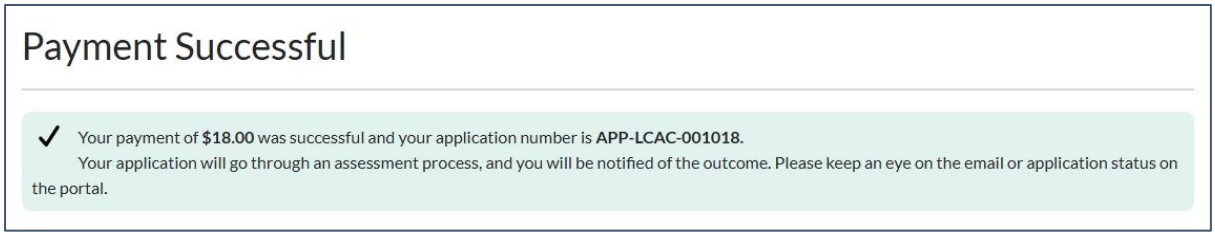
16. The **Declaration** section will display. Read the declaration terms and conditions and if you have read, understood and agree to the terms and conditions, select the checkbox. Note you will not be able to submit your application unless the checkbox has been selected.



17. Click **Proceed to payment**.



18. The **Payment** screen will display. Enter your payment details and click **Pay now**.



19. If your payment is processed successfully, a **Payment Successful** message will display, and you will receive an email containing receipt of your payment. If the payment is unsuccessful, you will be notified on-screen and have the opportunity to check and amend your entered payment details.