



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'.

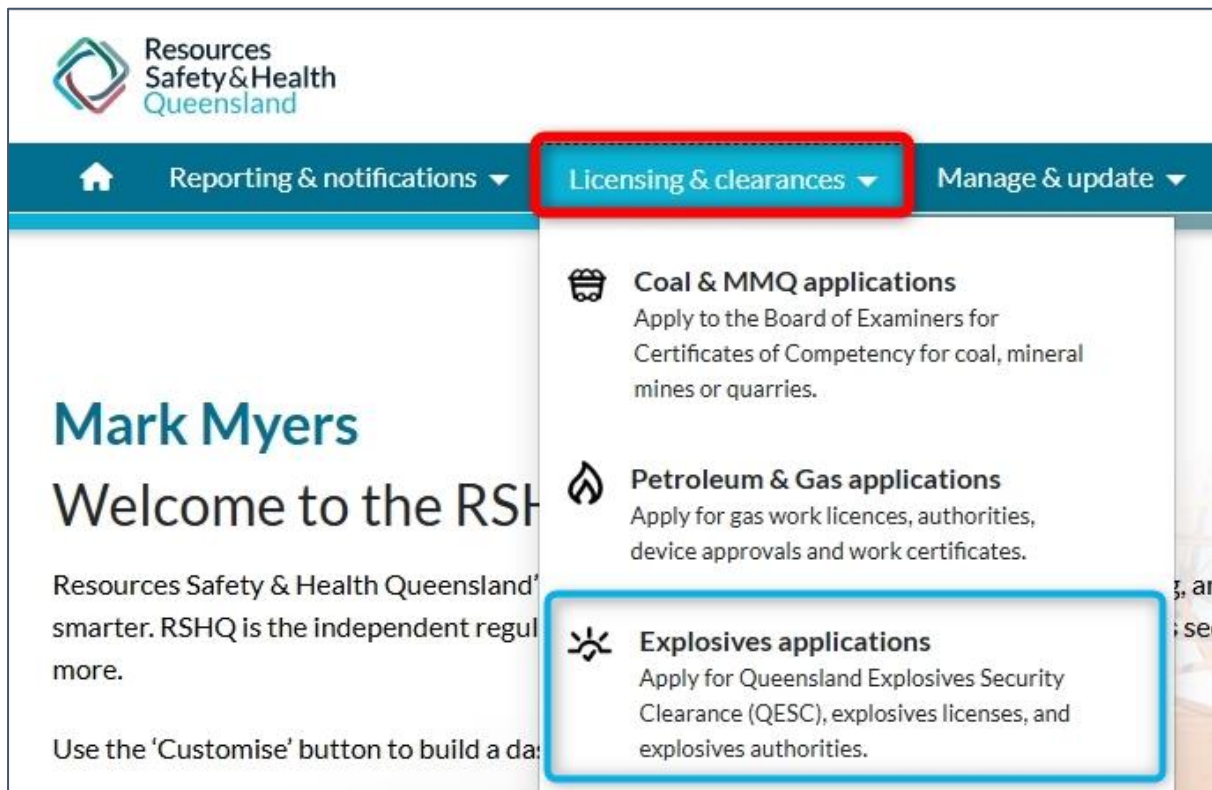
Refund of fees

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.



Non-occupational authority applications

Select the relevant licence below to apply on behalf of a business.

Licence to Transport Explosives

Fireworks Contractor Licence

Licence to Import Explosives

Licence to Export Explosives

Licence to Manufacture Explosives

Licence to Sell Explosives

Licence to Store Explosives

Licence to Use Explosives

Licence to Collect Ammunition



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**.

Non-occupational Authority application

Account selection

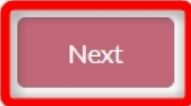
On behalf of which account is this application submitted? *

Only accounts in which you hold the correct permissions will be available to select. If you cannot see the account you are looking for, please reach out to your account Admin.



Responsible person

Name	Id verification status
Mark Myers	Strong 

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.

The assessment process

You will be notified of the application outcome within 20 business days after submitting the application, provided all required information has been received. Please note that any incomplete applications may be refused.

☐

I declare that I have read, understood and agree to the information above and would like to proceed with the application.

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.

What licence type are you applying for? *



Please ensure your selection is correct. By progressing to the next page, you will be unable to modify your selection.

Select

Next

7. Click **Next**.

What licence type are you applying for?

Licence to Collect Ammunition Corporate (1 year)



Next

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

[Start application](#) ✓ [Licence details](#) [Account details](#) [Documents](#) [Declaration](#)

What licence class are you applying for? *

Select

Class and category ↑

ⓘ There are no records to display.

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

Class and category ↑

Ammunition greater than 25.4mm calibre and other items, e.g. grenades/mortars/cartridge cases/shells	Remove
Small arms ammunition	Remove



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.

Storage address *
Start typing and select the matching address option.

☐ I want to manually enter the address

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.

Statement of reason *
Outline 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.

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

Previous

Save

Next



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.



The above information is still up-to-date and correct.

Previous

Next

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

Start application ✓ Licence details ✓ Account details ✓ **Documents** Declaration

Documents

Please upload the following mandatory documents:

- Details of articles
Details of articles to be collected under this licence. All items other than small arms ammunition (not more than 25.4mm calibre), must not contain explosives. You must be able to demonstrate to the satisfaction of an Inspector of Explosives that those items do not contain explosives. Where any doubt exists, the Inspector will assume an item contains explosives and will respond accordingly.

Upload

Name ↑	Description	Document Type	File Type	File Size (mb)	Link
<div> ! There are no records to display. </div>					

Previous
Next

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.

Start application ✓ Licence details ✓ Account details ✓ Documents ✓ **Declaration**

Declaration

I hereby make the application and declare the information provided to be true and accurate to the best of my knowledge at this time. Should this application be successful, the applicant agrees to comply with the *Explosives Act 1999*, Explosives Regulation 2017 and any conditions imposed. I acknowledge that any security-sensitive authorities issued to me may be suspended or cancelled if the security clearance held by me has expired, or is cancelled, suspended or surrendered. I acknowledge that submission of an incomplete application may result in the Chief Inspector refusing this application. I acknowledge that:

- it is an offence under Section 188 of the Explosives Regulation 2017 to provide false or misleading information in any application for an authority or renewal of an authority; and
- under sections 15, 16 & 16A of the *Explosives Act 1999*, the Chief Inspector may make inquiries about a person's appropriateness to hold an authority; and
- under section 17 of the *Explosives Act 1999*, the Chief Inspector must refuse an application for a security-sensitive authority unless the applicant holds a security clearance; and
- under section 23(1)(a) of the *Explosives Act 1999*, an authority issued based on incorrect or misleading information may be suspended or cancelled.
- any application (new/renewal) for an authority is subject to the requirements of Division 1 of the *Explosives Act 1999*; and
- All authority holders must comply with the notification requirements under section 43 of the Explosives Regulation 2017

☐ I, Mark Myers, declare that I have read, understood, and agree to the terms and conditions stated above.



17. Click **Proceed to payment**.



I, Mark Myers, declare that I have read, understood, and agree to the terms and conditions stated above.

Previous

Proceed to payment

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

Payment

Application Number

APP-LCAC-001018

Application Status *

Draft

Please provide payment details to complete your Licence to Collect Ammunition Corporate (1 year).

Amount to be charged: \$18.00.

Name on card:

Card number:

Expiry month:

Expiry year:

CVN:

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.

Payment Successful

✓ Your payment of **\$18.00** was successful and your application number is **APP-LCAC-001018**.
Your application will go through an assessment process, and you will be notified of the outcome. Please keep an eye on the email or application status on the portal.