



ST HELENA POLICE DIRECTORATE

FREQUENTLY ASKED QUESTIONS

To assist our community with the Firearm Process we have provided these Frequently Asked Questions

What is a firearm?

- Any lethal barrelled weapon of any description from which any shot, bullet or other missile can be discharged, and includes ammunition for use with any such weapon, and also includes an air weapon; air weapon” includes an air rifle, air gun or air pistol.

What is the difference between a shotgun and a firearm?

- The basic difference is that a shotgun is a smooth bore and fires cartridge containing lead shot and a firearm has a rifled barrel and fires a single bullet usually consisting of a single piece of lead.

What is an imitation firearm?

- Any article which has the appearance of being a firearm, whether or not it is capable of discharging any shot, bullet or other missile, but shall not include a water pistol or any other article specifically manufactured for use as a toy

Why has the firearm application procedure changed and now seem so complicated from previous applications

- We have changed the application process to safeguard our community; ensuring only responsible citizens have a certificate and applicants to have a good reason to hold a firearm certificate.

How do I obtain a certificate?

- You can download an application form from our website, visit our Headquarter in Jamestown, visit the Customer Care Centre Main Street Jamestown or contact the Firearms Licensing Officer by emailing support.officer@police.gov.sh

How do I complete the application form?

- The application should be completed in INK using block capitals (except where a signature is required).
- You will need to complete a separate application for shotguns and firearm, you cannot have both types of weapons on the same application
- You will need to give your full particulars including your marital status and full details of all who is living at the address or who will come into contact with the firearm.
- You will need to give previous addresses in the last five year which includes addresses overseas.
- You will need to give employment details and occupation.
- You will be asked about your medical condition and for you to give permission for Police to check your medical history,
- You must include any and all convictions and cautions, not matter how long ago they occurred, including those that may be considered 'spent' under the Rehabilitation of Offenders Act. You must also disclose any matters that are pending i.e. investigations or court matters.
- Questions relating to having a good reason to hold a firearm or shot gun certificate, which includes the frequency you use the weapon.
- You must state where you intend to use the firearms or shotgun. A risk assessment will be carried out on any land you propose to shoot. You will also be required to provide two referees of good character who are non-family members
- Please ensure you provide a current email, phone number/mobile number in order for us to contact you.
- Always answer truthfully, if you do not understand a question, ask the Firearms Enquiry Officer for clarification.
- A guidance to complete the application is available to assist in the completing of the application
- *Please note any false declaration you may lead to criminal proceedings being brought against you.*

What if I do not answer all questions and or complete the entire form?

- The application will be returned to you and this is likely to lead to a delay in the process until the correctly completed forms have been submitted.

What if I do not wish to complete the entire form or cooperate?

- Your application will not be processed as the necessary information to determine whether you have a genuine reason to possess a firearm or are a fit and responsible person to hold a certificate and the application may be refused



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Do I need to disclose all previous convictions or cautions?

- You must not withhold information about any conviction or caution. This includes motoring offences, bidding overs, formal written warnings, cautions and convictions in and outside St Helena. A conditional discharge and an absolute discharge both count as convictions for this purpose.

Do I need to submit a photograph?

- In the near future applications will be accompanied by a photograph of you and sized 45mm x 35mm. The photographs must be full face and without a hat and must be a current true likeness. Ordinary passport style photographs are suitable for this purpose. A computer generated likeness is acceptable if it is full face, against a plain background and printed on good quality gloss or matt paper. If you are applying for both a firearm and a shotgun certificate you need only submit two photographs.

Do I need to nominate referees?

- When applying for a firearm certificate, you should have gained permission of two people who have agreed to act as referees for you. You must complete part J of the application form with their details.
- The referee(s) who have agreed to act for you must have known you personally for at least two years and must be resident in St Helena. Referees must not be a member of your family, a registered firearms dealer, a serving police officer or police employee. Referees must be of good character and references must be given freely and not on payment.

How do firearms and shotguns need to be stored?

- The weapons must be stored in an approved gun cabinet or box. The cabinet ideally should be securely fixed to the fabric of the premises out of sight of casual visitors.
- Additional secure storage requirements are required for ammunition.
- Other methods of secure storage for shotguns are gun clamps and steel cables, barrel blocks and trigger guards which may be acceptable but only after examination by the Firearms Enquiry Officer.

What are the timescales for processing applications?

- Once we have received your application form the Firearms Licensing Section will make a number of checks and if satisfied, our Firearms Enquiry Officer will arrange a home visit to discuss your application and any security arrangements.
- It is recommended that any renewal, the application be sent a minimum of six weeks before expiry of certificates

What fee do I pay for an application?

CATEGORY	FEE
Spear or airgun	
Issue of certificate in respect of spear or airgun	£18.80 for every year (or part thereof) in respect of which the certificate is issued
For every additional spear or airgun included in the certificate	£2.80 for every year (or part thereof) for which the additional spear or airgun is included in the certificate
Any other firearm	
Issue of certificate in respect of any other firearm	£24.20 for every year (or part thereof) in respect of which the certificate is issued
For every additional firearm included on the certificate	£6.00 for every year (or part thereof) for which the additional firearm is included in the certificate

How long does my Certificate last?

- Dependent on the fee paid, shotgun and firearm certificates will last for 1 year or 3 years.

How old do I have to be to apply for a Shotgun Certificate and or a Firearm Certificate?

- You must be age 17 or over, however this is being reviewed and may change in the near future

How long will it take to process my application?

- We cannot give a definitive timescale.
- All applications are processed as quickly as possible provided the information given on each application is correct and all documents requested are returned.



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- Renewal applications should be submitted well in advance ideally three months or at least 6 weeks prior to expiry date.
- It is therefore imperative that you read and understand the guidance notes before completing your application as this will help ensure that your application is completed correctly and not returned for amendments.

What do I do when receiving my certificate?

- If your application is approved you will be notified and asked to pay the necessary fees and bring your receipt to Police Headquarters during normal day hours and upon receiving your certificate you must SIGN it in ink within the box provided.

Will I have conditions on the certificate?

- Yes, the Chief of Police will have the standard conditions and additional conditions which must be complied with
- *Please note any failure to comply with any imposed conditions may lead to criminal proceedings being brought against you.*

Will I be given the reason should approval not be given for a certificate?

- Yes, you will be informed in writing of the reasons for Chief of Police not granting a certificate

What do I do if I change my address?

Moving within St Helena:

- Please inform the Firearms Licensing Section giving sufficient notice in writing of any intention of change to your permanent address in order that your certificate can be amended. It is your responsibility to ensure that your firearm/shotgun and any ammunition continue to be stored safely and at the address on the certificate.

Moving out St Helena:

- Please inform the Firearms Licensing Section in writing giving sufficient notice in writing of any intention of leaving the island. It is your responsibility to ensure that your firearm/shotgun and any ammunition continue to be stored safely until they are sold, transferred or exported. You must inform the Firearms Enquiry Officer of any intention of transfer of firearms to another Certificate Holder or whether you wish to dispose of the firearm/shotgun or ammunition.
- *Please note it is an offence to be in possession of a firearm/shotgun/ammunition without a valid certificate, any breach of this you may lead to criminal proceedings being brought against you.*

What must I do if I wish to import a firearm and ammunition?

- You must make the normal application for a firearm.
- Before importing the firearm, approval for your certificate must have been granted along with written permission for the importing of the firearm.
- On arrival on island it is your responsibility to ensure that your firearm/shotgun and any ammunition are stored safely until the necessary procedures to be completed. Any arrangements off island will be made by the importer.

How do I transfer/sell a firearm or shotgun?

- If you are not a registered dealer, you will need to be a current certificate holder to possess the firearm or shotgun you wish to transfer; you will need to inform our Firearm Licensing Section of the person you are intending to transfer the firearm or shotgun to. No transaction can take place until permission is given by COP to the recipient.
- If the intended receiver of the firearm or shotgun is a current certificate holder of a firearm or shotgun certificate they will need complete an application ticking the variation box and complete the application form.
- Should the application be approved both the transferor and transferee will need to bring in their current Certificate and a new Certificates will be issued with the necessary amendments.
- *Please note it is an offence to be in possession of a firearm/shotgun/ammunition without a valid certificate and any breach of this you may lead to criminal proceedings being brought against you.*

Can I get a replacement certificate?

- If your certificate is damaged or any of the tables become full then please send it to the Firearms Licensing department requesting a replacement, there may be an administration charge.



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- If you lose your certificate or it is stolen then you must report this immediately to the Firearms Licensing department. There may be an administration charge for any replacement.
- *Please note it is an offence to be in possession of a firearm/shotgun/ammunition without a valid certificate and any breach of this may lead to criminal proceedings being brought against you.*

How do I decommission a weapon?

- A weapon can be decommissioned for a charge (New process, charge still to be determined).
- The weapon will be returned by the Firearms Enquiry Officer with a proof certificate verifying that it has been decommissioned with conditions to the owner. The records will then be updated. Conditions will include notification of change of ownership and discretionary home checks.

How do I dispose of an unwanted weapon?

- You must notify Firearm Licensing Section for any disposal. By appointment you will need to bring the weapon to Police Head. Complete the necessary administration giving Police permission to dispose of the weapon or ammunition
- You must NOT destroy an unwanted weapon or dispose of it yourself

What if I find a firearm?

- If not a certificate holder of a firearm/shotgun/ammunition, do not touch it, leave it in situ, and ensure that warnings are visible for people to keep clear.
- Contact our Firearms Licensing Section who will be happy to attend the location the item is stored

What must I do if the Certificate Holder of a firearm dies?

- You will need to notify the Firearms Licensing Section, the Firearm Enquiry Officer will by appointment make arrangements to collect the weapon and any ammunition for safekeeping until a decision for final disposal of the item(s) has been confirmed by legal means or next of kin
- Note The Firearm Enquiry Officer may also make contact with a member of the family to make arrangements for the recovery of the weapon at an appropriate time.

Good reason for possession of a firearm

- When considering applications, the following may be accepted as good reasons for possessing a firearm:

Target shooting

- If you intend to use a firearm solely for target shooting, you must be a full member of an approved club for that class of firearm (i.e. small bore rifle or full bore rifle club). Proof of membership is also required.
- The Police requires the Club to inform us when any member who fails to attend the shoot within a twelve month period or if a person's membership lapses.

Small Game/Ground Game,

- If you intend to shoot small game such as rabbits or during the appropriate season game birds.
- If you do not own the land or the shooting rights to the land on which you intend to shoot, you will be required to provide written proof (a letter of permission from the landowner). You will need to advise us of the name, address and contact number of the person giving permission, the full name of the land, acreage and calibre of rifle you wish to use. The land will be inspected by a Firearms Enquiry Officer and a risk assessment conducted to ensure the safety of our community.

Vermin Control

- This is mainly for Farmers and Gardeners to shoot and control pest to protect their gardens and livestock.
- The land will be inspected by a Firearms Enquiry Officer and a risk assessment conducted to ensure the safety of our community

Collectors

- Collecting firearms is recognised as 'good reason' for the grant of a firearm certificate. In order to demonstrate good reason for collecting firearms an applicant may be asked to provide supporting evidence.
- A Condition may be that the certificate holder does not possess any ammunition for the firearm
- It may be recommended that you decommission the firearm



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What is a decommission firearm?

- A decommission firearm is a deactivated weapons are any firearms which have been converted, in such a manner that they can no longer discharge any shot, bullet or other missile. More importantly, deactivation is intended to be permanent and such firearms should be incapable of being reactivated without specialist tools or skills.
- A decommission firearm may be possessed without a firearm or shotgun certificate and may be displayed in the owner's home, rather than be locked in a gun cabinet

What will happen if I break the law, will my weapon be taken from me?

- If you are arrested for certain offences that impact upon public safety then consideration will be given to seizing your firearms until the investigation is complete. If you are convicted of any offence, your suitability to hold a firearms certificate will be reviewed.

Can I appeal?

- Yes, if you have been refused a Certificate you can appeal to HE Governor
- Should you have any further queries please contact us (details at foot of Page)

Firearms Licensing Section
Police Directorate
March 2016