

## Notice of surrender of dealer's licence

### Arms Act 1983, Section 8B

1. Use this form to provide notice that you intend to or are surrendering your dealer's licence or to surrender another person's dealer's licence where they are not able to do so.
2. If you submit your Notice of surrender of your dealer's licence online please deliver your licence card to a police station. If you submit your notice of surrender form at a police station you must hand over your dealer's licence card at that time. If the surrender of your dealer's licence is to take effect at a future date you must deliver your dealer's licence card to Police on that date.
3. You must deliver your last 10 years dealer's book records to Police when you finalise the surrender of your dealer's licence. You can do this by:
  - » submitting an electronic file of your records online with your notice of surrender, or
  - » submitting a scanned copy (PDF) of your records with your notice of surrender, or
  - » delivering the hard copy records or a data file on a USB flash drive/thumb drive to a Police station.
4. If you need assistance with this form please get in touch with your **local firearms officer**.

The information requested is collected for the purpose of administration of the Arms Act 1983. NZ Police will hold, store, use or disclose the personal information collected in accordance with the provisions of the Privacy Act 2020. This means that, where necessary, NZ Police may use or disclose your personal information to enable it to carry out its lawful functions, including prevention, detection, investigation and prosecution of offences. Please refer to the 'How we manage personal information' section of Police website for more information.

#### Section A: Licence holder details

Business name	<input type="text"/>		
Last name	<input type="text"/>	First name(s)	<input type="text"/>
Dealer's licence number	<input type="text"/>	Endorsements held	<input type="text"/>
Firearms licence number	<input type="text"/>	Endorsements held	<input type="text"/>
Mobile phone	<input type="text" value="Area code"/>	<input type="text" value="Number"/>	
Email address	<input type="text"/>		

#### Section B: Reason(s) for surrender of licence

When is the surrender of the your dealer's licence to become effective?

Immediately; OR on

Please describe the reason(s) for surrendering this dealer's licence.

## Section C: Disposal of arms items and ammunition

Do you still have possession of arms items and ammunition that are held for the purposes of carrying on business?

No

*If 'No', please confirm below that all arms item and ammunition disposal transactions are detailed in the dealer's book records you are delivering to Te Tari Pūreke.*

Yes

*If 'Yes', describe your plans to dispose of the arms items and ammunition remaining in your possession at this time, within 3 months, including to which persons where known. Please note that you must remain a current firearms licence holder until the disposal of all arms items has been completed.*

## Section D: Employees

Do you currently employ, or have you employed, any staff since the most recent renewal of your dealer's licence who need to hold a firearms licence (and dealer employee endorsements) to assist in running of your business?

Yes

No

*If 'No' proceed to section E*

**Please provide details for each of the people who worked or still work for the business.**

*Note: If staff members will remain employed in the business after your involvement ends please complete the row(s) for these staff as follows: 'Still employed' - 'Yes'; and leave 'Date finished/finishing' blank.*

Licence number	Full name	Still employed		Date finished/finishing
		<input type="radio"/> Yes	<input type="radio"/> No	DD MM YYYY
		<input type="radio"/> Yes	<input type="radio"/> No	DD MM YYYY
		<input type="radio"/> Yes	<input type="radio"/> No	DD MM YYYY
		<input type="radio"/> Yes	<input type="radio"/> No	DD MM YYYY
		<input type="radio"/> Yes	<input type="radio"/> No	DD MM YYYY
		<input type="radio"/> Yes	<input type="radio"/> No	DD MM YYYY
		<input type="radio"/> Yes	<input type="radio"/> No	DD MM YYYY
		<input type="radio"/> Yes	<input type="radio"/> No	DD MM YYYY
		<input type="radio"/> Yes	<input type="radio"/> No	DD MM YYYY
		<input type="radio"/> Yes	<input type="radio"/> No	DD MM YYYY
		<input type="radio"/> Yes	<input type="radio"/> No	DD MM YYYY

If you need to list more than ten people please list their details on a separate document and submit a scanned copy with the form.

## Section E: Declaration

Please read the following statements and show your acceptance by ticking each box.

I am surrendering my own dealer's licence. *if ticked, continue to next declaration statement*

OR

I am completing this form on behalf of the dealer's licence holder *if ticked, please complete the following*

Reason for surrender on behalf of the dealer's licence holder:

Deceased     Health Related     Other: *Please describe*

Is the dealer's licence holder aware of this action:     Yes     No

Do you have Power of Attorney:     Yes     No

Copy of Power of Attorney attached:     Yes

- I confirm I am surrendering this dealer's licence in accordance with section 8B of the Arms Act 1983 and understand that hereafter I will need to reapply for a dealer's licence if I wish to take possession of arms items for the purpose of operating as a firearms dealer.
- I have attached, or undertake to deliver, all dealer transaction records for the dealer business covering the last ten years, or for the time the business has operated if less than ten years.
- The information I have supplied in this notice is true and correct.
- I understand it is an offence to supply details knowing them to be incorrect or misleading (section 42(d) of the Arms Act 1983).
- I consent to the Police making inquiries and authorise any person or organisation approached by the Police in this matter to release or disclose all relevant information.

*if you have printed or handwritten this form, please sign below.*

Signature:

Date

DD MM YYYY

**Section F: Police use only****Arms staff please read and complete the following:**

I confirm that I have reviewed the licence holder's notice of surrender of their dealer's licence, and

I have made any other enquiries as I have considered to be necessary.

Findings of any further enquiries conducted, and regarding the disposal of arms items and ammunition:

Full name

QID

Designation

Date

DD

MM

YYYY

**Arms officer to complete the following:**

Notes

Surrender of dealer's licence actions completed

Conditions applicable to the disposal of arms items held by the licence holder (if applicable)

Full name

QID

Designation

Date

DD

MM

YYYY

