

Information advising how your personal information will be processed by Police Scotland and your rights in relation to this can be accessed by following the link below:

<https://www.scotland.police.uk/assets/pdf/340047/473456/privacy-notice-gdpr-licensing-firearms-civic-and-liquor>



**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.**

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 surnames(s):  
.....
- Previous forenames(s):

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.....

6. Home address:

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

a. Postcode: ..... b. Tel No: .....  
c. Mobile No. .... 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
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

**Part B: Details of Visit**

9. Address(es) while in Scotland

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.....  
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Telephone Numbers.....

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

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

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

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

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 Application, 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: .....

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**Parent / Guardian contact details:**

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

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

Postcode: ..... Telephone No: .....

Contact email: .....

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**For Official Use Only**

Fee Paid: .....

Signature: .....

Receipt No: .....

Rank / Number: .....

Date: .....

Station: .....

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**Part E: Group visitor details**

	Name	Date of Birth (dd/mm/yyyy)	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.						
11.						
12.						
13.						

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	Name	Date of Birth (dd/mm/yyyy)	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)
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, 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.

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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 : Firearms and Explosives Licensing – Local Authority Area**

<b>Aberdeen City Aberdeenshire, Moray</b>	<b>Aberdeen Firearms &amp; Explosives Licensing</b> Queen St Aberdeen AB10 1ZA TEL: 01224 306270 FAX: 01224 306013 <a href="mailto:northeastfirearmslicensing@scotland.pnn.police.uk">northeastfirearmslicensing@scotland.pnn.police.uk</a>
<b>Forth Valley For those individuals who reside in the Forth Valley Area (legacy Central Scotland Police)</b>	<b>Forth Valley Firearms &amp; Explosives Licensing</b> Falkirk Police Station West Bridge Street Falkirk FK1 5AP TEL: 01324 676283 <a href="mailto:Firearmslicensingstirling@scotland.pnn.police.uk">Firearmslicensingstirling@scotland.pnn.police.uk</a>
<b>Angus Dundee City Perth and Kinross</b>	<b>Dundee Firearms &amp; Explosives Licensing</b> PO Box 59 West Bell St Dundee DD1 9JU TEL: 01382 596858 FAX: 01382 596859 <a href="mailto:Firearmslicensingdundee@scotland.pnn.police.uk">Firearmslicensingdundee@scotland.pnn.police.uk</a>
<b>Edinburgh For those who reside in Edinburgh area with Post Codes EH1 – EH14 and EH27 – EH 30</b>	<b>Edinburgh Firearms &amp; Explosives Licensing</b> Fettes Ave Edinburgh EH4 1RB TEL: 0131 311 3297/8 FAX: 0131 311 3064 <a href="mailto:Firearmslicensingedinburgh@scotland.pnn.police.uk">Firearmslicensingedinburgh@scotland.pnn.police.uk</a>

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<p><b>Argyll and Bute</b> <b>North, East and South Ayrshire</b> <b>East and West Dunbartonshire</b> <b>Glasgow City</b> <b>Inverclyde</b> <b>North and South Lanarkshire</b> <b>Renfrewshire and East</b> <b>Renfrewshire</b></p>	<p><b>Glasgow Firearms &amp; Explosives Licensing</b> Clyde Gateway, 2 French Street Glasgow G40 4EH TEL: 01786 895 580 FAX: 01786 895 599 <a href="mailto:Firearmslicensingglasgow@scotland.pnn.police.uk">Firearmslicensingglasgow@scotland.pnn.police.uk</a></p>
<p><b>Eilean Siar</b> <b>Highland</b> <b>Orkney Islands</b> <b>Shetland Islands</b></p>	<p><b>Inverness Firearms &amp; Explosives Licensing</b> Old Perth Rd Inverness IV2 3SY TEL: 01463 720484 FAX: 01464 720827 <a href="mailto:Firearmslicensinginverness@scotland.pnn.police.uk">Firearmslicensinginverness@scotland.pnn.police.uk</a></p>
<p><b>Glenrothes</b> <b>For those who reside in Fife,</b> <b>the Scottish Borders, East</b> <b>Lothian, West Lothian and</b> <b>Midlothian out with Post Codes</b> <b>EH27 – EH30</b></p>	<p><b>Glenrothes Firearms &amp; Explosives Licensing</b> Detroit Rd Glenrothes KY6 2RJ TEL: 01592 418424 FAX: 01592 418444 <a href="mailto:Firearmslicensingglenrothes@scotland.pnn.police.uk">Firearmslicensingglenrothes@scotland.pnn.police.uk</a></p>
<p><b>Dumfries and Galloway</b></p>	<p><b>Dumfries Firearms &amp; Explosives Licensing</b> Cornwall Mount Dumfries DG1 1PZ TEL: 01387 242263 FAX: 01382 596859 <a href="mailto:Firearmslicensingdumfries@scotland.pnn.police.uk">Firearmslicensingdumfries@scotland.pnn.police.uk</a></p>