

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/spa-media/30hbmifu/privacy-notice-gdpr-licensing-firearms-civil-and-liquor-2021.doc>



Form AWL4

Application for the Variation of an Air Weapon Certificate or Permit
Please read the notes at the end of this form carefully before completing the application form.

Please use black ink and write in **BLOCK CAPITALS** throughout, except when signing.

I am applying for a variation of:

- a change of address
- an air weapon certificate (Form AWL1a) – number:
- a police permit (Form AWL2a) – number:
- a visitor permit (Form AWL3a) – number:

Part A: Personal Details

1. Are you male or female? Male Female
2. Title: 3. Surname:
4. Forenames (state all):
5. Home address:

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- a. Postcode: b. Tel No:
- c. Mobile No. d. Email:
6. Date of Birth: (tick here if you are under 18)

7. Have you been convicted of any offence since your last application for the grant, renewal or variation of a certificate or permit?

Yes No

If yes, please give details:

Date	Offence
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Part B: Variation Details

8. Please provide full details of the variation being requested:

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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 variation of an air weapon certificate or a police or visitor permit (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:

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.

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 5)

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Post code: Telephone Number:

Contact email:

For Official Use Only

Fee Paid: Signature:

Receipt No: Rank / Number:

Date: Station:

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Application for the Variation of an Air Weapon Certificate or a Permit

Notes – Please read these before completing the form

1. The Air Weapons and Licensing (Scotland) Act 2015 (“the 2015 Act”) enables a person to apply to the Police Service of Scotland (“Police Scotland”) for a variation of an existing Air Weapon Certificate (under section 10(2) of the 2015 Act), or of a Police or Visitor Permit (under section 16(2)).
2. Form AWL4 should be completed by the existing certificate or permit holder who is seeking the variation. The following notes are designed to help applicants complete the form as fully and as accurately as possible. When complete, the form should be submitted to Police Scotland for the Chief Constable to determine whether or not to vary the certificate or permit.

Part A

3. Part A asks you to confirm your personal details, including home address, date of birth, etc.
4. At Question 7 you must disclose information about any and **all** convictions you have had since your last application for grant, renewal or variation was determined by Police Scotland. 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.

Part B

5. Part B of the form seeks a detailed explanation of the variation you are seeking. This may simply be a change of home address or a variation in or addition to the land over which you shoot, but it may also relate to a change in the conditions attached to your certificate or permit. You may wish to discuss the situation with the police prior to making an application.
6. You should provide as much information as possible on the application form, ensuring that you set out any changes or variations to the position under which the certificate or permit was originally granted. This will enable Police Scotland to take all of the relevant information into account when determining your application.

Parts C and D

7. You are required to sign the appropriate declaration, confirming the information provided on the form, prior to submitting it to the police. In addition, the parent or guardian of any applicant aged 14 to 17 years is also required to complete the relevant section of the form, giving consent to the application. 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. Sections 7 and 14 of the 2015 Act set out special

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requirements and conditions for young people.

Submitting the form

8. When you have completed the form you should post it or take it to Police Scotland, along with the appropriate application fee.
9. **Forms can be sent to: Firearms and Explosives Licensing – Local Authority Area**

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

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