

## **GENERAL LICENSING CONDITIONS FOR LICENCE TO POSSESS ARM**

1. All licensed arms have to be stored in an approved armoury.
2. The licensee shall ensure that the approved arm is not removed from the premises, unless otherwise approved by the Licensing Officer in writing.
3. The licensee shall ensure that the approved arm is not left unattended or unsecured at all times.
4. The licensee shall ensure that the arm is carried in a fully concealed bag or casing whilst being transported and shall take all reasonable efforts to ensure that the arm does not cause any undue alarm to the general public.

### **General Security Requirements**

5. The licensee shall ensure that closed-circuit television (CCTV) cameras and CCTV recording system(s) are installed and maintained at the armoury in accordance with the following requirements:
  - a) The licensee shall ensure that there are CCTV cameras covering all entrances and exits directly leading to/from:
    - i. the armoury; and
    - ii. the interior of the armoury where the arms are stored.
  - b) At all times, the licensee shall ensure that all the conditions below are met:
    - i. each CCTV camera is positioned and angled in such a way that it can capture the face of every person entering or exiting through that doorway, or depositing, removing or handling any arm in the armoury; and
    - ii. there is an unobstructed line of sight from the CCTV cameras to the locations they are covering.
  - c) The licensee shall ensure that all CCTV cameras and recording system(s) meet or exceed the following specifications:
    - i. records colour images at the resolution of HD 1080p: 1920x1080 pixels or its equivalent;
    - ii. records at 12 frames per second;
    - iii. supports the exporting of CCTV camera recordings via a USB port in open-source formats such as \*.avi (Microsoft), \*.mov (Apple QuickTime), \*.mp4 (MPEG), or such format as approved by the Licensing Officer in writing;
    - iv. is switched on and in a recording mode at all times; and

- v. is able to store all CCTV camera recordings for at least 30 days from the date of recording.
6. The licensee shall conduct regular checks to ensure that the CCTV camera system is in proper working condition.
7. The licensee shall install and maintain an intrusion detection system in the storage premises.
8. The licensee shall conduct regular checks to ensure that the intrusion detection system is in proper working condition.
9. The licensee shall ensure that the steel cabinet remains locked at all times unless when there is a need deposit or withdraw the arm.
10. The licensee shall ensure that the steel cabinet and storage premises keys are securely kept and accessible only to the authorised key holder/s.
11. The licensee shall not make any modification of any form to any approved arm without the prior written approval from the Licensing Officer.
12. The licensee shall ensure that no modification of any description is made to the steel cabinet and/or storage premises, unless prior written approval is granted by the Licensing Officer.
13. The licensee shall notify the Licensing Officer of any change to the licensee's business address at least 7 days before the change takes effect. For the avoidance of doubt, this does not include any change to the location of the approved storage premises, which would require a fresh licence application.
14. The licensee shall notify the Licensing Officer of any change of any Director or Partner (as reflected in Accounting & Corporate Regulatory Authority records) within 7 days of any such change. For the avoidance of doubt, this does not include any change of licensee, which would require a fresh licence application.

### **Usage of Arm**

15. The licensee may only use the arm for approved purposes, as specified in the licence, unless otherwise approved by the Licensing Officer in writing.
16. The licensee shall ensure that all use of the arm, including dry practice, is only carried out in area assessed to be safe and suitable for the activity.
17. The area where the activity is taking place shall be clearly demarcated and adequate measures be put in place to prevent any unauthorised person entering into the area.
18. The licensee shall ensure that all use of the arm is adequately supervised and conducted safely at all times.
19. The licensee shall ensure that any arm which is no longer suitable for use is disposed of in such a manner as prescribed by the Licensing Officer.

## **Reporting on Security & Safety Incidents**

20. The licensee shall immediately notify the Police if there is any:
- a) loss of arm;
  - b) unlicensed arm found on the premises;
  - c) unauthorised entry of any person into the storage premises;
  - d) unauthorised issuance of arm; or
  - e) any security or safety related incident.

## **Facilitation of Audit or Inspection**

21. The licensee shall allow and facilitate any audit or inspection (including any surprise check) of the arm or licensed premises by the Licensing Officer or any officer authorised by the Licensing Officer in writing. For avoidance of doubt, an authorised officer may:
- a) enter any licensed premises;
  - b) inspect the licensed premises and any arm, explosive or explosive precursor found within;
  - c) photograph or film, or make a record or sketches of, any part of the premises, or any person or thing at the premises;
  - d) require any person on those premises to produce or grant access to, without charge, any document, information or article reasonably required, which is in the possession or under the control of that person;
  - e) inspect and make copies of or take extracts from any such document or article; and
  - f) take possession of such a document or article if, in the opinion of the authorised officer that the inspection or copying of or extraction from the document or article cannot reasonably be performed without taking possession, the document or article may be interfered with or destroyed unless possession is taken, or the document or article may be required as evidence in any proceedings instituted or commenced under the Arms & Explosives Act, Chapter 13.