

## **WHAT TO DO IF YOU ACQUIRE OR DISPOSE OF A SHOTGUN**

Simplified extract from Section 4 of the Firearm Amendment Act 1988

### **BUYER**

Must, **within 7 days** of the transaction, send notice to Chief Officer of Police who issued the certificate

Ensure that the Seller endorses Table 2 of your certificate.

In West Mercia, **do not** send in your certificate, written notification will suffice.

**Do not** rip your certificate in half.

### **SELLER**

If you sell, let or hire, give or lend for more than 72 hours, a shotgun to another person (who is not a Registered Firearms Dealer RFD) you must:

- a. Comply with any instructions contained in the Shotgun certificate produced by the buyer (by entering at Table 2) and,
- b. Within **7 days** of the transaction – send notice of it to the Chief Officer of Police who issued your certificate.

**Notice of Transaction should be sent by registered post or recorded delivery and include the following:**

- a. Description of the shotgun to include, where known, make, calibre, serial number and configuration ( i.e. side by side, over and under etc.)
- b. State nature of the transaction (i.e. sold, given, borrowed etc.) and the name, address and certificate number of the other person.

**PLEASE NOTE - It is an offence NOT to notify the sale or acquisition of a shotgun, punishable by up to six months imprisonment and/or a fine not exceeding £1000.**

### **WHAT IS A SHOTGUN?**

A shotgun is a smooth bore gun (not being an air-weapon) which:

- ✓ Has a barrel not less than 60.96 cm (24 inches) in length and does not have any barrel with a bore that exceeds 5.08 cm (2 inches), in diameter **AND**
- ✓ Either has no magazine, or a non detachable magazine incapable of holding more than two cartridges **AND**
- ✓ Is not a revolver gun.

Other smooth bore guns may require a firearms certificate or even be prohibited weapons. If in doubt please contact your Firearms Licensing Department.

**ISSUED AS ADVICE BY:  
WEST MERCIA POLICE,  
FIREARMS & EXPLOSIVES LICENSING DEPARTMENT**

**RESTRICTED (when completed)**

**TRANSFER OF SHOTGUN**

If you buy, or sell, a shotgun please complete the appropriate column below and post by **Recorded Delivery**, within **7 days**, to:

Firearms & Explosives Licensing Department  
West Mercia Police, Malvern Police Station, Victoria Road, Malvern, WR14 2TE

**PLEASE NOTE - It is an offence NOT to notify the sale or acquisition of a shotgun, punishable by up to six months imprisonment and/or a fine not exceeding £1000.**

On (Date) \_\_\_\_\_ I, (Full Name) \_\_\_\_\_  
Of (Address) \_\_\_\_\_  
\_\_\_\_\_  
Certificate No. \_\_\_\_\_

**COMPLETE AS APPROPRIATE**

(a) ACQUIRED A SHOTGUN  
(full details below)

(b) SOLD/DISPOSED OF MY SHOTGUN  
(full details below)

Type: \_\_\_\_\_ Type: \_\_\_\_\_  
e.g. double/single barrel, side by side, over & under etc e.g. double/single barrel, side by side, over & under etc

Gauge: \_\_\_\_\_ Gauge: \_\_\_\_\_

Make: \_\_\_\_\_ Make: \_\_\_\_\_

Serial No. \_\_\_\_\_ Serial No. \_\_\_\_\_

FROM

TO

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

His/Her Certificate No. \_\_\_\_\_ His/Her Certificate No. \_\_\_\_\_

Who completed Table 2 of my certificate: \_\_\_\_\_ Who completed Table 2 of his/her certificate: \_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

This notice is to assist you to comply with the instructions contained on your certificate and this advice leaflet regarding the transfer of weapons – in particular paragraphs 3 & 4 of that section. You are under no obligation to use this form but if you do so it will ensure that all the necessary details are passed to the police without the need for further clarification or explanation.

**YOUR CERTIFICATE IS NOT REQUIRED**

**RESTRICTED (when completed)**