



Headley Park R&PC Limited
Operating as Headley Park Rifle & Pistol Club

Application for Probationary Membership

(Please use block capitals)

PERSONAL DETAILS

Surname Title

Forenames.....

Date of Birth

Place of birth..... Nationality.....

Address.....
.....

..... Post Code

Telephone number.....

Email address.....

Have you ever used any other name **YES / NO**

Have you lived at a different address to the one given above in the last 5 years **YES / NO**

HAVE YOU EVER BEEN REFUSED MEMBERSHIP OR EXPELLED FROM A SHOOTING CLUB YES / NO

HAVE YOU EVER HAD A FIREARMS CERTIFICATE or SHOTGUN CERTIFICATE APPLICATION REFUSED YES / NO

HAVE YOU EVER HAD A FIREARMS CERTIFICATE or SHOTGUN CERTIFICATE APPLICATION REVOKED YES / NO

If **YES** to any of the above – please provide details on a separate sheet.

CURRENT FIREARMS OR SHOTGUN CERTIFICATE HOLDERS

FAC No. (if held) Expiry date Issuing Authority

SGC No. (if held) Expiry date Issuing Authority

Do you belong to any other Home Office approved shooting club :

.....

Please give details of any previous shooting experience:

.....

Current Safe Shooter Card (SCC) details (if applicable)

Issued by:

Expiry Date:

Firearm Categories:

Are you a member of the NRA **YES/NO** NRA number

Will you need the club to issue you with an SCC? **YES/NO**
(subject to satisfactory completion of training for each firearm category)

IMPORTANT NOTES – please read before signing your application

PROBATIONARY REQUIREMENTS, ATTENDANCES AND POLICE SCREENING

A probationary member must be supervised by a full member holding an FAC or a range conducting officer whilst in possession of firearms and/or ammunition.

To apply for full membership, all probationers who do not hold a valid FAC require 10 attendances, witnessed/signed by a suitably qualified person as defined in our training manual. Attendances must be completed over a minimum period of 6 months and a maximum period of twelve months. Please note that if you do not complete the attendances within the specified period you may have to restart your probation.

Probationers who do hold a valid FAC may complete their probation in a 3 month period, and may then be offered full membership subject to approval by the club and its training officials.

Probationer attendances are to be recorded on a Probationary Attendance Form which you will receive along with your probationary membership card.

Under Home Office guidelines, all applicants for probationary membership of Headley Park Rifle & Pistol Club are required to undergo a screening process carried out by Hampshire Police upon notification of such application to the Secretary. Only when screening is satisfactorily completed will the application move forward to the payment stage and the applicant is sent their probationary membership card.

Under no circumstances may an applicant shoot at the club's ranges or at NRA Bisley until such process is completed, except as a guest permitted under the Byelaws. Additionally, you will be required to attend a range maintenance day.

CLUB RULES, NOTICES, AND OPERATIONAL AND ADMINISTRATIVE ARRANGEMENTS

Notice of insurance limitations.

Only full members are allowed to shoot alone. It is advisable to take out your own insurance as per the 'lone shooting policy. Your insurance should comprise full public and products liability cover of a minimum of £10 million subject also to your own demands and needs. Cover should be from a reputable insurer that has not excluded lone shooting.

Personal data protection

In addition to the personal data provided above, meaning name, address, email address and phone number when you apply to join Headley Park R&PC Limited ('The Club), when you continue membership and when you participate at Club/non Club events, you are asked to provide personal information including but not limited to date of birth, payment details, photographs, FAC number and use of firearms (via range attendance system).

The Club intends to use your data in all matters relating to:

- The administration of membership of the Club, including membership subscriptions, some of which may be retained after your membership ceases
- Notifications to the Police as requested by law
- Holding of AGMs and/or EGMs and minutes thereof
- Competitions entered, prizes won and website display thereof
- Ranges booked
- Training courses
- Events
- Communications related to the above
- Via the installation of CCTV at the Picketts Hill ranges, visual images of members are recorded for your safety and security. Such images are stored for 30 days and then overwritten.

The Club will inform you before using your data for any other reasons.

The Club's lawful basis for processing is your written consent, any legal requirement and any contract entered into.

Data Consent is requested at the end of this application.

The Club's data retention periods follow the statutory guidelines (as far as is applicable), although your information may be retained for longer during and after your membership, where required by Police authorities.

You have the right to:

- Be provided with the data that the Club holds relating to you unless a request is manifestly unfounded or excessive, particularly if it is repetitive
- Rectify / update the data
- Ask us to erase your data in certain circumstances
- Restrict processing
- Object to the Club's use of your data

Prohibited Person – Section 21 Firearms Act 1968 (as amended)

Please take careful note that it is ***your responsibility*** to inform the Club if you are or if you become a prohibited person as defined in section 21 of the Firearms Act 1968.

For your reference, please review the section below that sets out restrictions on the possession of firearms by certain categories of persons convicted of crimes in England, Wales and Scotland.

In short, persons who are sentenced to a term of imprisonment or detention/custody at a young offender's institution of three years or more are never allowed to possess firearms, including antique firearms, or ammunition and persons who are sentenced to a term of imprisonment for three months or more, but less than three years must not possess them until five years have passed since the date of release. Persons with suspended sentences of three months or more must not possess firearms, including antique firearms, or ammunition for a period of five years from the second day after the date on which sentence has been passed.

Confirmation of your Section 21 status is requested at the end of this application.

Use of home loaded of ammunition

Members who home load ammunition must read and understand the NSRA Code of Practice on Home Loading, (available on the NSRA web site) AND read the NRA Code of Practice (see NRA website). IF you handload ammunition for use at our club, at NRA or MOD ranges then you must download and sign ***both*** codes of practice and email them to ctso@headleyparkrpc.co.uk

It is a condition of your membership that you abide by the NRA and NSRA home loading practice.

If you do not sign and send the above signed documents you will not be allowed to use home/hand loaded ammunition on the Headley Park club ranges or at Bisley or any MOD range.

Confirmation that you will follow the home loading Code (if applicable) is requested at the end of this application.

Shooting at NRA Bisley

If you are a member of the NRA, please provide your NRA membership number as above and category of firearms on any current SCC cards held.

If you are **not** a member of The NRA but wish to shoot full-bore at Bisley with the Club you may do so as a probationary member without charge.

The NRA also requires shooters to hold a Shooter Certification Card (SCC) to use Bisley ranges unsupervised. The NRA will issue an SCC on request, provided the Club has carried out the appropriate training and certification.

To this end the Club Chairman will separately record certain information about members **as set** out below and forward it to the NRA:

- (1) full name including middle name,
- (2) date of birth
- (3) address details
- (4) email address
- (5) contact number
- (6) Disciplines the club member has been trained to shoot
- (7) An up-to-date digital photograph (file name to be surname & date of birth – surname-ddmmmyy.jpeg).

You will need to promptly provide the above information **on request** by email to:

secretary@headleyparkrpc.co.uk

If the NRA is your primary club you may opt to continue to be directly certified by NRA. Please advise if this is the case.

PAYMENTS AND SUBSCRIPTION NOTICE.

The amount payable for your probationary membership will be notified to you directly on completion of the police checks and acceptance as a PROBATIONARY MEMBER.

Dependant on the date you join – there may be a reduced fee – membership is 1st January – 31 December so a later application may attract a lower fee.

Joining fee

In addition to membership fees, there is a one-off joining fee and is payable on request – usually after the police checks have been completed - to cover the cost of training materials, which you may retain.

Once your Hampshire Police screening process is complete, the secretary and/or Treasurer will contact you to set you up in the online Club Payment Portal so that you may pay the amount due by debit or credit card.

PLEASE NOTE THE POLICE CHECKS MAY TAKE SOME TIME TO BE RETURNED TO THE CLUB.

Passport photos to be included with application

The application must include 2 passport sized photographs signed on the reverse.

Postage

Please also include a self-addressed label (adhesive) with loose stamps to the value of £4.25 for the return of your membership pack.

APPLICANT CONFIRMATION/DECLARATIONS

Please tick all that apply, then sign and date.

<input type="checkbox"/>	I apply for membership and agree to abide by the rules and Byelaws of Headley Park R&PC Limited.
<input type="checkbox"/>	I consent to the Club holding my personal data as detailed above.
<input type="checkbox"/>	I confirm that I am not a prohibited person under SECTION 21 of the Firearms Act 1968 (as amended). I understand I must notify the club immediately if my SECTION 21 status changes.
<input type="checkbox"/>	I agree to pay an initial subscription and any fees or other appropriate amount as set out in the current Subscription Notice, and, thereafter, to pay any membership fee levied in accordance with the rules and Byelaws of the Company.
<input type="checkbox"/>	Subject to my membership being approved by the Directors, I authorise you to enter my name in the Company's register of members.
<input type="checkbox"/>	I confirm that I understand my obligation to comply with the club's policy for the use of home loaded ammunition. If I am required to do so, I have read, understood and signed the relevant NSRA and NRA Codes of Practice.
<input type="checkbox"/>	I confirm that I fully understand the risks of shooting unaccompanied and that I have been advised to hold my own insurance cover for that purpose.

Dated.....

Signature.....

PROPOSER/SECONDER CONFIRMATION

PROPOSED BY (please print)
MEMBERSHIP No.....

The proposer must be a full member of Headley Park R&PC Limited and must confirm the identity of the applicant, and confirm address, by sight of an FAC / SGC / passport / photo card driving license.

I confirm that I have verified the identity of the applicant:

Signed.....

SECONDED BY REFEREE (please print)

.....
Address

.....
Postcode Tel. No.....

Signed.....

If not a member of Headley Park R&PC Limited, the seconder must be a responsible adult who has known the applicant for at least three years.

CHECK LIST TO BE CONFIRMED BY PROPOSER

<input type="checkbox"/>	The application has been fully completed with all relevant declarations duly made
<input type="checkbox"/>	A self-addressed label and postage is enclosed with the application.
<input type="checkbox"/>	The applicant has enclosed 2 passport sized photographs duly signed on the back enclosed.
<input type="checkbox"/>	The proposer has ensured that the applicant understands that they must not shoot (except as a guest as permitted under the Byelaws) until they are in possession of their probationary membership card.
<input type="checkbox"/>	The proposer has explained the club's training programme, including the mandatory formal induction, which must be completed before the applicant can attend any club activity (including unaccompanied shooting)

Signature of proposer

The form must be submitted as an original document, which means that copies, emails scans and/or photos are not acceptable.

APPLICATION Process

Please send your completed application and all required documents to :

The Membership Secretary

HPR&PC Ltd

PO BOX 258

Havant

Hampshire.

PO9 9FA

----- **OFFICE USE ONLY** -----

Document History

Version	Author	Comment
1.0	Rob Parkhouse	New for 2026
1.1	Rich Johnston	Merge Part1/Part2 and simplify.