

# Department of Home Affairs

## Firearms Licensing Consultative Committee

### Application Form

You are asked to return the completed form to:

**Shelley Walker, Legislation & Policy Executive**  
**Chief Executive's Office**  
**Department of Home Affairs Headquarters**  
**Tromode Road, Douglas, IM2 5PA**

or alternatively send your scanned signed copy via email to:  
[GeneralEnquiries.DHA@gov.im](mailto:GeneralEnquiries.DHA@gov.im)

Please fully complete all sections of this *form* and return to the above address, or alternatively scan a wet ink signed copy, together with an up to date *Curriculum Vitae* and a *statement* on why you feel you are eligible for this post.

#### Personal Details

Title (Mr/Mrs/Miss/Ms/Other...specify)	<input type="text"/>
Surname	<input type="text"/>
First Name(s)	<input type="text"/>
Home Address	<input type="text"/> <input type="text"/> <input type="text"/>
	<input type="text"/> Post Code
Telephone Number	<input type="text"/>
Mobile Number	<input type="text"/>
E-mail	<input type="text"/>

#### Certification Holder

Do you hold one of the following on the Isle of Man? - please indicate all that apply:

Please indicate approximate duration licence held for in months (m) or years (y)

Regulated Weapons Certificate	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Duration Held:	<input type="text"/>
Firearms Certificate	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Duration Held:	<input type="text"/>
Registered Firearms Dealer	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Duration Held:	<input type="text"/>
Black Powder Licence	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Duration Held:	<input type="text"/>

Do you hold any additional certification outside of the Isle of Man? - if Yes please provide details within the Other Information Section



## References

Please provide the names and addresses of two persons from whom references may be obtained. References will be taken up prior to interview if you are short listed, unless you indicate otherwise in the space provided. Candidates should not give the names of serving civil servants for character references. Referee names should not be given without the consent of the person concerned.

### Reference One:

May we approach this referee prior review of applications?

Yes

No\*

Name

Address

Telephone

E-mail

Post Code

### Reference Two:

May we approach this referee prior to review of applications?

Yes

No\*

Name

Address

Telephone

E-mail

Post Code

## Other Information

If there is any other general information you would like to include about your past experience, personal qualities and skills, please do so here.

  
  
  
  
  
  
  

I declare that to the best of my knowledge the information contained in this form and my C.V. is true and accurate. I understand that if any details I have given are found to be false, or that I have withheld relevant information, my application may be disqualified or, if already in employment, my appointment terminated. I understand that personal details about me will be held electronically and manually for employment purposes, subject to the requirements of data protection legislation.

Signature

Date

# Isle of Man Government

## Department of Home Affairs

### Appointments to the Firearms Licensing Consultative Committee

The Department of Home Affairs is looking for suitable members of the public to join the Firearms Licensing Consultative Committee.

The general remit of the Committee is to consider the operation of firearms legislation with a particular emphasis on public safety and to report directly to the Department of Home Affairs on firearms issues.

The detailed purpose and terms of reference of the Committee along with a person specification for membership of the Committee are attached at annex A to these notes.

Potential applicants are encouraged to find out more by telephoning Shelley Walker on 694306 or e-mailing [GeneralEnquiries.DHA@gov.im](mailto:GeneralEnquiries.DHA@gov.im).

#### **Entry Requirements**

An application form must be completed and submitted alongside the applicant's Curriculum Vitae setting out any relevant knowledge and experience that the applicant feels they have that makes them suitable for this appointment.

Potential appointees are also requested to provide information regarding their Firearms, Shotguns etc. Certification on their application form, it is requested that details of any certificate held, either on Island, or indeed in any other jurisdiction, is noted in the relevant space provided on the application form.

#### **Eligibility for Membership**

The Committee are seeking members from across the Island's firearms community to join them, and anyone can apply. While no formal qualifications are required, applicants need to show they have the relevant experience, interest, commitment and time to take part in the committee and would be able to offer a valuable contribution to its work. We are also happy to receive applications from those individuals who are suitably designated as representatives for larger membership organisation, for example rifle clubs, game societies etc.

#### **Selection Procedures**

All applications will be assessed and appropriate candidates will be selected from amongst these applications by a panel and then invited to join the Committee. Applicants may be contacted for an informal discussion around their application, should the panel have particular questions for that applicant, or wish to directly verify anything with the applicant.

Referees of those invited to join the Committee may be approached in advance of an offer of appointment **providing** permission has been given on the application form. Where permission has not been given on the application form, a referee would not be approached prior to confirmation that they may be approached.

## **Terms and Conditions of Appointment**

This appointment of Committee members will be subject to the purpose and terms of reference of the Committee and any offer of membership is subject to the agreement of the Department.

Membership of the Committee is subject to the seven principles underpinning public life found within the Government Code, and as detailed in **annex B**.

Because of the particular role and requirements of the Committee applications for membership will be particularly based on the experience, and in some cases occupation, of the individual applicants. On this basis those appointed as Members will likely have particular interests that they are in effect representing openly rather than as any potential conflict of interest with the work of the Committee.

## **Remuneration**

No remuneration is offered for lay persons who wish to represent the Island's firearms community by joining the Committee. Those who apply to join the Committee do so by volunteering their services to work alongside representatives of the Department of Home Affairs, the Isle of Man Constabulary and the Department of Environment, Food and Agriculture, and are appointed on this basis.

No expenses related to the attendance of meetings or travel to and from meetings can be claimed.

## **Hours of Work**

The average time commitment for membership of the Committee is one hour every three months to attend meetings (held at each quarter of the year) with additional time needed in advance of meetings to review agendas/minutes. It is possible that additional meetings/longer meetings may be scheduled over the course of a year to allow more detailed discussions to take place as required.

Meetings will ordinarily be held at the Department of Home Affairs Headquarters Buildings in Tromode. Free parking is available within the designated visitors' bays. Refreshments will be provided.

## **Smoking Policy**

You will be expected to comply with the Isle of Man Government Smoking Policy, and for the policy within the building in which you are appointed, in accordance with the Public Health (Tobacco) Act 2006.

## **Further Information**

For further information, please contact the Secretary of the Committee - Shelley Walker - by telephoning 01624 694306 or via email to [GeneralEnquiries.DHA@gov.im](mailto:GeneralEnquiries.DHA@gov.im)

## **Note**

**Canvassing of political members of the Department of Home Affairs either directly, or indirectly, will disqualify the candidate. This does not prevent an applicant from seeking more information on the role from officers of the Department or from using for reference purposes Members of the Legislature, other than those serving in the Department of Home Affairs.**

## **Annex A - Purpose and Terms of Reference**

Firearms Licensing Consultative Committee Member

### **Purpose of the Firearms Licensing Consultative Committee:**

The Purpose of the Firearms Licensing Consultative Committee is:

- To allow individuals and/or organisations who have suitable relevant knowledge and/or experience to have a forum in which to share their views, which are representative of the interests of the wider firearms community on the Island, with the Department in turn allowing for consultation and engagement with that community;
- To collaborate with the Department on future planned updates to the existing Firearms legislation in particular any new primary legislation (a new Firearms Act); and;
- To help to resolve day to day licensing issues raised by the Police or via the Committee etc.

### **Terms of Reference:**

The terms of reference of the Committee (at last update) were as follows:

- Develop effective dialogue between the Police and the shooting community.
- Review current legislation against its current fitness for purpose.
- Make recommendations to the Department of Home Affairs for future legislative changes.
- Champion the safe use and storage of all firearms and regulated weapons.
- Provide the shooting community with the most up to date information and advice.
- Continually strive for improvements for the shooting community.

**Annex A - Person Specification**  
Firearms Licensing Consultative Committee

<b>ATTRIBUTES</b>
<b>Qualifications</b>
<p>Members of the Firearms Licensing Consultative Committee must have the relevant experience, interest, commitment and time to take part in the committee and be able to offer a valuable contribution to its work.</p> <p>While no specific qualifications are necessary the successful candidate will be required to provide their Curriculum Vitae in which they set out their relevant interests and/or experiences along with an application form providing information about any Firearms, Regulated Weapons etc. Certification which they hold either on the Island or in any other jurisdiction.</p>
<b>Experience</b>
<p>Members of the Firearms Licensing Consultative Committee come from all backgrounds and walks of life and the diversity of experience each member brings to the Committee is valued. Applicants will be required to show how their experiences may be relevant to the work of the Committee and (if relevant) how they can act as a representative of a larger membership organisation.</p>
<b>Knowledge &amp; Skills</b>
<p>Members of the Firearms Licensing Consultative Committee must have specific knowledge of firearms, regulated weapons or similar which are required for this appointment.</p> <p>Applicants should also possess a number of other skills. These will include the ability to:-</p> <ul style="list-style-type: none"> <li>• listen and respond effectively to the discussion topics of the Committee;</li> <li>• convey points clearly (orally and in writing);</li> <li>• utilise Microsoft Word and email, or similar software;</li> <li>• contribute to discussions and be prepared to support your views;</li> <li>• work as a member of a team; and</li> <li>• observe and respond effectively.</li> </ul>
<b>Key Competencies and Behaviours</b>
<p>The applicant will be expected to:-</p> <ul style="list-style-type: none"> <li>• maintain the highest standards of integrity and honesty in full compliance with the seven principles of public life (see annex B of the information pack);</li> <li>• have an awareness of the need to treat everybody with fairness, respect and dignity;</li> <li>• hold a commitment to the work of the Committee; and</li> <li>• show perseverance and a willingness to take responsibility and challenge when necessary.</li> </ul>

<b>Circumstances/Interests</b>
<p>A desire and commitment to contribute to the Government's core purpose "to maintain and build on the Island's high quality of life."</p> <p>Conduct themselves at all times, both in their professional and personal lives, in a manner which will maintain public confidence in the position.</p>



**Annex B - Firearms Licensing Consultative Committee**  
Conflicts of Interest  
A guide for applicants for membership of public bodies

**The Seven Principles Underpinning Public Life**

The Government Code requires members of Boards and Committees at all times to exercise the highest standards of behaviour in line with the seven principles of public life.

The principles of public life are as follows:

- Selflessness** Holders of Public Office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or other friends.
- Integrity** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
- Objectivity** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- Accountability** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- Openness** Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- Honesty** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- Leadership** Holders of public office should promote and support these principles by leadership and example.

All candidates who put themselves forward for public appointment must be able to demonstrate their commitment to the principles and values of public service.