

**Headley Park R&PC Limited**  
Shooting as Headley Park Rifle & Pistol Club

**Application for Probationary Membership from 1 January 2024 – PART 1**  
**(Please use block capitals)**

**PERSONAL DETAILS**

Surname (Mr/Mrs/Ms).....Forenames.....(as per FAC/SGC).

Address.....

.....Post Code .....Telephone number.....

Email address.....Date of birth.....

Has the applicant ever used any other name? YES / NO If YES, what was it ? .....

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

Has the applicant lived at a different address to the one given above in the last 5 years ? YES / NO Details of different address.....

FAC No. (if held).....Expiry date ..... Issuing Authority.....

SGC No. (if held).....Expiry date ..... Issuing Authority.....

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

**HAVE YOU EVER HAD AN F.A.C. or S.G.C. APPLICATION REFUSED? YES / NO**

**HAVE YOU EVER HAD AN F.A.C. or S.G.C. REVOKED? YES / NO**

Please give details on the reverse of this form of any previous shooting experience and club membership together with any other relevant information including NRA membership number if applicable.....

**PROBATIONARY REQUIREMENTS, ATTENDANCES AND POLICE SCREENING**

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

All probationers, in order to apply for full membership, require 10 signed attendances, with minimum probationary period of 6 months. In all cases the maximum period is twelve months. The attendances are to be recorded on a Probationary Attendance Form which you will receive with your probationary membership card. Only 3 attendances at a clay shoot may be used towards your 10 signatures.

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 by the Director and 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 and applicant shoot at the ranges or at Bisley until such process is completed, except as a guest permitted under the Byelaws.

**THE PROBATIONARY MEMBERSHIP APPLICATION PROCEDURE**

Completion of the personal details part, above

Read the section on Probationary requirements, attendances and Police screening, above

Read all the Club rules, Notices, and Operational and Administrative Arrangements, below

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Completion of the payments section, in accordance with the Subscription Notice for 2024, below  
Include passport photos  
Signature of the confirmations/declarations – note that the first five are compulsory  
Proposer and seconder to sign at the end of application  
Send both parts of the application to the Director and Secretary and the address given at the end

**CLUB RULES, NOTICES, AND OPERATIONAL AND ADMINISTRATIVE ARRANGEMENTS**

**Notice of insurance limitations**

Please note the Club requirement that you must have your own Third Party Insurance if you wish to shoot unaccompanied at the range. Only full members are allowed to shoot alone. Your insurance must 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. **Confirmation of your understanding of this is requested at the end of this application.**

**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 (for the sake of simplicity 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 forms).

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

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. **Such 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 **free of charge unless such** 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

**Changes in your circumstances**

Please note that you are required to inform the Club if you are with respect to the definition in section 21 of the Firearms Act 1968 of a *prohibited person* or it changes after this application or at any time during your membership. **Confirmation of not being a prohibited person is requested at the end of this application.**

This section sets out restrictions on the possession of firearms by certain categories of persons convicted of crimes

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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.**

### Home/Hand/Handloading loading of ammunition

It is a condition of Membership that if a Member home/hand loads ammunition he/she must read and understand the NSRA Code of Practice on Home Loading, which is available on the NSRA web site, which applies to any person wanting to use such ammunition on NSRA ranges, or any range owned or operated by an NSRA affiliated club and covered by NSRA insurance, which includes our Club. Also he/she must read the NRA Code of Practice Hand Loading Firearms Ammunition for all NRA and Affiliated Club Members, which includes our Club, for use on NRA or any MOD range, see NRA website. AND IN EITHER/BOTH CASES, you will need to sign or will sign the Declaration at the end of those Codes and send it/them to the Chairman. **Confirmation that you will follow the Codes is requested at the end of this application.** Failure to sign these confirmations means that you will not be allowed to use home/hand loaded ammunition on the Club ranges or at Bisley or any MOD range.

### Fullbore shooting at bisley

If you are a member of the NRA, simply provide your NRA membership number .....and read no further. If you are **not** a member of The NRA but wish to shoot fullbore at Bisley with the Club you may do so as a probationary member without charge. **Confirmation that you wish to shoot at Bisley is requested at the end of this application.**

The NRA also requires shooters to hold a Shooter Certification Card (SCC) to use Bisley ranges, and the NRA will issue an SCC provided the Club has carried out the appropriate training and certification of its Club members. To this end the Club Chairman, Robert Chinn 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-ddmmyy.jpeg). You will need to promptly provide the information by email [robchinn1@aol.com](mailto:robchinn1@aol.com) If the NRA is your primary club you may opt to continue to be directly certified by NRA

### PAYMENTS AND SUBSCRIPTION NOTICE 2024

The amount payable for probationary membership depends on the **date** in each quarter of the year in which **your application is submitted.**

ONLY PAY THE AMOUNTS SPECIFIED HERE		FAC/SGC holder		Non FAC/SGC holder	Junior
CALENDAR YEAR 2023		Member	Spouse/Civil partner	Member and Spouse/Civil partner	
Q1 2024	Jan to Mar	£130.00	£65.00	£40 each	FREE
Q2 2024	Apl to Jun	£97.50	£48.75	£30 each	FREE
Q3 2024	Jul to Sep	£65.00	£32.50	£20 each	FREE
Q4 2024	Oct to Dec	£32.50	£16.25	£10 each	FREE

**Joining fee** In addition to membership fees, and once off joining fee of £15 is payable to cover the cost of training materials, which you may retain.

**Junior membership fees** are free until their 21<sup>st</sup> birthday at which point the fees are payable in accordance with the above table. A separate junior application form is required.

*This form is only valid until 31 December 2024*

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Please complete the payments summary below :

Joining fee.....	£.....15.....
Applicant with FAC/SGC.....	£ .....
SPOUSE/CIVIL PARTNER... ..	£ .....
Applicant without FAC/SGC .....	£ .....
Junior.....	£.....Nil.....
TOTAL PAYMENT DUE.....£.....	

Once your Hampshire Police screening process is complete, which may take some time, the Director and 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.

**Passport photos to be included with application**

The application must include 2 non digital passport sized photographs signed on the reverse and a C5 envelope (9x8 3/8), with at least 3 second class stamps affixed

**CONFIRMATIONS/DECLARATIONS**

**Tick to  
confirm**

I apply for membership and agree to follow the rules and Byelaws of  
Headley Park R&PC Limited amended from time to time

☐

I consent to the Club holding my personal data as explained above

☐

I confirm that I/we have not been categorized as a prohibited person

☐

I/we home/hand load ammunition and confirm that I have read and  
understood the NSRA Code of Practice for Handloading Firearms

☐

Ammunition, and NRA Code of Practice Hand Loading Firearms Ammunition  
and I/ we will abide by these Codes of Practice, as applicable

☐

I confirm that if I/we want to be able to shoot on my own, I confirm that I  
understand the risk situation and that I hold my own insurance cover as  
the clubs policy does not cover unaccompanied shooting

I wish to shoot fullbore at Bisley with the Club, am **not** an NRA member  
and require a shooters certification card. Digital photos have been sent to  
Robert Chinn

☐

I wish to shoot fullbore at Bisley with the Club, am an NRA member and  
require a shooters certification card. My NRA number is  
Digital photos have been sent to Robert Chinn

☐

Dated..... Signed.....

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

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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** (please print) .....

Address .....

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

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

CHECK LIST TO BE COMPLETED SIGNED BY PROPOSER	
<ol style="list-style-type: none"><li>1. Has part 1 of the application been fully completed with all relevant declarations duly made.</li><li>2. Has part 2 (application to become a member of the company) been fully completed.</li><li>3. Is a C5 envelope and three second class stamps enclosed.</li><li>4. Are there 2 passport sized photographs duly signed on the back enclosed.</li><li>5. The proposer has explained fully the fact that the prospective new member may not shoot (except as a guest as permitted under the Byelaws) until they are in possession of their probationary membership card following Police Screening.</li><li>6. Has the proposer fully explained the training programme including the fact that the formal induction and must be completed prior to other attendances etc.</li></ol>	Tick here

**YOU MUST ALSO COMPLETE PART 2 OF THIS APPLICATION WHICH IS A SEPARATE APPLICATION FOR MEMBERSHIP OF HEADLEY PARK R&PC LIMITED A COMPANY LIMITED BY GUARANTEE.**

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

**APPLICATION DESTINATION**

**Both parts of the the application are to be submitted to The Director and Secretary, HP R&PC Ltd, PO Box 920, BOGNOR REGIS PO21 9NU.**