

# CHANGE OF DETAILS FOR A PAINTBALL PERMIT



13 32 20 [fairtrading.nsw.gov.au](http://fairtrading.nsw.gov.au)

**Please read this information before completing this form.**  
**This form can be completed in Adobe Reader and saved for your records.**

## Information for applicants

- You should complete this form if you are applying to vary the details of your existing: (a) paintball marker permit, (b) paintball venue permit, or (c) an international paintball competitor permit.
- For more information about paintball permits, go to the Fair Trading website [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)
- For help in completing the application form, call 13 32 20 or email [FTlicensing@customerservice.nsw.gov.au](mailto:FTlicensing@customerservice.nsw.gov.au)

## How to lodge

- **By email** to [FTlicensing@customerservice.nsw.gov.au](mailto:FTlicensing@customerservice.nsw.gov.au).
- **In person** at any **Service NSW Centre**. For the address of your nearest Service NSW Centre please telephone 13 77 88 or visit [www.service.nsw.gov.au/service-centre](http://www.service.nsw.gov.au/service-centre)

**The above information is intended as a guide only and is included to assist you in completing and lodging this form. This page is not part of the form. If required, professional advice should be obtained regarding the matters dealt with in this form.**

# CHANGE OF DETAILS FOR A PAINTBALL PERMIT

13 32 20 fairtrading.nsw.gov.au

Please read the information before completing this form.  
This form can be completed in Adobe Reader and saved for your records.

## 1. PART A – Permit details

What type of permit do you currently hold? (tick one)

- 1) ☐ Paintball venue permit ▶ Go to PART B
- 2) ☐ Paintball marker permit ▶ Go to PART C
- 3) ☐ International paintball competitor permit ▶ Go to PART D

Permit number/s to be changed

## 2. PART B – Paintball venue permit details

Business name

Registered (trading) name (if applicable)

Nominated contact person

Email address

Is this a new email address?

☐ Yes ☐ No

**Note:** All correspondence will be sent to this email address, unless otherwise requested.

Business address

Suburb

State

Postcode

Is this a new business address?

☐ Yes ☐ No

ABN or ACN or other registered incorporation number (if any)

Office telephone number

Is this a new telephone number?

☐ Yes ☐ No

Mobile number

Is this a new mobile number?

☐ Yes ☐ No

## Changes to the paintball venue address

Complete this section if there are any changes to the information that you previously provided to the Department.

Permit Number	Current venue location	New venue location	
	Address:	Address:	
	Suburb:	Suburb:	
	State:	Postcode:	State:
	Address:	Address:	
	Suburb:	Suburb:	
	State:	Postcode:	State:
	Address:	Address:	
	Suburb:	Suburb:	
	State:	Postcode:	State:
	Address:	Address:	
	Suburb:	Suburb:	
	State:	Postcode:	State:
	Address:	Address:	
	Suburb:	Suburb:	
	State:	Postcode:	State:

## Changes to the directors of the corporation, body corporate, or partnership or the sole trader

Complete this section if there are any changes to the information that you previously provided.

### Names of any directors to be removed *(if applicable)*

List the full names of any persons that are to be removed from the record associated with the paintball venue permit:

Title	Given name(s)
<input type="text"/>	<input type="text"/>
Family/Surname	
<input type="text"/>	
Position title	
<input type="text"/>	

Title	Given name(s)
<input type="text"/>	<input type="text"/>
Family/Surname	
<input type="text"/>	
Position title	
<input type="text"/>	

## Changes to the directors of the corporation, body corporate, or partnership or the sole trader *(continued)*

### Names of any new directors or members to be added *(if applicable)*

List the full names of any new directors of the body corporation, body corporate, or partnership or the sole trader:

Title	Given name(s)
<input type="text"/>	<input type="text"/>
Family/Surname	
<input type="text"/>	
Position title	
<input type="text"/>	

Title	Given name(s)
<input type="text"/>	<input type="text"/>
Family/Surname	
<input type="text"/>	
Position title	
<input type="text"/>	

**Each person listed is to complete the Paintball Marker Additional Details Form (which requires the personal history for each person). You must submit all completed Additional Details Form as an attachment(s) to this Change of Details Form.**

## Changes to any “close associates”

Complete this section if there are any changes to the information that you previously provided.

**Note:** A **close associate** of the holder of a permit is a person who:

- (a) holds or will hold any relevant financial interest, or is/will be entitled to exercise any relevant power (whether in the person's own right or on behalf of any other person) in the business of the holder that is/will be carried under the authority of the permit, and through that interest/power is/will be able to exercise a significant influence over or with respect to the management or operation of that business, or or
- (b) holds or will hold any relevant position (whether in the person's own right or on behalf of any other person) in the business of the holder that is/will be carried under the authority of the permit, or
- (c) is/will be engaged as a contractor or employed in the business of the holder that is/will be carried under the authority of the permit.

### Names of any “close associates” to be removed *(if applicable)*

List the full names of any persons that are to be removed from the record associated with the paintball venue permit

Title	Given name(s)
<input type="text"/>	<input type="text"/>
Family/Surname	
<input type="text"/>	
Position title	
<input type="text"/>	

Title	Given name(s)
<input type="text"/>	<input type="text"/>
Family/Surname	
<input type="text"/>	
Position title	
<input type="text"/>	

## Changes to any “close associates” *(continued)*

### Names of any “close associates” to be added *(if applicable)*

List the full names of any “close associates” that are/will be associated with the holder of the permit:

Title	Given name(s)
<input type="text"/>	<input type="text"/>
Family/Surname	
<input type="text"/>	
Specify in what capacity is this person a close associate	
<input type="text"/>	

Title	Given name(s)
<input type="text"/>	<input type="text"/>
Family/Surname	
<input type="text"/>	
Specify in what capacity is this person a close associate	
<input type="text"/>	

**Each person listed is to complete the Paintball Marker Additional Details Form (which requires the personal history for each person). You must submit all completed Additional Details Form as an attachment(s) to this Form.**

► [Go to PART E](#)

## 3. PART C – Paintball marker permit

Complete this section if there are any changes to the information that you previously provided to the Department.

Current Permit number

### Existing Contact Details

Title	Given name(s)		
<input type="text"/>	<input type="text"/>		
Family/Surname			
<input type="text"/>			
Address <i>(not PO Box)</i>			
<input type="text"/>			
Suburb	State	Postcode	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

### New Contact Details

Title	Given name(s)
<input type="text"/>	<input type="text"/>
Family/Surname	
<input type="text"/>	

If your name has changed:

- ☐ I have attached a certified copy of the marriage certificate issued by a Registry of Births, Deaths and Marriages in Australia *(if applicable)*.
- ☐ I have attached a certified copy of the change of name certificate issued by a Registry of Births, Deaths and Marriages in Australia *(if applicable)*.

### 3. PART C – Paintball marker permit *(continued)*

Daytime telephone number

Mobile number

Email address

Address *(not PO Box)*

Suburb

State

Postcode

**Note:** Correspondence will only be sent to this address if an email address is not provided.

If your address has changed, please provide details of paintball marker storage:

Serial number <i>(if paintball marker has no serial number, provide the description of the paintball marker)</i>	Marker description (Make / Model)	New storage location
		Address:
		Suburb:
		State:
		Address:
		Suburb:
		State:
		Address:
		Suburb:
		State:
		Address:
		Suburb:
		State:
		Address:
		Suburb:
		State:
		Address:
		Suburb:
		State:

### 3. PART C – Paintball marker permit *(continued)*

		Address:	
		Suburb:	
		State:	Postcode:
		Address:	
		Suburb:	
		State:	Postcode:
		Address:	
		Suburb:	
		State:	Postcode:

► Go to PART E

### 4. PART D – International paintball competitor permit

Complete this section if there are any changes to the information that you previously provided to the Department.

Title      Given name(s)

--	--

Family/Surname

--

Date of birth (DD/MM/YYYY)

--

Daytime telephone number

--

Mobile number

--

Email address

--

**Note:** All correspondence will be sent to this email address.

International residential address *(not PO Box)*

--

Suburb

--

State

--

Postcode

--

Passport number

--

Country of issue

--

**Note:** You should notify the Department if your details change.

#### 4. PART D – International paintball competitor permit *(continued)*

##### COMPETITION DETAILS

###### Competition 1

Name of venue

Address

Suburb

State

Postcode

Venue telephone number

Mobile number

Email address

Competition date(s)

###### Competition 2

Name of venue

Address

Suburb

State

Postcode

Venue telephone number

Mobile number

Email address

Competition date(s)

► Go to PART E

#### 5. PART E – Declaration by the holder of a permit

I declare that:

- I am the applicant or (in the case of a business) I am authorised to make this application on behalf of the applicant;
- the information provided in this application is true and correct in every detail;
- I understand that the Department of Customer Service may require me, or a close associate, to provide information relevant to the investigation of this application; and
- I authorise the Department of Customer Service to make enquiries and exchange information with other NSW government agencies, or other states, territories and/or the Commonwealth, regarding any matter relevant to the assessment of this application or for compliance purposes.

**Note:** Making a false or misleading statement, giving false or misleading information, or producing false or misleading documents is a serious offence which may render you liable to prosecution for offences including under the Crimes Act which may result in penalties including a fine or imprisonment.

Title      Given name(s)

Family/Surname

Position title *(if relevant)*

Signature

Date signed (DD/MM/YYYY)

This form is designed to be completed in Adobe Reader. A cross appearing in the digital signature field above may indicate a compatibility issue. If a cross appears please sign here



## 5. PART E – Declaration by the holder of a permit *(continued)*

### Privacy Statement

NSW Fair Trading, Department of Customer Service gives priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act). Service NSW acts as a shopfront for us and performs transactions for you, on our behalf.

The personal information contained in your application is collected and held by NSW Fair Trading and Service NSW will collect and hold personal information on our behalf as part of the application process.

We are collecting your personal information for the following purposes:

1. For determining an application to vary your paintball marker permit in accordance with *Paintball Regulation 2019* and section 19 of *Paintball Act 2018* No 44.
2. Internal administrative purposes, including liaising with you in relation to your application.
3. We may use the information to support more informed policy making, program management, evaluation, research and service planning as it can facilitate more efficient service delivery for residents and business in NSW.

The consequence of not providing it is that your application may not be able to be determined. We may use the personal information contained in your application to confirm your details if you make any subsequent applications in relation to any licence or authority issued by NSW Fair Trading. We may also use it to administer/ update our customer database, including to send you information that we consider important such as reminders to renew licences.

We will store and manage your personal information in accordance with provisions under the PPIP Act.

If required, we may make enquiries and exchange information with other NSW government agencies (including the NSW Police Force), or other States, Territories and/or the Commonwealth for the purpose of assessing your application and for compliance purposes. We may disclose your personal information for these purposes.

We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. Our [Privacy Statement](#) describes when this may occur. You can find this information and our [Privacy Management Plan](#) on the Department of Customer Service website.

Please see the [Fair Trading Privacy Code of Practice](#) for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is inaccurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email [brdprivacy@customerservice.nsw.gov.au](mailto:brdprivacy@customerservice.nsw.gov.au).

For more information about how Service NSW handles personal information please visit [www.service.nsw.gov.au/privacy](http://www.service.nsw.gov.au/privacy).

## 6. Payment details

This application must be accompanied by the prescribed fee. For information on how much to pay, visit the fees section available at

<https://www.fairtrading.nsw.gov.au/help-centre/fees/paintball-fees>

### Payment:

Pay by credit card or PayPal using the following link:  
[www.fairtrading.nsw.gov.au/applicationpayments](http://www.fairtrading.nsw.gov.au/applicationpayments)

Step 1 – Click on the link or type the URL into your web browser

Step 2 – Follow the instructions online to complete the payment

Step 3 – When the lodgement fee is paid online you will receive a receipt number. Please record the receipt number below before lodging the application, not providing this information may result in delays in processing your application.

Receipt number

**Note:** If you are having difficulty lodging the application please contact NSW Fair Trading on 13 32 20.

Please attend a Service NSW centre to lodge and pay by other methods.