

## Customer Information

### Submitting an application for the operation of a shooting range for civil purposes, for the amendment of the shooting range regulations

#### inNOVA form included in the Information

Case group: Civilian firearms administration

| Identifier | Title of form   |
|------------|---|
| RI-0623    | Kérelem polgári rendeltetésű lőtér üzemeltetéséhez, lőtér szabályzat módosításához  |
|            | Application for the operation of a shooting range for civil purposes, for the amendment of the shooting range regulations |

This information is effective as of 1 January, 2022.

#### Legislation relating to the procedure:

1. Act CL of 2016 on the general rules of administrative proceedings and services  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=199170.3312401](http://njt.hu/cgi_bin/njt_doc.cgi?docid=199170.3312401)
2. Act XXIV of 2004 on firearms and ammunition (hereinafter referred to as Arms Act)  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=83823.323256](http://njt.hu/cgi_bin/njt_doc.cgi?docid=83823.323256)
3. Act CCXXII of 2015 on the general rules of electronic administration and trust services  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=193173.338642](http://njt.hu/cgi_bin/njt_doc.cgi?docid=193173.338642)
4. Government decree 253/2004. (VIII. 31.) on weapons and ammunition (hereinafter referred to as G.d.) [http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=86434.329877](http://njt.hu/cgi_bin/njt_doc.cgi?docid=86434.329877)
5. Government decree 329/2007 (XII.13.) on the bodies of the Police and on the tasks and powers of the Police [http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=112629.326988](http://njt.hu/cgi_bin/njt_doc.cgi?docid=112629.326988)
6. Decree of the Ministry of Interior 49/2004. (VIII.31.) on shooting ranges, the storage of firearms and ammunition by the authorities and the theoretical and practical requirements of the possession of firearms [http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=84517.328286](http://njt.hu/cgi_bin/njt_doc.cgi?docid=84517.328286)
7. Decree of the Ministry of Interior 50/2004. (VIII. 31.) on the administrative service fees for examinations on the knowledge of weapons, examinations on the distribution of weapons, the storage of firearms and ammunition by the authorities and authorising activities relating to weapons and ammunition (hereinafter referred to as D.) [http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=84536.328287](http://njt.hu/cgi_bin/njt_doc.cgi?docid=84536.328287)
8. Decree of the Ministry of Justice and Law Enforcement 67/2007. (XII. 28.) on the establishment of the jurisdictions of the Police [http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=110516.316679](http://njt.hu/cgi_bin/njt_doc.cgi?docid=110516.316679)

#### Procedure:

Operating a shooting range is permitted to sports associations, business entities or branches of business enterprises having their registered seat in another country which is a party to the Agreement on the European Economic Area, recorded or registered in Hungary.

### **Submitting the application:**

The application for the operation of the shooting range and the amendment of the shooting range regulations must be forwarded to the police headquarters competent according to the location of the shooting range, in Budapest to the Budapest Police Headquarters.

### **Costs and expenses of the procedure:**

The administration service fee payable for the application for the licence to operate the shooting range shall be HUF 50,000.

Administrative service fee for the application for the amendment of the shooting range regulations: HUF 3,000.

The administrative service fee is payable to the appropriation allocation bank account held by the relevant county police headquarters in charge of the police department initially involved; in Budapest, the Budapest Police Headquarters.

The administrative Service Fee can be paid by bank transfer or via the Electronic Payment and Settlement System (EFER) via online bank card payment (VPOS).

In the case bank transfer, the information field must contain the purpose of the payment e.g. „ application for a licence to operate a shooting range” and the registration number returned after the automatic registration, which is a case number consisting of the following positions:

X X X X X - X X X /X X X/ X X X X. F. (e.g.: 29000-821/111/2019. F.)

**Account numbers:** Account numbers listed in table 1. of information contained on next link: [az űrlapbenyújtáshoz kapcsolódó fizetési kötelezettségek teljesítéséhez](#)

### **Attachments to be added to the application for the operation of the shooting range submitted in pdf files:**

1. Designation of shooting range: temporary field, permanent field, built-in shooting range;  
[Off-road: With few structures, mostly natural bullet catchers  
Built shooting range: With more or less superstructures (eg indoor shooting range, built-in bullet catcher, signaling position)  
Built-closed shooting range: eg. cellar shooting range]
2. Location (exact address) of the shooting range, ground plan of the shooting range, map of adjacent land parcels;
3. Marking on each shooting range that the shooting range
  - the nature, caliber and category of the firearm or museum weapon, and
  - what purpose (training, competition, education, gun firing, skeet, trap, puck hunter, running game, point, etc.) do you want to use;
4. If the applicant is not the owner of the area concerned, the consent of the owner of the area concerned to the operation of the firing range;
5. A valid liability insurance contract for the operation of the shooting range as a hazardous operation

6. Forensic weapons expert opinion (danger area)
7. Proof of payment if the administrative service fee is paid in advance.
8. Shooting Range Rules in Word format (Annex 3 to Regulation)

The application, if available, may be accompanied by:

**Forensic Expert Noise Report, which includes the actual number of meters from the unobstructed boundary of the firing range, including the nature of the firearms, the caliber, the range and the intended use, of the environmental noise impact area.**

- In the proceedings, sectoral legislation [Kr. 5 / B. (4) of the Act] by virtue of the power of the client other than the applicant: the owner of the property within the scope of the shooting range as well as the person whose right to the property is registered in the land register.
- Impact area: The unencumbered enclosure of the shooting range and X meters from its boundary (determined by the expert).

The applicant may attach the expert's opinion, in which case the expert does not have to be seconded to the procedure (procedural cost, administrative time).

**Annex to the application for amendment of the shooting range regulations:**

- The new shooting range regulations in Word format.

**Processing the application:**

If during processing the application for the operation of a shooting range it is established that the entitled applicant has submitted the complete application to the authority having appropriate jurisdiction, or the applicant has complied with the request for correction or amendment, and that upon the site inspection carried out, the shooting range has met the requirements set forth in D., and furthermore, there are no grounds against the applicant in the Arms Act for refusal of granting the licence, the authority shall grant the licence to operate the shooting range in a form of a decision. In the case of an application for an amendment to the shooting range regulations, if the authority approves the submitted shooting range regulations, a decision will be made. The Police shall then send the applicant the electronically certified copy of the decision (licence). During the procedure no personal appearance is required when taking receipt of the permit.