

Date: 11th November 2025
Our ref: FOI/25/015797/M

FREEDOM OF INFORMATION REQUEST REFERENCE NO: FOI/25/015797/M

I write in connection with your request for information dated 06/11/2025, received by Greater Manchester Police (GMP) for the following information:

REQUEST 1:

What would you like to know?: Please provide the current policy, procedure or standard operating procedure used by the Greater Manchester Police Firearms & Explosives Licensing Unit for assessing:

firearm certificate (FAC) grants and renewals

shotgun certificate (SGC) grants and renewals

coterminous FAC/SGC applications

If different documents were in force on or after 1 April 2023, please also provide those earlier versions.

If GMP relies solely on the Home Office Statutory Guidance and has no separate local policy/SOP, please confirm this.

REQUEST 2:

What would you like to know?: Please provide any current internal:

risk matrices

checklists

decision/assessment templates

panel terms of reference

used by GMP Firearms & Explosives Licensing Unit when assessing suitability for firearm/shotgun certificates under the Firearms Act 1968 and the Home Office Statutory Guidance (including any documents referring to "most serious factors" and/or "other serious factors").

If no such tools are held, please confirm.

REQUEST 3:

What would you like to know?: Please provide the current retention schedule(s) or written rules applied by GMP to:

firearms/shotgun licensing records (applications, grants, refusals, revocations, renewals); and

domestic abuse-related incident / intelligence records where no charge, caution or conviction resulted, where such records may be considered in firearms licensing.

If GMP applies a national MoPI or corporate retention policy instead of a force-specific schedule, please provide the relevant section(s) or document title and version.

REQUEST 4:

What would you like to know?: Please state:

1. The name of the case management system(s) currently used by GMP for firearms and shotgun licensing (e.g. NFLMS or any successor/local system); and

2. Any brief internal guidance or user instructions (limited to overview pages if lengthy) that explain how licensing staff are to record, view and update licensing decisions on that system.

If no formal guidance is held, please confirm.

REQUEST 5:

What would you like to know?: For each financial year 2019/20, 2020/21, 2021/22, 2022/23, 2023/24, and 2024/25 year-to-date (to the most recent full month available), please provide the number of:

FAC grant applications received / granted / refused / withdrawn

SGC grant applications received / granted / refused / withdrawn

coterminous grant applications received / granted / refused / withdrawn

If available within the cost limit, please also include the same breakdown for renewals.

Please supply in any clear tabular format.

Result of Searches

Following receipt of your request searches were conducted within Greater Manchester Police (GMP) to locate the requested information. I can confirm the information requested is held by GMP. However, I am not obliged to provide all the information requested as exemption applies.

Request 1

Please see attached GMP's guidance document. This document is directly linked to the Home Office Statutory Guidance which GMP follow. Please see the following link [Firearms licensing: Statutory guidance for Chief Officers of Police](#)

Request 2

Please see attached GMP's guidance document. This document is directly linked to the Home Office Statutory Guidance which GMP follow. Please see the following link [Firearms licensing: Statutory guidance for Chief Officers of Police](#)

Request 3

When refusing to provide such information because an exemption applies, Section 17(1) of the Freedom of Information Act 2000 requires GMP, to provide you - the applicant - with a notice which: (a) states that fact, (b) specifies the exemption in question and (c) states (if that would not otherwise be apparent) why the exemption applies.

The requested information is exempt under **Section 21 – Information accessible to applicant by other means**. The information referred to is already available in the Public Domain. Please follow the link below.

[GMP Retention and Disposal of Records Policy and Procedure April 2024](#)

Request 4

Q1 – CycFirearms.

Q2 – No information held.

Request 5

Certificate Type – Firearms Grant

Year	Received	Granted	Refused	Withdrawn
2019/20	116	90	7	19
2020/21	51	46	1	4
2021/22	125	99	7	19
2022/23	113	84	10	19
2023/24	137	116	6	15
2024/25	128	109	5	14

2025/26	60	29	1	5
---------	----	----	---	---

Certificate Type – Firearms Renewal

Year	Received	Granted	Refused	Withdrawn
2019/20	353	327	5	21
2020/21	401	384	3	14
2021/22	369	346	2	21
2022/23	348	341	1	6
2023/24	255	246	1	8
2024/25	277	265	1	11
2025/26	182	118	0	7

Certificate Type – Shot Gun Grant

Year	Received	Granted	Refused	Withdrawn
2019/20	256	190	20	46
2020/21	141	117	11	13
2021/22	256	212	24	20
2022/23	219	184	15	20
2023/24	229	185	22	22
2024/25	232	210	10	12
2025/26	133	54	4	5

Certificate Type – Shot Gun Grant Renewal

Year	Received	Granted	Refused	Withdrawn
2019/20	801	758	4	39
2020/21	1120	1074	5	41
2021/22	968	924	6	38
2022/23	841	814	7	20
2023/24	537	513	3	21
2024/25	601	585	1	15
2025/26	458	270	1	22

Certificate Type – Coterminous Shot Gun Grant

Year	Received	Granted	Refused	Withdrawn
2019/20	55	41	6	8
2020/21	25	20	1	4
2021/22	70	55	6	9
2022/23	40	28	6	6
2023/24	66	51	6	9
2024/25	85	74	4	7
2025/26	31	12	1	4

Certificate Type – Coterminous Shot Gun Grant Renewal

Year	Received	Granted	Refused	Withdrawn
2019/20	285	272	4	9
2020/21	318	305	1	12

2021/22	310	286	0	24
2022/23	287	281	1	5
2023/24	227	217	0	10
2024/25	237	228	0	9
2025/26	147	101	0	5

RED <i>Escalate to DS [approved by FLM/escalated to SOP]</i>	AMBER <i>To casework for process / signed by DS/FLM to approve recommendation</i>	GREEN <i>To casework for process</i>
☐ Evidence of any of the 'Most Serious' or 'Other Serious' factors* from Section 3.24 to 3.29 of statutory guidance regarding the applicant or any occupant <u>within the past [Renewal 5 years / Grant 10 years]</u> ☐ Relevant medical conditions - diagnosed <u>within the last [Renewal 5 years / Grant 10 years]</u> (regardless of length of treatment) OR currently receiving treatment ☐ Recommendation to Refuse or revoke ☐ Return of guns recommended following a voluntary surrender/seizure ☐ Previously refused or revoked by any police force ☐ Police Officer / Police Employee - serving or former ☐ For any other reason a staff member believes, based on their professional judgement, the decision requires escalating to the FLM or above	☐ Evidence of any of the 'Most Serious' or 'Other Serious' factors* from Section 3.24 to 3.29 of statutory guidance regarding the applicant or any occupant <u>more than [Renewal 5 years / Grant 10 years]</u> ☐ Relevant medical conditions - diagnosed <u>more than [Renewal 5 years / Grant 10 years]</u> and no longer receiving any treatment ☐ Intelligence / crimes / incidents involving the applicant <u>within the past [Renewal 5 years / Grant 10 years]</u> which may question suitability (<i>falling outside of serious/most serious factors</i>) ☐ Any conviction, caution of bind over <u>within the past [Renewal 5 years / Grant 10 years]</u> (other than minor road traffic offences) ever received (<i>falling outside of serious/most serious factors</i>) ☐ Any environmental factor during a visit which may give cause for concern ☐ Financial Issues which may suggest unsuitability ☐ Excessive number of guns on a personal certificate. Or Concerns re. Security / good reason ☐ Under 18 years old ☐ For any other reason based on professional judgement, the	☐ Never diagnosed with or treated for any relevant medical condition ☐ No issues with declarations (or issue is minor which can be addressed by FEO via verbal advice) ☐ No intelligence (or intelligence which does not have any direct impact upon suitability) ☐ No financial issues ☐ No previous convictions, cautions or bind-overs (excluding minor road traffic offences) OR <u>minor convictions more than [Renewal 5 years / Grant 10 years]</u> ☐ Security deemed suitable for number of weapons held – good reason evidenced and assessed by FEO ☐ No other concern(s) highlighted which may question suitability

	decision requires review / consultation with supervision.	
<u>*Most serious factors:</u> (i) affiliation or involvement in terrorism or proscribed groups or organisations; or aggressive, abusive or anti-social behaviour or incitement to hatred against particular groups categorised by, for example, race, gender, disability, sexual orientation, age or religion; (ii) affiliation with a serious organised crime group, or other involvement in serious organised crime; (iii) affiliation with a gang, or other involvement in gang activities; (iv) domestic abuse; (v) any other violence or credible threats of violence; (vi) robbery or burglary; (vii) criminal use of firearms or other offensive weapons; (viii) sexual offences; and (ix) any of the above in relation to a family member or associate who lives at the address or has unsupervised access to the address.		
<u>Other Serious Factors,</u> (i) any criminal offence that can be dealt with only on indictment; (ii) a series of convictions, cautions or other disposals, when one on its own would not be sufficient to justify refusal or revocation; (iii) deliberate failure to declare relevant convictions or medical conditions (iv) failure to comply with firearms licensing requirements (v) alcohol or drug abuse which could result in impairment of judgement or loss of self-control; (vi) relevant medical conditions (vii) aggressive, abusive or anti-social behaviour of a nature that is likely to lead to harm, or fear of harm, in others; (x) any history of serious incidents involving firearms, or a careless approach to the handling of other dangerous items; (xi) behaviour indicating recklessness, loss of self-control or lack of regard for public safety or to the peace, for example, drink driving; and (xii) any of the above in relation to a family member or associate who lives at the address or has unsupervised access to the address.		