

Range access cards (keys) for 2018 / 2019

There are two options to get a range key:

1. Come to a club meeting with the following:
 - a. A printed & completed key lease form (**please date and sign the form**).
 - b. A copy of your Hutt Valley induction / range safety certificate (this course is only required to be done once; information is available on our website).
 - c. Your firearms licence.
 - d. Your current membership card (if you have received).
 - e. Your old key (if you have one).
 - f. The correct amount of cash for membership and range / key maintenance (if you have not paid online).

- Range cards are \$20 for new and existing members (this fee is built into all membership levels) and \$20 for lost or damaged cards.

2. Pickup from the Gunshop (2 Geange St, Upper Hutt 5018).

If picking up an access card (key) from the Gunshop, the process is (**please read carefully and don't just rock up to the shop expecting a key**):

- I. Complete the online Safer Shooting Course – see online for further details.

- II. Email your request and course certificate to hvnzda.range@gmail.com

- III. An online invoice will then be raised and emailed to you for an additional \$5.00. If you opted for Gunshop collection during signup or renewal, the process remains the same, except you will receive a \$0.00 invoice. This is a manual process so may take up to 14-days. The invoice must be paid via. credit card online. **You cannot pay at pickup or by Internet Banking – No Exceptions!** If you pay the invoice in full on a Monday, Tuesday or Wednesday, the access card will be ready to collect the following Monday. If you pay for the access card Thursday – Sunday, the access card will be ready to collect the following Friday.

- IV. Once paid online (follow the link in the invoice) you will receive a receipt via. email, take this, a completed key lease form (found on the website) plus your firearms licence into the Gunshop. You must also return your old key at the same time.

V. Complete the onsite register at the Gunshop and return your old key if you have one.

If you have any issues accessing your account, please send a password reset request to the following e-mail address (this can also take a few days to complete): hvnzda.range@gmail.com

The shop has been instructed that if you do not bring the correct items with you, no access card (key) will be issued. The shop does not have access to club records, nor do they have any key lease forms. Please be polite and respectful to the staff at the Gunshop as they are doing us a favour, any abuse given to the staff or committee will only jeopardise your membership.

This process protects access to the club range and assures that key holders are both financial members and current firearms licence holders which are requirements of our lease agreement.

Key administration is a major hassle and cost to the club so please bear with us.