

Chief Constable
Chief Constable Robert Carden
Police Headquarters
Carleton Hall Penrith,
Cumbria
CA10 2AU



4 March 2025

Dear XXXXXXXXXXXX

FREEDOM OF INFORMATION REQUEST – FOI 116/25

I refer to your request for information received by Cumbria Constabulary on 26 January 2025.
I note you seek access to the following information:

- 1. I would like to see details of the Firearms legislative powers if any, the firearms civilian staff have the power to enforce?*
- 2. I would like to see sight of the step by step processes the Civilian team at Firearms are required to follow in relation to assessing a firearms/shotgun renewal?*
- 3. I would like to see the structure of a firearms referral which would be submitted to the ACC for final decision, ie what would this include, reports from whom? the type of documentary evidence which would be submitted to ACC or is the evidence summarised by Civilian Firearms staff?*
- 4. I would like to know who is authorised to attend meetings with the ACC in relation to an individual firearm renewal?*
- 5. Details of what processes are in place to ensure unbiased evidence is submitted to the ACC?*
- 6. Please may I also have sight of the full legislation which the ACC uses to make his decisions on firearms renewals?*

Your request for information has now been considered and I can confirm Cumbria Constabulary does hold information relevant to your request and I have today decided to disclose this to you.

1. Legislative Powers are derived from Firearms Licensing Act 1968 (As Amended by the Crime & Policing Act) and associated Acts, also Statutory Guidance for Chief Officers of Police on Firearms Licensing - All legislation and Statutory Guidance are available on the Gov.UK website.
2. The Firearms Licensing Unit is made up of Police Staff and Police Officers, step by step process below:

Renewal Received - the process includes but is not limited to - Vetting and



EMPLOYER RECOGNITION SCHEME
BRONZE AWARD
Proudly supporting those who serve.



intelligence checks conducted (Police Staff & Police Officers) - Any risk factors identified, escalated to supervisory/management team for review (Police Sgt / Team Leader / Firearms Licensing Manager / Firearms Licensing Chief Inspector) Determination whether case is non-complex or complex, a complex Case is categorised as (Medical / Criminal Investigation / Security Issues) – If no immediate risk identified, allocation to a Firearms Enquiry Officer for visit and FEO Report (Police Staff) - Reviewed by member of the Supervisory Team, renewal granted if no issues of significance identified - Report created for attention of Assistant Chief Constable where initial assessment of risk considers it appropriate (Suitability Review created by Police Officers or Police Staff, reviewed by Firearms Licensing Manager / Firearms Licensing Chief Inspector prior to presentation to Assistant Chief Constable)

3. Contents of an ACC Suitability Review - **History of Certificate Holder** (Medical Information / Police Information / Firearm Enquiry Officer Report) - **Current Incident / Application Subject to Review - PNC and intelligence checks - Social Media Checks - Medical History - Further Information** (e.g. further medical information provided by the applicant if they so wish) - **Firearms Licensing Chief Inspector or Firearms Licensing Manager Recommendation - Assistant Chief Constable decision.** The ACC Suitability Forms are currently researched and written by a combination of Police Sergeants, Team Leader (Staff) and Firearms Licensing Manager (Staff). All reviews have a final sign off from either the Firearms Licensing Manager or Firearms Licensing Chief Inspector prior to being presented to the Assistant Chief Constable.
4. Assistant Chief Constable and members of the Firearms Licensing Management team as required or other relevant members of Constabulary at request of ACC
5. As per 3
6. Firearms Licensing Act 1968 (As Amended by the Crime & Policing Act) and associated Acts, Statutory Guidance for Chief Officers of Police on Firearms Licensing. All legislation and Statutory Guidance are available on the Gov.UK website.

Whilst every care has been taken in the retrieval of the information provided, please do not hesitate to contact us for clarification, if you do have any issues or queries relating to this data.

Complaint Rights

If you believe your request has not been properly handled, or you are otherwise dissatisfied with the outcome of your request, you have the right to request an internal review.

In the first instance, please email freedomofinformation@cumbria.police.uk quoting the FOI reference number and explain why you are dissatisfied. Your complaint will be considered and a response will be provided to you after your complaint has been investigated.

If you remain dissatisfied following conclusion of the internal review, you have the right, under section 50 of the Freedom of Information Act, to complain directly to the Information Commissioner.

The address for the Information Commissioner can be found below:

The Information Commissioner



EMPLOYER RECOGNITION SCHEME

BRONZE AWARD

Proudly supporting those who serve.



Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Complaints to the Information Commissioner can also be made online:

[Make a complaint | ICO](#)

I would like to take this opportunity to thank you for your interest in Cumbria Constabulary



EMPLOYER RECOGNITION SCHEME

BRONZE AWARD

Proudly supporting those who serve.

