

Office Use Only

Received Date Received By Processed Date
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CONTACT DETAILS: RACING AUSTRALIA

Level 1, Racing Centre, 400 Epsom Road Flemington VIC 3031
 Telephone: 1800 954 143
 Email: licensing@racingaustralia.horse
 Website: www.racingaustralia.horse

You must complete this form in full. Incomplete forms will be returned to the applicant via post. Once licensed, Identification Cards will not be issued over the counter at Racing Australia Head Office.

1. Trainer Licensing Policy

The Trainer Licensing Policy, located on the Racing Victoria Website <https://www.racingvictoria.com.au/integrity/licensing/trainers>, explains the requirements for the granting of a trainer's licence and furthermore, the conditions with which a licence is held on an annual basis. You must familiarise yourself with this Policy prior to progressing.

Yes, I declare that I have read the Trainer Licensing Policy

2. Personal Details (all questions must be completed)

Date of Birth Sex If other, please specify
 / / Mr Mrs Miss Ms Other

Given Names Surname

Residential Address State Post Code

Postal Address State Post Code

Mobile Email

NEXT OF KIN (Mandatory)
 In conjunction with the Australian Trainers' Association, the collection of your Next of Kin details is now considered a pre-requisite to the grant of a trainer's licence within Victoria. This information will be stored in accordance with Racing Victoria's Privacy Statement at Part 1 of Section 10.

Next of Kin	Relationship	Phone
Next of Kin	Relationship	Phone
Next of Kin	Relationship	Phone

WorkCover Insurance Policy Number Tick N/A if not applicable
 or

If you expect to pay more than \$7,500 a financial year in rateable remuneration, or if you have any apprentices or trainees, you must take out WorkCover insurance. This applies even if you are a small business with only one worker. For information, contact WorkSafe Victoria: www.worksafe.vic.gov.au

Full Stable Address (Location of Horses)

Do you own or rent the above Stable Address If renting, please provide the full name of the property owner

Proposed Training Location

3. Structure

COMPANY

Are you, or a close relative, associated with any company in connection with the provision of training services?

Yes or No

A close relative means a spouse, de facto partner, parent or child.

Being associated with a company includes, but is not limited to:

- being a director, shareholder or employee of a company for the provision of any aspect of the training services (whether whole or in part) offered by you to owners; or
- being a director, shareholder or employee of a company which provides ancillary or support services (such as accounting, management) in connection with your training activities; or
- receiving management services in connection with the provision of training services.

For example:

- A company, "Citizen Family Racing Pty Ltd" employs the individual, Mr John Citizen, to train racehorses.
- "ABC Management Services Pty Ltd" provides management services to you.

If Yes, please provide

Company's full name	Australian Company Number (ACN)	Are you a director, shareholder or employee
Company's full name	Australian Company Number (ACN)	Are you a director, shareholder or employee
Company's full name	Australian Company Number (ACN)	Are you a director, shareholder or employee

After submitting this Application, I acknowledge that I must inform Racing Victoria's Compliance and Regulation Unit of any material change to the information disclosed in this Step 3.

Yes

TRUST

Are you associated with any trust entities as part of your training activities?

Yes or No

If Yes, please provide

Trust entity's full name	Australian Company Number (ACN)
Trust entity's full name	Australian Company Number (ACN)

For each company and trust listed provide the following

Yes, I have attached a copy of the ASIC Certificate of Incorporation for each Company (including any trustee Company if applicable)

Yes, I have attached a copy of the relevant ASIC Extract (current and historical) that outlines all Directors and Shareholders of the company (and the Shares held by each person).

Yes, I have attached a National Police Certificate (national name police check) for all current Directors as listed in the ASIC extract.

Yes, I have attached signed declarations from all key personnel of the company and on behalf of the company.

Yes, I have attached a statement including:

- a description of my relationship with the company;
- a copy of any contract I have with the company, any relevant trust instrument, or where there is no formal contract, a summary of all commercial terms/the terms I have been engaged on;
- description of the arrangements for the distribution of prize money;
- who the key personnel are within the Company and their respective roles; and
- the nature of the services:
 - I provide to the company; and/or
 - provided by the company to me.

EMPLOYMENT

Do you have another form of employment?

Yes or No

If Yes, please provide

Company Name

Company Contact Number

4. Mandatory Qualification Requirements

Prior to considering an application for the grant of a trainer's licence, an applicant must complete a TAFE qualification relevant to the category of trainer's licence for which you apply.

If you are a Jockey licence holder applying for a Trainer's Licence please contact the Racing Industry Skills Centre OR Skillinvest (see contact details below).

Have you completed the relevant TAFE qualification?

Yes or No

If Yes, tick the specific qualification you have completed and attach a copy of your qualification certificate:

"RGR40118 - Certificate IV in Racing (Racehorse Trainer)
(Minimum qualification requirement for a Trainer);

Units: (1) RGRPSH201 - Handle racehorses in stables and at Trackwork and (2) BSBWHS211 - Contribute to health and safety of self and others.
(Minimum qualification requirements for a Pre-Trainer);

If No, please contact a TAFE training provider listed below to ensure the relevant qualification is completed prior to the submission of this application:

Racing Education Centre

Leigh Graham

P: 0427 380 503 / 03 5449 3590

E: leigh.graham@racingeducation.org

W: <http://www.racingeducation.org>

Skillinvest Limited

Office Administration: 03 5381 6200

David Cookson

M: 0439 552 402

E: david.cookson@skillinvest.com.au

5. Category of Licence

What category of trainer licence do you satisfy? Note the minimum experience required.

Trainer

(Must satisfy one or more criteria below)

- a. hold, or previously have held (with a PRA), a Thoroughbred Trainer licence (or its equivalent) for a minimum of two (2) years, with at least one (1) year being in the preceding three (3) years from the date that any (complete) Application is submitted to Racing Victoria; or
- b. hold, or previously have held (with a PRA), a Thoroughbred Trainer licence (or its equivalent) for a minimum of two (2) years; and
 - i. hold or previously have held (with a PRA), a Pre-Trainer licence or Thoroughbred Assistant Trainer, Foreperson or Stablehand registration for a minimum of one (1) year in the preceding two (2) years from the date that any (complete) Application is submitted to Racing Victoria; or
- c. hold, or previously have held an Equine Trainer licence (other than a Thoroughbred), for a minimum of five (5) years with at least one (1) year in the preceding three (3) years from the date that any (complete) Application is submitted to Racing Victoria; or
- d. hold, or previously have held (with a PRA), a Thoroughbred Trainer licence (or its equivalent) for a minimum of ten (10) years; or
- e. hold, or previously have held (with a PRA), a Thoroughbred Pre-Trainer licence (or its equivalent) for a minimum of three (3) years, with at least one (1) year being in the preceding two (2) years from the date that any (complete) Application is submitted to Racing Victoria; and
 - i. hold or previously have held (with a PRA), an Assistant Trainer or Foreperson registration for a minimum of one (1) year in the preceding five (5) years from the date that any (complete) Application is submitted to Racing Victoria; or
- f. hold or previously have held (with a PRA), a Thoroughbred Assistant Trainer, Foreperson or Stablehand registration for a minimum of six (6) years with at least one (1) year in the preceding three (3) years from the date that any (complete) Application is submitted to Racing Victoria; or
- g. hold or previously have held (with a PRA), a Thoroughbred Jockey licence for a minimum of five (5) years with at least one (1) year being in the preceding three (3) years from the date that any (complete) Application is submitted to Racing Victoria; and
 - i. hold or previously have held (with a PRA), an Assistant Trainer or Foreperson registration for a minimum of one (1) year in the preceding three (3) years from the date that any (complete) Application is submitted to Racing Victoria; or
- h. hold or previously have held (with a PRA), a Thoroughbred Jockey licence for a minimum of five (5) years; and
 - i. hold or previously have held (with a PRA), an Assistant Trainer, Foreperson or Stablehand registration for a minimum of two (2) years with a minimum of one (1) year as an Assistant Trainer or Foreperson in the preceding three (3) years from the date that any (complete) Application is submitted to Racing Victoria;

PRE Trainer

(Must satisfy one or more criteria below)

- a. hold, or previously have held (with a PRA), a Thoroughbred Trainer licence (or its equivalent) for a minimum of one (1) year, with at least one (1) year being in the preceding five (5) years from the date that any (full) Application is submitted to Racing Victoria; or
- b. hold, or previously have held (with a PRA), a Thoroughbred Trainer licence (or its equivalent) for a minimum of one (1) year; and
 - have experience in Equine pursuits (in a non-licensed capacity) for a minimum of five (5) years with at least one (1) year in the preceding two (2) years from the date that any (full) Application is submitted to Racing Victoria; or
- c. hold, or previously have held an Equine Trainer licence (other than a Thoroughbred), for a minimum of two (2) years with at least one (1) year in the preceding five (5) years from the date that any (full) Application is submitted to Racing Victoria; or
- d. hold, or previously have held (with a PRA), a Thoroughbred Trainer licence (or its equivalent) for a minimum of ten (10) years; or
- e. hold, or previously have held (with a PRA), a Thoroughbred Pre-Trainer licence (or its equivalent) for a minimum of two (2) years, with at least one (1) year in the preceding three (3) years from the date that any (full) Application is submitted to Racing Victoria; or
- f. hold or previously have held (with a PRA), a Thoroughbred Assistant Trainer, Foreperson or Stablehand registration for a minimum of three (3) years with at least two (2) years in the preceding three (3) years from the date that any (full) Application is submitted to Racing Victoria; or
- g. hold or previously have held (with a PRA), a Thoroughbred Jockey licence for a minimum of three (3) years with at least two (2) years in the preceding three (3) years from the date that any (full) Application is submitted to Racing Victoria; or
- h. hold or previously have held (with a PRA), a Thoroughbred Jockey licence for a minimum of two (2) years; and
 - hold or previously have held (with a PRA), an Assistant Trainer, Foreperson or Stablehand registration for a minimum of one (1) year with a minimum of one (1) year as an Assistant Trainer or Foreperson in the preceding two (2) years from the date that any (full) Application is submitted to Racing Victoria; or
- i. have training experience in Equine Pursuits (in a non-licensed capacity) for a minimum of five (5) years.

6. Questionnaire

Please answer all questions below

Who will be responsible for the horses in your absence?

Who is your stable veterinarian (main)?

Yes I declare they are a Permitted Veterinarian in accordance with LR 48A of the Rules of Racing.

Who is your stable farrier (main)?

Are they licensed in accordance with LR 47A of the Rules of Racing?

Yes or No

Who is your breaker?

Who is your pre-trainer?

List the name(s) of each of the Agistment properties you intend to utilise if granted a licence to train:

7. Declarations

RULES OF RACING

I acknowledge that I am bound by the Rules of Racing of Racing Victoria (including any policy, code and/or regulations made pursuant to those rules from time to time) and the Rules of Racing of any other Principal Racing Authority in which I perform Trainer-related duties (the Rules), and I agree to familiarise myself with these Rules, including the Rules relating to Trainers and amendments made to these Rules from time to time.

Yes, I acknowledge

NATIONAL POLICE RECORD CERTIFICATE

In circumstances where Racing Victoria's Compliance and Regulation Unit sees fit, I consent to obtaining a National Police Record Certificate and providing it to Racing Victoria (if contacted by Racing Victoria).

Yes, I acknowledge

CRIMINAL CHARGES

After submitting this Application, I acknowledge that I must inform Racing Victoria's Compliance and Regulation Unit of any criminal charges laid against me within seven days of any charges being laid. Updates must be sent by email to cru@racingvictoria.net.au

Yes, I acknowledge

SOCIAL MEDIA POLICY

I have read, and agree to be bound by, the "Racing Victoria Social Media Policy," as amended from time to time. This Policy is located at <https://www.racingvictoria.com.au/participant/industry-policies>

Yes, I acknowledge

CONTINUED EDUCATION

I further declare that I agree to complete all Racing Victoria educational programs related to Trainer licensing within the relevant timeframe.

Yes, I acknowledge

EQUINE WELFARE DECLARATION

I acknowledge that I:

1. Support and promote equine welfare practices within the thoroughbred racing industry, including the Racing Victoria Equine Welfare Strategy;
2. Agree to notify the Racing Victoria Equine Welfare Manager (or their delegate) of any equine welfare concerns that I may witness; and
3. Agree to complete all Racing Victoria equine welfare training programs within the relevant timeframe.

Yes, I acknowledge

Have you held, or do you currently hold, a licence, permit or registration with any Racing Authority or Racing Code (within Australia or overseas)?

Yes No

If Yes, what category of licence? With which Racing Authority?

Are you currently under any ban / disqualification or have any pending matters yet to be determined by any Racing Authority or Racing Code, or do you currently hold, a licence, permit or registration with any Racing Authority or Racing Code (within Australia or overseas)?

Yes No

If Yes, with which Racing Authority? Detail the offence/matter?

Have you ever been suspended, disqualified or refused a licence, permit or registration (for any reason) by any Racing Authority or Racing Code (within Australia or overseas)?

Yes No

If Yes, with which Racing Authority? Detail the offence/matter?

Have you, in the last 10 years, been:

1. found guilty of a criminal offence?
2. imprisoned?
3. placed on parole?

Note: Should Racing Victoria discover through a National Police Check or other means that this has been answered incorrectly, you may be stood down.

Yes No

Detail the offence/matter?

Are there any current criminal proceedings (or charges) pending against you?

Yes No

If Yes, list the proceedings or charges pending against you:

Personal Bankruptcy and/or Company Insolvency:

1. Have you, in the last 10 years, been declared bankrupt or insolvent? and/or
2. Do you currently have any bankruptcy action or proceedings pending against you? and/or
3. Has any Company which you use as part of your training function/business, and/or which employs you as a trainer, become insolvent (including: Voluntary Administration, Liquidation or Receivership)?

Yes No

If Yes, list the proceedings or charges pending against you:

I agree that any debts accrued or owed by me to Racing Victoria will be paid within the time permitted by Racing Victoria

Yes, I acknowledge No

8. Eligibility to work in Australia

Are you an Australian citizen or permanent resident? Yes No

If you have answered "No" to the above question, you must provide a copy of the VISA that enables you to work as a trainer in Australia.

I have provided a copy of my VISA with this application (if applicable)

9. Payment

Alternatively, enclose a Cheque or Money Order payable to Racing Victoria. Cash is not accepted.

TRAINER or PRE TRAINER
(Application Fee: \$60.00)

This application fee will be deducted upon submission of this application form and is not refundable.

Payment by Cheque/Money Order - please make payable to Racing Victoria

RACING VICTORIA LIMITED
ABN 88 096 917 930
Tax Invoice Receipt
Total amount payable (Inc. GST)

Credit Card Type

Credit Card Number:

Cardholder's Name

Mastercard

Visa

Cardholder's Signature:

Credit Card Expiry Date (MM/YY):

Credit Card Verification (CVN)

/

Please retain a copy of this form for your taxation records.

10. Acknowledgements

1. Privacy

1. PRIVACY STATEMENT

- 1.1. Racing Victoria Limited (ACN 096 917 930) (**Racing Victoria**) is the Principal Racing Authority (**PRA**) governing thoroughbred racing in Victoria, and carries out the functions of:
- determining and issuing occupational licences and/or otherwise authorising persons to participate in the Victorian thoroughbred racing industry (**Licensed and/or Registered Person**);
 - regulating Licensed and/or Registered Persons;
 - administering and promoting racing; and
 - such other functions as may be described in its privacy policy published on its website from time to time (**Privacy Policy**).
- (Functions)**
- 1.2. Racing Victoria is collecting your personal information on this form, including your name, contact details, next of kin, employment and credit card/bank details. We may also be collecting personal information about you which may be considered sensitive or protected under applicable laws (such information may include your criminal record and bankruptcy status) that you may provide in this form or under your relevant licence's ongoing disclosure obligations (if applicable).
- 1.3. Racing Australia Limited (ABN 89 105 994 330 21) (**Racing Australia**) is the national industry body representing thoroughbred racing in Australia. This application form and your personal information will also be collected by Racing Australia in order to process your application on Racing Victoria's behalf. Where personal information is collected by Racing Australia on behalf of Racing Victoria (as opposed to on its own behalf), it is subject to the Racing Australia and Racing Victoria privacy policies, the latter prevailing in the event of any conflict.
- 1.4. The purpose of collecting your personal information is for our legitimate interests, including to:
- consider and make determinations in relation to your licence application, renewal or continuance;
 - meet supervisory responsibilities in relation to you as a Licensed and/or Registered Person;
 - promote or protect the integrity of the thoroughbred racing code and ensure compliance with the Rules of Racing;
 - administer and promote racing operations (including your participation in races and the industry);
 - communicate with you regarding our news, events and promotions where it relates to your licence or registration ; and
 - any other function or activity described in our Privacy Policy.
- (Purpose)**
- 1.5. If your personal information is not collected, either on this form or otherwise when requested by Racing Victoria as part of its licensing and supervisory activities, we may not be able to process your application (and therefore refuse to grant your application or renew your licence, as the case may be) or may revoke or suspend your licence.
- 1.6. Racing Victoria may also obtain personal (including sensitive) information about you from, or disclose your personal information to, third parties such as enforcement bodies, government authorities, other racing controlling bodies (including PRAs and their equivalents in harness and greyhound) in the States and Territories of Australia and overseas, wagering service providers such as bookmakers, totalisators, and betting exchanges, educational or training institutions, service providers and to other persons for any of the purposes described above or as otherwise provided by law.
- 1.7. Your personal (including sensitive) information may also be collected from and disclosed to:
- Racing Australia in order for them or Racing Victoria to perform their role under the Australian Rules of Racing; and
 - other PRAs (both within Australia and overseas) (including but not limited to Racing New South Wales (ABN 86 281 604 417 22), Racing and Wagering Western Australia (ABN 21 347 055 603), Racing SA (ACN 094 475 939), Tasracing Pty Limited (ACN 137 188 286), Thoroughbred Racing NT Incorporated (ABN 15 688 350 211), Canberra Racing Club Incorporated (21 423 896 409), Racing Queensland Limited (ACN 142 786 874)), New Zealand Thoroughbred Racing Inc, British Horse Racing Authority and the Hong Kong Jockey Club) for the purpose of administration of thoroughbred racing.
- 1.8. Unless otherwise advised by you, your image, name and contact details may be published monthly in the Inside Racing magazine to facilitate your participation in racing. Your personal information may also be disclosed to and published by Racing Victoria, its associates (including Racing.com Media Pty Ltd (including its businesses trading as Best Bets, Winning Post, Racing Photos and Racing.com), Victorian thoroughbred race clubs and Racing Australia) or media organisations for integrity purposes and for the administration of thoroughbred racing, such as the publication of race fields and calendars, issuing media releases or Stewards reports (including future racing years).
- 1.9. We otherwise use, disclose and handle your personal information in accordance with our Privacy Policy available at <https://www.racingvictoria.com.au/privacy-policy>. If you are concerned about a possible interference with your privacy, please contact Racing Victoria's Privacy Officer at privacyofficer@racingvictoria.net.au. Privacy complaints to Racing Victoria must be made in writing.

2. Disclosure of Contact information to Racing-Related Third Parties

- 2.1. From time to time Racing Victoria receives requests from racing industry member bodies and associations seeking to contact licensed Trainers with racing-related information and offers.
- 2.2. If you are happy to be contacted by racing industry member bodies or associations – and therefore for Racing Victoria to disclose your personal information (including your name, email and/or mobile number (Contact Information)) to those bodies/associations – please tick the box below:

I consent to my Contact Information being disclosed to racing industry member bodies and/or associations.

3. Rules of Racing

I Acknowledge and agree to be bound by the Rules of Racing, including the following relating to Betting: AR 237

AR 228

A person must not engage in:

- a. conduct prejudicial to the image, interests, integrity, or welfare of racing, whether or not that conduct takes place within a racecourse or elsewhere;
- b. misconduct, improper conduct or unseemly behaviour;
- c. improper or insulting behaviour at any time towards a PRA, the Stewards, a Club, or any official, employee, contractor or agent of any of them in relation to the relevant person's functions, powers or duties;
- d. publishing or posting on any social media platform or channel any material, content or comment that is obscene, offensive, defamatory, racist, threatening, harassing, discriminatory or abusive to or about any other person involved in the racing industry;
- e. conduct which threatens, disparages, vilifies or insults another person ("other person") on any basis, including but not limited to, a person's race, religion, colour, descent, national or ethnic origin, special ability/disability, or sexual orientation, preference or identity, while the other person is acting in the course of his or her duties in the racing industry.

AR 237 Prohibition on persons laying horses

1. A trainer must not lay any horse that is either under the trainer's care, control or supervision, or has been at any time in the preceding 21 days.
2. A person employed by a trainer in connection with the training or care of horses must not lay any horse under the care, control or supervision of the trainer for whom the person is or was employed while employed and for a period of 21 days after ceasing to be employed.
3. An owner or nominator must not lay any horse that is or may be entered by that owner or nominator or on that person's behalf, provided that a bookmaker may lay a horse in accordance with the bookmaker's licence.
4. A rider's agent must not lay any horse to be ridden by a rider for whom that person is an agent.
5. A person who has provided a service/s connected with the keeping, training or racing of a horse must not lay that horse within 21 days of last providing that service.
6. A person must not offer an inducement to a participant in racing with the intention of profiting from a horse not participating in an event to the best of its ability.
7. In circumstances where it is a breach of this rule for a person to lay a horse, it is also a breach of this rule for that person to:
 - a. have a horse laid on his or her behalf; or
 - b. receive any money or other valuable consideration in any way connected with the laying of the horse by another person.

LR 96 Person employed must not lay a horse

For the purposes of AR 237(2) a person employed by a trainer in connection with the training or care of racehorses includes any person registered in accordance with LR 45B and any reference to employment includes a reference to such registration.

11. Trainer Declaration to sign below

In making this application to be registered as a Licensed and/or Registered Person; I hereby –

Declare that all particulars in this application are true and correct;

Acknowledge and agree to be subject to and bound by:

- The Rules of Racing of Racing Victoria as amended or varied by Racing Victoria from time to time: and
- Such Rules and directions as may from time to time be formed, made or given by Racing Victoria, the Directors, Stewards or official of any Club;

Acknowledge that I have read this application in full, including the Privacy Statement and the Rules of Racing displayed on this application form;

Consent to Racing Victoria obtaining and disclosing personal information (including sensitive information, such as Health Information) about me (either collected on this form or during the course of my licence or registration) to third parties (such as other PRAs or racing controlling bodies within the States and Territories of Australia and overseas, Racing Victoria's Chief Medical Officer (or their delegate), enforcement bodies and medical service providers), or where otherwise permitted by law and as described above for the purposes as set out in sections 1 (Privacy Statement) of the Privacy section (refer section 10);

Declare that I am aware of restrictions on me in relation to betting under AR.237, and LR 96 of the Rules of Racing;

Acknowledge that Racing Victoria may request further information from me in respect of this application;

Agree that any debts accrued or owed by me to Racing Victoria will be paid within the time permitted by Racing Victoria.

Sign Here

Today's Date

/ /

12. Attachments

Please attach the following information to this application and tick the box to confirm its inclusion:
(Failure to submit the below information will result in a delay with the application review process)

IDENTIFICATION

For identification purposes, we require a colour copy of your Driver Licence and a colour copy of one of the following documents: (i) Passport, or (ii) Birth Certificate:

Yes, I have attached a colour copy of my Driver Licence.

and

Yes, I have attached a colour copy of one of the following documents: Passport or Birth Certificate.

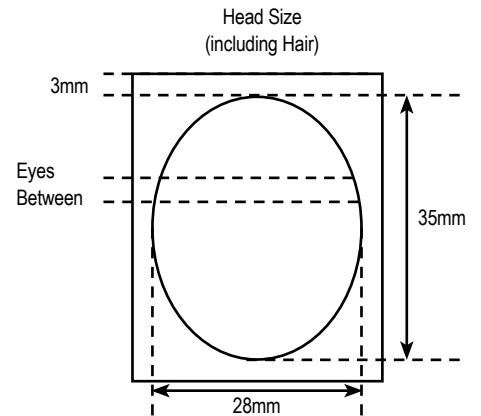
COLOUR PHOTO

For identification purposes, and in order to supply you with an identification card if/when licensed, we require a colour photo of yourself. Alternatively, please email a photo to licensing@racingaustralia.horse Attach a Photo here:

Yes, I have attached a photo of myself to this Application.

or

Yes, I have emailed a photo of myself to licensing@racingaustralia.horse



PROPERTY ACCESS

If the property where you intend to stable your horses (as listed within Step 2 of this application under "Full Stable Address") is not owned by you, we require a signed letter from the owner/proprietor of the property which specifically grants you permission to utilise the property for training purposes:

Yes, I have attached a signed letter from the owner/proprietor of the property.

or

No, this is not required as I own the property.

COMPANY and TRUST information

For each company and trust listed in Step 3 provide the following:

Yes, I have attached a copy of the ASIC Certificate of Incorporation for each Company (including any trustee Company if applicable).

Yes, I have attached a copy of the relevant ASIC Extract (current and historical) that outlines all Directors and Shareholders of the company (and the shares held by each person).

Yes, I have attached a statement including:

- a description of my relationship with the company;
- a copy of any contract I have with the company, any relevant trust instrument, or where there is no formal contract, a summary of all commercial terms/the terms I have been engaged on;
- description of the arrangements for the distribution of prize money;
- who the key personnel are within the Company and their respective roles; and
- the nature of the services:
 - I provide to the company; and/or
 - provided by the company to me.

Yes, I have attached signed declarations from all key personnel of the company enclosed within Step 17 of the application, and on behalf of the company enclosed within Step 18 of the application.

QUALIFICATION

Prior to considering an application for the grant of a trainer's licence, you must provide evidence of completing the relevant TAFE qualification as outlined below:

Yes, I have attached a Statement of Results as evidence of completing the RGR40118 Certificate IV in Racing, (Racehorse Trainer) (Minimum requirement for a Trainer).

or

Yes, I have attached a Statement of Results as evidence of completing the Units; RGRPSH201 Handle racehorses in stables and at trackwork. and BSBWHS211 Contribute to the health and safety of self and others.

RESUME

You must include a detailed Resume outlining your experiences with horses. A resume is designed to provide us with a specific timeline of your working history, particularly with horses:

Yes, I have attached a detailed Resume outlining my experiences with horses such as, but not limited to, the following:

1. Details of previous and current employer(s) with dates included;
2. The type of licence/permit held by me that was granted by a Racing Authority;
3. The term of licence/permit held (Date 'to' and 'from');
4. My experience with horse pursuits outside of the racing industry (Eventing and Show Jumping etc.);
5. A copy of my educational achievements/certificates attained (if any);
6. (If previously a licensed trainer), my activity since the date of when I was last licensed.

WORK REFERENCES

Submit a minimum of three (3) signed work references from licensed trainers, dated within six (6) months of the date that this application is received by Racing Victoria, attesting to your horse handling skill/ability.

Yes, I have attached a minimum of three (3) signed work references from licensed trainers, dated within six (6) months of the date that this application has been submitted to Racing Victoria, attesting to my horse handling ability. My trainer references include, but are not limited to, the following information:

1. The period (Date 'to' and 'from') that I held employment with the trainer;
2. Whether my employment was on a full-time or part-time basis;
3. The specific duties undertaken by me;
4. Whether I attended the races as a stablehand, or to specifically represent the trainer, and therefore, saddle horses, provide instructions to jockeys and communicate with owners and officials; and
5. My ability to handle horses along with my ability to perform the presented tasks.

OWNER/CLIENT REFERENCES

TRAINER

Submit a minimum of three (3) signed owner references from prospective owners, dated within six (6) months of the date that this application is received by Racing Victoria.

Yes, I have attached a minimum of three (3) signed owner references from prospective owners, dated within six (6) months of the date that this application has been submitted to Racing Victoria. Prospective owner references state how the prospective owner(s) will support me such as, but not limited to, the following information:

1. If named, the name of the horse(s) that the owner intends to transfer to me if granted a licence;
2. If not named, the breeding (Sire x Dam) of the horse(s) that the owner intends to transfer to me.

PRE TRAINER

Submit a minimum of one (1) signed client reference from prospective client or current client, dated within six (6) months of the date that this application is received by Racing Victoria.

Yes, I have attached a minimum of one (1) signed client reference from prospective client or current client, dated within six (6) months of the date that this application has been submitted to Racing Victoria.

CONTRACTS AND AGREEMENTS

TRAINER

Do you intend to use the Standard Training Agreement (STA)?

Yes or No

Note: A copy of the STA can be found via <https://tor.racingaustralia.horse/standard-training-agreement/> If you do not intend to use the STA submit a copy of the contract that you intend to have signed by owners.

Yes, I have attached a copy of the contract that I intend to have signed by owners.

PRE TRAINER

Yes, I have attached a copy of the Pre Trainers Terms and Conditions I intend to use with clients (if applicable).

DEBT RECOVERY PLAN

Submit a copy of the debt recovery plan that you intend to action if/when recovering overdue client payments. A debt recovery plan can help in recovering overdue training fees and can increase your cash flow by recovering overdue client payments. For assistance in establishing a debt recovery plan, go to www.business.vic.gov.au:

Yes, I have attached a copy of the debt recovery plan that I intend to action if required.

NATIONAL POLICE RECORD CERTIFICATE

You are required to complete a National Police Record Check. If you choose to use Precise Background Services at www.precisebackground.com please enter RVL51 in the Promotional Code field for a reduced cost.

Yes, I have attached my National Police Record Certificate, dated within six (6) months of the date that this application has been submitted to Racing Victoria.

CREDIT REFERENCES

Submit a minimum three (3) signed credit references from industry suppliers (such as a Vet, Farrier or Feed supplier):

Yes, I have attached a minimum of three (3) signed credit references from industry suppliers (such as a Vet, Farrier or Feed supplier), dated within six (6) months of the date that this application has been submitted to Racing Victoria. The industry supplier references include (but are not limited to) the following information:

1. That I hold an account with the supplier;
2. That my accounts are paid promptly; and
3. That, presently, my accounts are up to date.

Typically, a credit reference is structured as follows:

"I [name of industry supplier] declare that my client [your name] has held an account with [business name of industry supplier] for approximately [period of time account held]."

BANK ACCOUNTS STATEMENTS

Please submit bank account statements in your name for the preceding six (6) month period:

Yes, I have attached bank account statements in my name for the preceding six (6) month period from the date that my application has been submitted to Racing Victoria.

Generally, it is expected that you can show a consistent minimum balance or available overdraft of \$10,000 throughout the six (6) month period as evidence that you have the necessary funds to settle accounts as and when they fall due, such as emergency horse surgery. Importantly, the onus is on you as the applicant to satisfy Racing Victoria that you have the necessary funds to settle any account as and when it falls due.

PROFIT AND LOSS BUDGET

Submit a detailed Profit and Loss Budget for the forwarding 12 months:

Yes, I have attached a detailed Profit and Loss Budget for the forwarding 12 months, from the date that my application has been submitted to Racing Victoria.

It is recommended that you seek advice from a Chartered or Certified Practising Accountant to assist you in preparing this budget.

A Profit and Loss Budget should include (but not be limited to) all projected personal income/expenses for the next 12 months and all projected horserelated income/expenses for the next 12 months.

An example is as follows:

Profit & Loss Projection					
Period: 1 Jun to 31 Dec					
*Based on 5 horses in your care, each owned by paying clients (guide only)					
Income	Description	Item per day	Days	Monthly Total	Yearly Total
Horse 1	Agistment	\$25.00	30 Days	\$750.00	\$9,000.00
Horse 2	Pre Training	\$70.00	30 Days	\$2,100.00	\$25,200.00
Horse 3	Training (Racing Preparation)	\$90.00	30 Days	\$2,700.00	\$32,400.00
Horse 4	Training (Racing Preparation)	\$90.00	30 Days	\$2,700.00	\$32,400.00
Horse 5	Training (Racing Preparation)	\$90.00	30 Days	\$2,700.00	\$32,400.00
In Racing	Prizemoney 10%	\$7.50	30 Days	\$225.00	\$2,700.00
TOTAL INCOME		\$372.50		\$11,175.00	\$134,100.00
Expenses	Description	Items per day	Days	Monthly Total	Yearly Total
Personal	Rent	\$45.00	30 Days	\$1,350.00	\$16,200.00
	Food	\$15.00	30 Days	\$450.00	\$5,400.00
	Petrol	\$10.00	30 Days	\$300.00	\$3,600.00
	Entertainment	\$29.00	30 Days	\$600.00	\$7,200.00
	Utilities (Electricity, Gas etc)	\$5.00	30 Days	\$150.00	\$1,800.00
	Telephone	\$3.00	30 Days	\$90.00	\$1,080.00
Horse related	Food	\$40.00	30 Days	\$1,200.00	\$14,400.00
	Bedding	\$15.00	30 Days	\$450.00	\$5,400.00
	Gear	\$10.00	30 Days	\$300.00	\$3,600.00
	Veterinary	\$25.00	30 Days	\$750.00	\$9,000.00
	Farrier	\$8.00	30 Days	\$240.00	\$2,880.00
	Chiropractor	\$5.50	30 Days	\$165.00	\$1,980.00
	Dentist	\$5.00	30 Days	\$150.00	\$1,800.00
	Staff (1 x Casual)	\$45.00	30 Days	\$1,350.00	\$16,200.00
	Staff (1 x Track Rider)	\$30.00	30 Days	\$900.00	\$10,800.00
	Office	\$2.00	30 Days	\$60.00	\$720.00
	10% Contingency	\$29.16	30 Days	\$874.80	\$10,497.60
TOTAL EXPENSES		\$321.66		\$9,379.80	\$112,557.60
NET PROFIT		\$50.84		\$1,795.20	\$21,542.40

14. Attach Detailed Business Plan

BUSINESS PLAN

Please attach a detailed business plan in support of your application:

Yes, I have attached a detailed business plan in support of my application.

Business planning can assist you in increasing the chance of securing finance with a bank, or in growing your business to obtain that competitive advantage. The planning process is essential for your business of training racehorses (even if you intend to perform as a hobbyist) as it will assist in determining what goals and objectives you're aiming to achieve and how to reach these goals and objectives.

Specifically, a three (3) to five (5) year business plan is required. It should represent a vision, strategy, marketing plan, and a finance budget.

What is a business plan?

A business plan is a formal statement of a set of business goals and objectives, the reasons they are believed attainable, and the plan for reaching those goals and objectives. It may also contain background information about your business/entity attempting to reach those goals and objectives.

Your business plan should feature the following information:

1. Summary. This is a brief statement of the overall proposal of the business plan.
2. Business/Company Summary. If applicable, include a copy of your ABN Certificate;
3. Background. How long has the Business/Company been established? Who has been involved?
4. Services. Do you intend to pre-train or prepare horses for racing only? Do you intend to train for non-family members?
5. Strategy. How do you intend to notify participants of your existence (Marketing Plan)?
6. Start-up Objectives. What are your short-term goals within 6 months?
7. Long-term Objectives. What are your long-term goals within 3 to 5 years?
8. Financial Plan. Start by including the Profit and Loss Budget within Step 12B of this application form.

Who can help me with a business plan?

Visit www.business.gov.au for assistance in writing a business plan.

You will find free planning tools, checklists and templates available to start the business planning process. The website includes information on assessing if you're ready to start a business and how to write a business and marketing plan.

"... Writing a good business plan can't guarantee success, but it can go a long way toward reducing the odds of failure..."

What if I only intend to trade as a hobbyist, do I still need to prepare a business plan?

Yes. However, there is no need to complete points two (2) and three (3) listed above. However the remaining points must be addressed.

It can be difficult to determine whether your training activities constitute a hobby or a business. It's vital to understand and know the difference between the two because of the diverse tax, insurance, and legal implications. The simplest way to determine whether you're running a business or a hobby is to ask yourself the following questions:

- Are you commercially training (for non-family members)?
- Do you plan/intend to make a profit?
- Are you regularly and repetitively undertaking training (daily)?
- Is the training planned, organised and carried on in a business-like manner?

If you answer yes to the majority of the above questions, it would be reasonable to assume that you are operating a business. In this instance, running a business has some important taxation implications so please visit www.ato.gov.au/Business/Starting-and-running-your-small-business for more information.

Also, you must apply for an Australian Business Number (ABN), and you may need to register for the Goods and Services Tax (GST). In addition, you should consider whether you need business insurance.

15. Electronic Funds Transfer

Date of Birth	Sex	If other, please specify				
/ /		Mr	Mrs	Miss	Ms	Other
Given Names	Surname					
Residential Address						
Suburb	State	Post Code				
Postal Address						
Suburb	State	Post Code				
Mobile	Email					
Australian Business Number (ABN)	Account Holder Name	Name of Bank/Financial Institution				
BSB	Account Number					
Signature	Today's Date					
	/ /					

16. GST Requirements

Given Names

Surname

Date of Birth

/ /

As an impending Trainer your ABN (Australian Business Number)/GST registration status will determine whether or not payments to you under the new stakes payment system will include a GST component or whether a withholding tax will apply.

Under the new Pay As You Go (PAYG) system if a supply is made and the payee (you) does not provide an ABN on an invoice, the payer is obliged to withhold tax at the rate of 46.5%. The only exception to this rule is where the supply relates to a hobby.

It is therefore necessary that the industry establishes your ABN/GST status. To this end it is essential that you complete the below questionnaire. Please indicate your response by marking a tick for either YES or NO:

Have you registered or do you intend to register for an ABN?

Yes or No

Will you be registering for the GST system?

Yes, Since you have or intend to register for an ABN and for GST we will require you to provide us with your ABN. Any payments to you will include a GST component. If we do not receive your ABN we are required by law to withhold PAYG tax at the rate of 46.5% from all payments:

Australian Business Number (ABN)

No, As your intention is to register for an ABN and not for GST we will require notification of your ABN for our records. If we do not receive your ABN we are required to withhold PAYG tax at the rate of 46.5% from all payments.

Do your operations relate to a hobby?

Yes, Please sign the following declaration stating that supplies you make to the racing industry relate to a hobby. In the circumstances we will not withhold PAYG tax at 46.5% of all payments.

I, _____ hereby declare that my operation as a TRAINER is conducted as a hobby (not a business).

No, You will be required to register for an ABN or the industry will withhold 46.5% of any stakes payments due to you.

Signature

Today's Date

/ /

17. Declaration by Key Company Personnel

I

(Full Name)

Of

(Address)

Am the

(Company Title)

of

(Company)

I declare that:

- a. I have not been the subject of any criminal or civil penalty proceedings or other enforcement action by any government agency in which I was found to have engaged in behaviour involving fraud, dishonesty, misrepresentation, concealment of material facts or breach of duty;
- b. I have not been refused membership of, or had my membership suspended or cancelled by, any professional body on the ground that I have engaged in behaviour involving fraud, dishonesty, misrepresentation, concealment of material facts or breach of duty;
- c. I have not been the subject of any disciplinary action (including any censure, monetary penalty or banning order) by a securities exchange or other authority responsible for regulating securities markets for failure to comply with my obligations as a director of a listed entity; and
- d. I confirm to Racing Victoria Limited that I am not an undischarged bankrupt.

I expressly acknowledge that I am bound by the Australian Rules of Racing of Racing and the Local Rules and I agree to familiarise myself with these Rules and amendments made to these Rules from time to time.

Signature

Today's Date

/ /

18. Declaration by Company

I

(Full Name)

Of

(Address)

Am the

(Company Title)

of

(Company)

I am authorised by the Company to declare on behalf of the Company that the Company is bound by the Australian Rules of Racing of Racing and the Local Rules.

Signature

Today's Date

/ /

RETAIN THIS SECTION FOR YOUR RECORDS

WHAT HAPPENS NEXT?

PLEASE NOTE: No new Trainer applications will be considered in June and July due to the focus on renewing existing Trainers.

19. You will be contacted

Upon the submission of your application, we will contact you within ten (10) business days to outline to you whether your application is considered incomplete or whether your application is ready to progress to the next step, being the interview stage with the Licensing Panel.

In the event of an incomplete application, you will be contacted via your email listed within Step 2 of this application form.

20. Interview

Upon receipt of your completed application form (including additional information as requested), an interview will be arranged.

During the interview, you will be asked to exhibit your knowledge relating to, but not limited to, the following areas:

1. The Rules of Racing (relating to trainers);
2. Raceday procedures;
3. Standard Veterinary points;
4. The training schedule of the horse;
5. The Class / Ratings structure of racing;
6. The process to nominate, weight (allocation), accept and lodge a rider;

It is strongly recommended that you familiarise yourself with the Rules of Racing (Rules) as your application cannot progress beyond the interview stage unless you show an above average understanding of these Rules. Importantly, you may be required to complete a written assessment relating to the Rules of Racing.

A copy of these Rules can be located via the Racing Victoria Website - <https://www.racingvictoria.com.au/the-sport/racing/rules-of-racing>

21. Stable Inspection

Shortly after your interview, your nominated stables will be inspected by a Steward. Aspects under review during this inspection will include:

1. Location of property;
2. Occupational Health and Safety compliance;
3. Quality of stabling;
4. Security of premises;
5. Feed and tack rooms set up;
6. Safety of prohibited substances;
7. The condition of horses.

If the property in which your stables are located is not considered to be in a satisfactory condition by the Steward, your application cannot progress beyond this inspection. A practical assessment may also be undertaken.

22. Licensing Panel Decision

All applications are then summarised and placed before the Racing Victoria Licensing Panel, where each application is considered on an individual basis. The Panel meets monthly (excluding January).

Based upon the information supplied, the Licensing Panel may:

- approve the licence application;
- offer a varied licence (vary an application offer);
- defer an application until further information is presented;
- request a further assessment on the Rules of Racing;
- refer an application to the Racing Victoria Board;
- deny a licence.
- request additional information or further clarification from the applicant regarding the application; or
- approve the application (pursuant to a delegation from the Racing Victoria Board).

23. Racing Victoria Board

The Board of Racing Victoria meets monthly (excluding January). Where a decision is referred to the Board by the Licensing Panel, the Board will consider your application, along with any recommendation of the Licensing Panel. The Board may approve (including subject to conditions), vary, defer or deny licence applications.

24. Notification

You will be notified of the Board's decision by email on the Monday immediately following the Board meeting. In addition to this, an official notification letter will be emailed within five (5) working days of the Board meeting.

If your application is approved, an invoice requesting payment of your licence will accompany the notification letter. You will need to return the invoice along with evidence that you have received approval from a Race Club to utilise its training facilities. Importantly, until you have returned this invoice and evidence of Race Club training facilities approval to Racing Victoria, you cannot enter or nominate a horse for any race or organised trial, nor can you use an approved Racing Victoria training facility.

It is at your discretion as to when you apply for Race Club approval however submission of this approval to Racing Victoria is only required post-Board.

What if my application is denied?

If your application is denied, you have a Right of Review as follows –

Right of Review - In accordance with section 83Q of the Racing Act 1958 (Vic), you may apply to the Victorian Civil and Administrative Tribunal (VCAT) for review of the Racing Victoria Board decision not to grant a licence. An application for review must be made within 28 days from the date of the Racing Victoria notification letter.

25. Jump Out or Official Trial

If you are granted a trainer's licence, once you have paid the annual (or pro-rata) licence fee, your next step may be to present a runner in a Jump-out or Official Trial to the satisfaction of Racing Victoria Stewards prior to nominating horses for racing.

For these purposes, you will be required to fully tack your trial runner under the observance of the officiating Steward at all times. Furthermore, the horses' performance in the Jump-out or Official Trial will be assessed by the Steward.

TRACK WORK (may apply to Pre-Trainer applicants only):

If granted a Pre-Trainer licence, and have paid the annual licence fee, you next step is to present a horse for track work purposes to the satisfaction of Racing Victoria Stewards.

For these purposes, you may be required to fully tack your horse under the observance of the officiating Steward at all times (Note: Saddling duties may be completed at your nominated stables or at a registered training venue).

How can you contact us?

For any queries relating to this application or the Trainer Licensing Policy, please contact a friendly member of Racing Australia by telephone on 1800 954 143 or via email at licensing@racingaustralia.horse

If you require assistance completing this application please contact the Australian Trainers' Association on (03) 9372 1688 or via email ata@austrainers.com.au

Check List for your Records

	Trainer	Pre-Trainer	Jockeys applying for a Trainer Licence	Jockeys applying for a Pre-Trainer Licence
Read the Trainer Licensing Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Read the Rules of Racing relating to Trainers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete the Application Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identification – Driver Licence	<input type="checkbox"/>	<input type="checkbox"/>		
Identification – Passport or Birth Certificate	<input type="checkbox"/>	<input type="checkbox"/>		
Passport-sized Photo (Attached to this Application or emailed to licensing@racingaustralia.horse)	<input type="checkbox"/>	<input type="checkbox"/>		
If renting stables, a signed letter from the owner/ proprietor of the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes attached a copy of the ASIC Certificate of Incorporation for each Company (including any trustee Company if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes to above, an ASIC extract (current and historical) outlining Directors and Shareholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Qualification: RGR40118 Certificate IV in Racing (Racehorse Trainer)	<input type="checkbox"/>		<input type="checkbox"/>	
Qualification: RGRPSH201 Handle Racehorses in stables and at trackwork and BSBWHS211 Contribute to health and safety of self and others		<input type="checkbox"/>		
Resume	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work References	<input type="checkbox"/> (x3)	<input type="checkbox"/> (x3)		
Owner References (Trainer only)/Client References (Pre Trainer only)	<input type="checkbox"/> (x3)	<input type="checkbox"/> (x1)	<input type="checkbox"/> (x3)	<input type="checkbox"/> (x1)
Contracts & Agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debt Recovery Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Police Record Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Credit References	<input type="checkbox"/> (x3)	<input type="checkbox"/> (x3)	<input type="checkbox"/> (x3)	<input type="checkbox"/> (x3)
Bank Account Statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Profit & Loss Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Credit Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accountant Reference (Statutory Declaration)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic Funds Transfer Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GST Requirements Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If applicable all Company and Trust information as outlined in 9.D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>