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

Trainer License Application Form
2019/20

STEP 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 (Tick) Yes, I declare that I have read the Trainer Licensing Policy.

STEP 2 PERSONAL DETAILS:

Title:	First Name:	Surname:	DOB:
Residential Address:			Postcode:
Postal Address: (Only if it differs from residential address)			Postcode:
Phone:		Fax:	
Mobile (Mandatory):		Email (Mandatory):	

Next of Kin: 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::

Next of Kin 1:	Relationship:	Phone:
Next of Kin 2:	Relationship:	Phone:
Next of Kin 3:	Relationship:	Phone:

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

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 company 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 SPECIFY If renting, please provide the full name of the property owner:

Proposed Training Location:

STEP 3 STRUCTURE:

COMPANY:

Are you, or a close relative, associated with any company in connection with the provision of training services? YES (tick) or NO (tick)

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" employs the individual, Mr John Citizen, to train racehorses.*
- *"ABC Management Services" provides management services to you.*

If Yes, provide each company's full name, Australian Company Number (ACN) and state whether you are 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.

I acknowledge YES (tick)

TRUST:

Are you associated with any trust entities as part of your training activities? YES (tick) or NO (tick)

If Yes, provide each trust entity's full name and Australian Company Number (ACN):

For each company and trust listed provide the following:

- ◯ **Yes**, I have attached a copy of the ASIC Certificate of Company/Entity Incorporation.
- ◯ **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:
    o I provide to the company; and/or
    o provided by the company to me.

EMPLOYMENT:

Do you have another form of employment? YES (tick) Or NO (tick)

If Yes, with which Company?

Company Contact Number:

STEP 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? (Tick):

YES (tick)

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

Community College, Gippsland
P: 03 5622 6000
W: www.ccg.asn.au

Racing Industry Skills Centre (RISC), Leigh Graham
P: 03 5449 3590, (P) 0427 380 503 (Leigh), W: www.hrtcbendigo.com.au

Melbourne Polytechnic, Epping
P: 03 9269 1200, W: www.melbournepolytechnic.edu.au

Skillinvest, David Cookson
P: 03 5381 6200, P: 0439 552 402 (David)
E: david.cookson@skillinvest.com.au, W: www.skillinvest.com.au

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

(tick) "Certificate IV of Racing, Thoroughbred Trainer" (or, if a Licensed Victorian Jockey (excluding Apprentices), the "Certificate IV of Racing, Thoroughbred Trainer for Jockeys")
(Minimum qualification requirement for a General A, General Trainer and Restricted Trainer);

(tick) Units; (1) Handle Racehorses in Stables & at Trackwork.; and (2) Contribute to Health & Safety of Self and Others.
(Minimum qualification requirements for a Pre-Trainer);

STEP 5 CATEGORY OF LICENCE:

What category of trainer licence do you satisfy? Note the **minimum** experience required (tick):

(tick) **GENERAL A Trainer** (Must satisfy criteria 1 or 2 below):

1. hold, or previously have held (with a PRA), an Unrestricted ('A' or 'Metropolitan') Thoroughbred Trainer licence (or its equivalent) (the A Licence):
   (a) for a minimum of five (5) years; and
   (b) held the A Licence no later than five (5) years from the date that any (full) Application is submitted to Racing Victoria; and
   (c) held the A Licence for a total of at least one (1) year in the five (5) years from the date that any (full) Application is submitted to Racing Victoria; or

2. hold, or previously have held (with a PRA), an Unrestricted Thoroughbred Trainer licence (or its equivalent) (the Unrestricted Licence):
   (a) for a minimum of ten (10) years; and
   (b) held the Unrestricted Licence no later than five (5) years from the date that any (full) Application is submitted to Racing Victoria; and
   (c) held the Unrestricted Licence for a total of at least two (2) year in the five (5) years from the date that any (full) Application is submitted to Racing Victoria.

(tick) **GENERAL Trainer** (Must satisfy either of criteria 1, 2, 3 or 4 below):

1. hold, or previously have held (with a PRA), an Unrestricted ('A' or 'Metropolitan') Thoroughbred Trainer licence (or its equivalent) for a minimum of one (1) year, and been licensed as such no later than five (5) years from the date that any (full) Application is submitted to Racing Victoria; or

2. hold, or previously have held (with a PRA), an Unrestricted Thoroughbred Trainer licence (or its equivalent) for a minimum of three (3) years, and been licensed as such no later than five (5) years from the date that any (full) Application is submitted to Racing Victoria; or

3. hold, or previously have held (with a PRA), a restricted, professional Thoroughbred Trainer licence (or its equivalent) for a minimum of six (6) years and been licensed as such no later than five (5) years from the date that any (full) Application is submitted to Racing Victoria; or

4. hold, or previously have held (with a PRA), a Thoroughbred Assistant Trainer registration (and employment) for a minimum of ten (10) years in a full-time capacity, or for a minimum of fifteen (15) years in a part-time capacity with an Unrestricted ('A' or 'Metropolitan) Thoroughbred Trainer (or its equivalent) and been registered as such no later than five (5) years from the date that any (full) Application is submitted to Racing Victoria (Evidence of actual paid employment is required, such as pay slips and contracts).

(tick) **RESTRICTED Trainer** (Must satisfy either of criteria 1, 2 or 3 below or criteria 4 (including 4(a) or 4(b) in conjunction with point 4):

1. hold, or previously have held (with a PRA), an Unrestricted Thoroughbred Trainer licence (or its equivalent) for a minimum of one (1) year, and been licensed as such no later than five (5) years from the date that any (full) Application is submitted to Racing Victoria; or

2. hold, or previously have held (with a PRA), a restricted, professional Thoroughbred Trainer licence (or its equivalent) for a minimum of three (3) years and been licensed as such no later than five (5) years from the date that any (full) Application is submitted to Racing Victoria; or

3. hold, or previously have held (with a PRA), a Jockey licence (other than an Apprentice) issued by Racing Victoria or an Equine Trainer licence (other than a Thoroughbred), for a minimum of five (5) years and been licensed as such no later than five (5) years from the date that any (full) Application is submitted to Racing Victoria; or

4. hold, or previously have held (with a PRA), a Thoroughbred Assistant Trainer registration (and employment) for a minimum of one (1) year in a fulltime capacity, or for a minimum of two (2) years in a part-time capacity with an Unrestricted Thoroughbred Trainer (or its equivalent) and been registered as such no later than three (3) years from the date that any (full) Application is submitted to Racing Victoria (Evidence of actual paid employment is required, such as pay slips and contracts); and either of the following (in conjunction with point (4):
   (a) hold, or previously have held (with a PRA), an Equine Stablehand or Foreperson registration (and employment), or Jockey licence (issued by other than Racing Victoria) for a minimum of five (5) years in a full-time capacity, or for a minimum of ten (10) years in a part-time capacity and been registered as such no later than two (2) years from the date that any (full) Application is submitted to Racing Victoria (Evidence of actual paid employment is required, such as pay slips and contracts); or
   (b) hold, or previously have held (with a PRA), an Equine Assistant Trainer registration (and employment) for a minimum of three (3) years in a fulltime capacity, or for a minimum of six (6) years in a part-time capacity and been registered as such no later than two (2) years from the date that any (full) Application is submitted to Racing Victoria (Evidence of actual paid employment is required, such as pay slips and contracts).

(tick) **PRE Trainer** (Must satisfy either of criteria 1, 2, 3 or 4 below):

1. hold, or previously have held, (with a PRA) an Equine Trainer licence (other than a Thoroughbred) for a minimum of one (1) year and been licensed as such no later than five (5) years from the date that any (full) Application is submitted to Racing Victoria; or

2. hold, or previously have held, (with a PRA) an Equine Assistant Trainer registration (and employment), or Jockey licence for a minimum of two (2) years in a full-time capacity, or for a minimum of four (4) years in a part-time capacity and been registered as such no later than two (2) years from the date that any (full) Application is submitted to Racing Victoria (Evidence of actual paid employment is required, such as pay slips and contracts); or

3. hold, or previously have held, (with a PRA) an Equine Stablehand or Foreperson registration (and employment) for a minimum of three (3) years in a full-time capacity, or for a minimum of six (6) years in a part-time capacity and been registered as such no later than two (2) years from the date that any (full) Application is submitted to Racing Victoria (Evidence of actual paid employment is required, such as pay slips and contracts); or

4. have experience in Equine pursuits (in a non-licensed capacity) for a minimum of five (5) years in a full-time capacity, or for a minimum of ten (10) years in a part time capacity. References and statements from relevant associations will be required.

STEP 6 QUESTIONNAIRE:

Please answer all question below:

Who will be responsible for the horses in your absence?

Who is your stable veterinarian (main)?

Who is your stable farrier (main)?

Are they licensed in accordance with LR 47A of the Rules of Racing? YES (tick) or NO (tick)

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:

Rules of Racing:
I acknowledge that I am bound by the Rules of Racing of Racing Victoria (the Rules) including any Policy, code and/or regulations made pursuant to the Rules from time to time and of any other Principal Racing Authority in which I perform trainer-related duties, 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 ☐ No ☐

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 or an appointed CrimTrac accredited agency).

Yes, I acknowledge ☐ No ☐

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 ☐ No ☐

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/integrity/social-media-policy

Yes, I acknowledge ☐ No ☐

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 ☐ No ☐

STEP 6 QUESTIONNAIRE (cont):

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 ☐ No ☐

Have you held, or do you currently hold, a licence, permit or registration with any Racing Authority or Racing Code?

YES (tick) OR NO (tick)

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?

YES (tick) OR NO (tick)

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?

YES (tick) NO (tick)

If Yes, with which Racing Authority?

Detail the offence/matter?

Have you, in the last 10 years, been:

(a) found guilty of a criminal offence?
(b) imprisoned?
(c) placed on parole?

YES (tick) NO (tick)

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

Detail the offence/matter?

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

YES (tick) NO (tick)

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

Personal Bankruptcy and/or Company Insolvency:

(a) Have you, in the last 10 years, been declared bankrupt or insolvent? and/or
(b) Do you currently have any bankruptcy action or proceedings pending against you? and/or
(c) 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 (tick) NO (tick)

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

STEP 6 QUESTIONNAIRE (cont):

I acknowledge 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 ☐

Eligibility to work in Australia:

Are you an Australian citizen or permanent resident? Yes ☐ No ☐

Note: 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) ☐

STEP 7 APPLICATION FEE:

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

Application Fee - $60.00

(Racing Victoria Ltd ACN 096 917 930)
(Alternatively, enclose a CHEQUE or MONEY ORDER payable to Racing Victoria Ltd – CASH will not be accepted))

Credit Card Type (Please circle):

MASTERCARD / VISA (please circle)

Credit Card Number:

Cardholder's Name (Please print):

Credit Card Expiry Date (MMYY):

Credit Card Verification (CVN):

Cardholder's Signature:

Date:

Please retain a copy of this form for your taxation records

STEP 8 ACKNOWLEDGEMENT AND SIGNATURE:

PRIVACY STATEMENT:
Racing Victoria is the body responsible for and carries out the functions of: determining and issuing occupational licences authorising persons to participate in the Victorian thoroughbred racing industry ("Licensed Persons"); supervising Licensed 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").

In the course of performing its functions, Racing Victoria may seek personal information from you for the purposes of:

- making determinations in relation to your licence application, renewal or continuance;
- meeting supervisory responsibilities in relation to you as a Licensed Person;
- promoting or protecting the integrity of the thoroughbred racing code and ensuring compliance with the Rules of Racing;
- administering and promoting racing operations (including your participation in races and the industry); and
- any other function or activity described in the Privacy Policy.

For these purposes, Racing Victoria may also obtain personal information about you from, or disclose your personal information to, third parties such as enforcement bodies, government authorities, other racing control bodies in the States and Territories of Australia and overseas, wagering service providers such as bookmakers, totalisators, and betting exchanges, educational or training institutions and to other persons for any of the purposes described above or as otherwise provided by law.

Unless otherwise advised by you, your image, name and contact details may be published monthly in the Inside Racing Magazine and also disclosed to and published by Racing Victoria and its associates (including Racing.com, Clubs and Racing Australia Pty Ltd) to facilitate your participation in racing and the promotion of racing.
In order to process your application, this application form and your personal information will be collected by Racing Australia on behalf of Racing Victoria. All personal information collected by Racing Australia on behalf of Racing Victoria is subject to the Racing Australia and Racing Victoria privacy policies, the latter prevailing in the event of any conflict.

You may make a request to Racing Victoria to gain access to information held by Racing Victoria in relation to you by writing to the Privacy Officer, Racing Victoria, 400 Epsom Road, Flemington, 3031. Should you decline to provide personal information to Racing Victoria when requested by Racing Victoria as part of its licensing and supervisory activities, Racing Victoria may refuse to grant or renew such a licence or may revoke or suspend your licence.

Disclosure of Contact Information to Racing-Related Third Parties

- From time to time Racing Victoria receives requests from racing industry member bodies and associations seeking to contact licensed trainers with racing-related in formation and offers. Racing Victoria may elect to disclose your contact information in these circumstances. If you do not consent to your contact details being disclosed for this purpose please advise below. o Declare that all particulars in my application are true and correct;
- Acknowledge and agree to be subject to and bound by: o 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, the Stewards, or an official of any Club;
- Acknowledge that I have read this application in full, including the Privacy Statement;
- Acknowledge that Racing Victoria may request further information from me in respect of this application;
- Consent to Racing Victoria obtaining personal information about me from others and using and disclosing my personal information as noted in the Privacy Statement;
- Consent to Racing Victoria applying a $100 late fee to my payment should this renewal be received by Racing Victoria after 19 July 2019.
- Acknowledge that any debts accrued or owed by me to Racing Victoria will be paid within the time permitted by Racing Victoria.

☐ I do not consent to my contact information being disclosed to racing industry member bodies and/or associations.

In making my application to be licensed as a trainer; I hereby:

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.

SIGN HERE

TODAY'S DATE

SIGN HERE

STEP 9 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)

9.A IDENTIFICATION

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

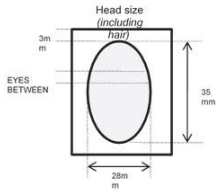
(tick) Yes, I have attached a colour copy of my Driver's Licence.

and

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

9.B PASSPORT-SIZED PHOTO

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



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

or

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

9.C 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:

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

or

(tick) No, this is not required as I own the property

9.D COMPANY and TRUST information

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

(tick) Yes, I have attached a copy of the ASIC Certificate of Company/Entity Incorporation.

(tick) 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).

(tick) 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:
  - o I provide to the company; and/or
  - o provided by the company to me.

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

(tick) Yes, I have attached signed declarations from all key personnel of the company enclosed within Step 14 of the application, and on behalf of the company enclosed within Step 15 of the application.

9.E 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:

(tick) Yes, I have attached a Statement of Results as evidence of completing the Certificate IV of Racing, Thoroughbred Trainer (or, if a Licensed Victorian Jockey (excluding Apprentices), the "Certificate IV of Racing, Thoroughbred Trainer for Jockeys") (Minimum requirement for a General A, General and Restricted Trainer).

or

(tick) Yes, I have attached a Statement of Results as evidence of completing the Units; (1) Handle Racehorses in Stables & at Trackwork.; and (2) Contribute to Health & Safety of Self and Others.

STEP 9 ATTACHMENTS (cont):

9.F 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:

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

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

Not required for: General A Trainer applicants

9.G 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.

(tick) 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:

I. The period (Date 'to' and 'from') that I held employment with the trainer;
II. Whether my employment was on a full-time or part-time basis;
III. The specific duties undertaken by me;
IV. 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;
V. My ability to handle horses along with my ability to perform the presented tasks.

Not required for: General A Trainer applicants

9.H OWNER REFERENCES
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.

(tick) 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:

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

Not required for: General A Trainer or Pre Trainer applicants

9.I CONTRACTS AND AGREEMENTS
Do you intend to use the Standard Training Agreement (STA)?

YES (tick) or NO (tick)

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.

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

Not required for: Pre Trainer applicants

9.J 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:

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

Not required for: Pre Trainer applicants

9.K 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.

(tick) 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.

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

(tick) 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:

I. That I hold an account with the supplier;
II. That my accounts are paid promptly;
III. 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].

Not required for: General A Trainer or Pre Trainer applicants

9.M BANK ACCOUNTS STATEMENTS
Please submit bank account statements in your name for the preceding six (6) month period:

(tick) 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 bank balance 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.

9.N PROFIT AND LOSS BUDGET
Submit a detailed Profit and Loss Budget for the forwarding 12 months:

(tick) 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 Charted 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 horse-related income/expenses for the next 12 months.

Not required for: General A Trainer or Pre Trainer applicants

An example is as follows:

	A	B	C	D	E	F
1	**Profit & Loss Projection**					
2	**Period: 1 Jan to 31 Dec**					
3	***Based on 5 horses in your care, each owned by paying clients (guide only)***					
4						
5	**Income**	**Description**	**Item per day**	**Days**	**Monthly Total**	**Yearly Total**
6	Horse 1	Agistment	$25.00	30 days	$750.00	$9,000.00
7	Horse 2	Pre-Training	$70.00	30 days	$2,100.00	$25,200.00
8	Horse 3	Training (Racing preperation)	$90.00	30 days	$2,700.00	$32,400.00
9	Horse 4	Training (Racing preperation)	$90.00	30 days	$2,700.00	$32,400.00
10	Horse 5	Training (Racing preperation)	$90.00	30 days	$2,700.00	$32,400.00
11	In Racing	Prizemoney 10%	$7.50	30 days	$225.00	$2,700.00
12						
13		**TOTAL INCOME**	$ 372.50		$ 11,175.00	$ 134,100.00
14						
15	**Expenses**	**Description**	**Item per day**	**Days**	**Monthly Total**	**Yearly Total**
16	**Personal**	Rent (Home/Stable)	$45.00	30 days	$1,350.00	$16,200.00
17		Food	$15.00	30 days	$450.00	$5,400.00
18		Petrol	$10.00	30 days	$300.00	$3,600.00
19		Entertainment	$20.00	30 days	$600.00	$7,200.00
20		Utilities (Electricity, Gas, Water)	$5.00	30 days	$150.00	$1,800.00
21		Telephone	$5.00	30 days	$150.00	$1,800.00
22		Insurance	$3.00	30 days	$90.00	$1,080.00
23						
24	**Horse-related**	Feed	$40.00	30 days	$1,200.00	$14,400.00
25		Bedding	$15.00	30 days	$450.00	$5,400.00
26		Gear	$10.00	30 days	$300.00	$3,600.00
27		Veterinary	$25.00	30 days	$750.00	$9,000.00
28		Farrier	$8.00	30 days	$240.00	$2,880.00
29		Chiropractor	$8.00	30 days	$240.00	$2,880.00
30		Dentist	$5.50	30 days	$165.00	$1,980.00
31		Staff (1 x Casual)	$45.00	30 days	$1,350.00	$16,200.00
32		Staff (1 x Track Rider)	$30.00	30 days	$900.00	$10,800.00
33		Office	$2.00	30 days	$60.00	$720.00
34		10% Contingency	$29.15	30 days	$874.50	$10,494.00
35						
36		**TOTAL EXPENSES**	$ 320.65		$ 9,619.50	$ 115,434.00
37						
38		**NET PROFIT**	$ 51.85		$ 7,819.50	$ 18,666.00

9.O ACCOUNTANT REFERENCE (STEP 10)
Please ensure that a Certified Practicing Accountant (CPA) or Charted Accountant (CA) completes the 'Accountant Reference' enclosed within Step 10 of this application form:

(tick) Yes, I have attached the 'Accountant Reference' enclosed within Step 10 of this application form, which has been completed by a CPA or CA.

STEP 10 ACCOUNTANT REFERENCE (Refer Step 9.O on page 11 of this Application Form):

State of Victoria
Statutory Declaration

(This reference must be completed by a Certified Practising Accountant or Charted Accountant)

I, _____

{full name of Accountant}

Of _____

{address of Accountant}

_____ do solemnly and sincerely declare that:-

{occupation, e.g. CPA or CA}

I have specifically viewed and assessed the following financial documents supplied by the Applicant

_____

{Insert name of Applicant}

(a) the Applicant's bank account statements for the preceding six (6) month period;

(b) documentation relating to outstanding mortgages or loans taken out by the Applicant;

(c) evidence of assets owned by the Applicant (such as car, property or horse float);

(d) the Applicant's tax return for the most recent financial year of which the tax return is required by law;

(e) a statutory declaration made by the Applicant stating that he/she has adequate assets and income to ensure that he/she can settle any debts as and when they fall due.

Having regard to the above financial information supplied by the Applicant, I have formed the assessment that the Applicant has sufficient financial resources and capacity to train racehorses.

I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury.

Declared at _____

this _____ **day of** _____ **20** _____ .....

Signature and business stamp of accountant making this declaration
[to be signed in front of an authorised witness]

Before me,

.....

Signature of Authorised Witness

The authorised witness must print or stamp his or her name, address and title under section 107A of the Evidence (Miscellaneous Provisions) Act 1958 (as of 1 January 2010), (previously Evidence Act 1958), (e.g. Justice of the Peace, Pharmacist, Police Officer, Court Registrar, Bank Manager, Medical Practitioner, Dentist)

STEP 11 ATTACH DETAILED BUSINESS PLAN:

BUSINESS PLAN

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

Not required for: General A or Pre Trainer applicants.

(tick) 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 remained of the 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.

STEP 12 ELECTRONIC FUNDS TRANSFER:

Surname:	First Name:	DOB:

Postal Address: (Only if it differs from residential address)	Postcode:

Phone:	Fax:

Mobile (Mandatory):	Email (Mandatory):

Australian Business Number (ABN):

Account Holder Name:

Name of Bank/Financial Institution:

BSB:

Account Number:

Are you GST Registered?:

Yes ☐ No ☐

Signature:	Today's date:

STEP 13 GST REQUIREMENTS:

Surname:	First Name:	DOB:

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:

3. **HAVE YOU REGISTERED OR DO YOU INTEND TO REGISTER FOR AN ABN?**

(tick) Yes Go to Item 2;

(tick) No Go to Item 3;

2. **WILL YOU BE REGISTERING FOR THE GST SYSTEM?**

(tick) 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):

(tick) 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.

1. **DO YOUR OPERATIONS RELATE TO A HOBBY?**

(tick) 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, ... herby declare that my operation as a TRAINER is conduced as a hobby (not a business).

(tick) 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:

STEP 14 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:

STEP 15 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:

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

RETAIN THIS SECTION FOR YOUR RECORDS

WHAT HAPPENS NEXT?

Step 16 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.

Step 17 Interview:

Upon receipt of your completed application form (including additional information as requested), an interview will be arranged. You will be required to meet with the Licensing Panel to discuss your application further.

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

I. The Rules of Racing (relating to trainers);
II. Raceday procedures;
III. Standard Veterinary points;
IV. The training schedule of the horse;
V. The Class / Ratings structure of racing;
VI. 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

Step 18 Stable Inspection:

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

I. Location of property;
II. Occupational Health and Safety compliance;
III. Quality of stabling;
IV. Security of premises;
V. Feed and tack rooms set up;
VI. Safety of prohibited substances;
VII. 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.

Step 19 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).

Step 20 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.

Step 21 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 Administrative and Civil 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.

Step 22 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 you are 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

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

CHECK LIST FOR YOUR RECORDS

✓ **Denotes, required item for submission**

	General A Trainer	General Trainer	Restricted Trainer	Pre-Trainer	Jockeys applying for a Restricted Trainer Licence	Jockeys applying for a Pre-Trainer Licence
Read the Trainer Licensing Policy	✓	✓	✓	✓	✓	✓
Read the Rules of Racing relating to Trainers	✓	✓	✓	✓	✓	✓
Complete the Application Form	✓	✓	✓	✓	✓	✓
Identification – Driver's Licence	✓	✓	✓	✓		
Identification – Passport or Birth Certificate	✓	✓	✓	✓		
Passport-sized Photo (Attached to this Application or emailed to licensing@racingaustralia.horse	✓	✓	✓	✓		
If renting stables, a signed letter from the owner/ proprietor of the property	✓	✓	✓	✓	✓	✓
If you have set up a Company, the Certificate of Company/Entity Incorporation	✓	✓	✓	✓	✓	✓
If yes to above, an ASIC extract (current and historical) outlining Directors and Shareholders	✓	✓	✓	✓	✓	✓
Qualification: Certificate IV of Racing (Thoroughbred Trainer)	✓	✓	✓		✓	
Qualification: Handle Racehorses in Stables & at Trackwork and Contribute to Health & Safety of Self and Others				✓		
Resume		✓	✓	✓	✓	✓
Work References		✓ (x3)	✓ (x3)	✓ (x3)		
Owner References		✓ (x3)	✓ (x3)			
Contracts & Agreements	✓	✓	✓		✓	
Debt Recovery Plan	✓	✓	✓		✓	
National Police Record Certificate	✓	✓	✓	✓	✓	✓
Credit References		✓ (3)	✓ (3)		✓ (3)	
Bank Account Statements	✓	✓	✓	✓	✓	✓
Profit & Loss Budget		✓	✓		✓	
Accountant Reference (Statutory Declaration)	✓	✓	✓	✓	✓	✓
Business Plan		✓	✓		✓	
Electronic Funds Transfer Form	✓	✓	✓	✓	✓	✓
GST Requirements Form	✓		✓	✓	✓	✓
If applicable all Company and Trust information as outlined in 9.D	✓	✓	✓	✓	✓	✓