



CHECK LIST FOR YOUR RECORDS

✓ Denotes, required 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@racingvictoria.net.au)	✓	✓	✓	✓		
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: Follow OH&S Procedures & Observe Environmental Practices & Handle Horses Safely				✓		
Resume		✓	✓	✓	✓	✓
Work References		✓ (x3)	✓ (x3)	✓ (x3)		
Owner References		✓ (x3)	✓ (x3)			
Contracts & Agreements	✓	✓	✓		✓	
Debt Recovery Plan	✓	✓	✓		✓	
National Police Record Certificate	✓	✓	✓	✓	✓	✓
Credit References		✓ (x3)	✓ (x3)		✓ (x3)	
Bank Account Statements	✓	✓	✓	✓	✓	✓
Profit & Loss Budget		✓	✓		✓	
Accountant Reference (Statutory Declaration)	✓	✓	✓	✓	✓	✓
Business Plan		✓	✓		✓	
Electronic Funds Transfer Form	✓	✓	✓	✓	✓	✓
GST Requirements Form	✓		✓	✓	✓	✓