



Trainer Licence Application Form

Upon submission, your Application will be reviewed within ten (10) working days. You will then be advised by Email.

STEP 1 TRAINER LICENSING POLICY:

The Trainer Licensing Policy, located on the Racing Victoria Website www.rv.racing.com (Under *Quick Links, Licensing Forms* on the home page), 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: | D.O.B.: |
| Residential Address: | | Post Code: | |
| Postal Address (<u>Only</u> if differs from above residential address): | | Post Code: | |
| Phone: | Fax: | | |
| Mobile (<u>Mandatory Field</u>): | Email (<u>Mandatory Field</u>): | | |
| 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): | | | |
| Please circle: I <input type="radio"/> own or <input type="radio"/> *rent the above stable address | | | |
| If *renting , provide the full name of the property owner: | | Property Owner | |

STEP 3 STRUCTURE:

Company:

As part of your training operation, are you employed by, or associated with, a business or company (to train racehorses)? For example: "John Citizen Racing" employs the individual, Mr John Citizen, to train racehorses). Tick below:

YES
(Tick)

or

NO
(Tick)

If Yes, provide the Company's full name and Australian Company Number (CAN):

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)

or

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:

Federation Training, Gippsland, Lee-Anne Hall
P: 03 5142 2594, E: l.hall@federationtraining.edu.au,
W: www.federationtraining.edu.au

Racing Industry Skills Centre (RISC), Vicki Moro
P: 0447 032 770, E: admin@hrtcbendigo.com.au, W: www.hrtcbendigo.com.au

Melbourne Polytechnic, Epping, Phil Jones
P: 03 9269 1200, E: philj-aas@nmit.edu.au, W: www.nmit.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) Follow OH&S Procedures & Observe Environmental Work Practices; and (2) Handle Horses.
(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):

- hold, or previously have held (with a PRA), an Unrestricted ('A' or 'Metropolitan') Thoroughbred Trainer licence (or its equivalent) (the A Licence):
 - for a minimum of five (5) years; and
 - held the A Licence no later than five (5) years from the date that any (full) Application is submitted to Racing Victoria; and
 - 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
- hold, or previously have held (with a PRA), an Unrestricted Thoroughbred Trainer licence (or its equivalent) (the Unrestricted Licence):
 - for a minimum of ten (10) years; and
 - held the Unrestricted Licence no later than five (5) years from the date that any (full) Application is submitted to Racing Victoria; and
 - 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):

- 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
- 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
- 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
- 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):

- 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
- 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
- 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
- hold, or previously have held (with a PRA), a Thoroughbred Assistant Trainer registration (and employment) for a minimum of one (1) year in a full-time 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):**
 - 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
 - hold, or previously have held (with a PRA), an Equine Assistant Trainer 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).

TICK

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

- 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
- 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
- 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
- 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 questions below:

Who will be responsible for the horses in your absence?

Who is your stable veterinarian (main)?

Who is your stable farrier (main)?

Who is your breaker?

Are they licensed in accordance with LR 56A of the Rules of Racing?

or

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 and of any other Principal Racing Authority in which I perform trainer-related duties (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
(Tick)

Equine Welfare:

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 Intelligence and Compliance Unit 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
(Tick)

Have you held, or do you currently hold, a licence, permit or registration with any Racing Authority or Racing Code (whether-it-be Thoroughbred, Harness or Greyhound)?

YES
(Tick)

or

NO
(Tick)

If Yes, what category of licence?

With which Racing Authority?

Are you currently under any ban / disqualification imposed by any Racing Authority or Racing Code (whether-it-be Thoroughbred, Harness or Greyhound)?

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 (whether-it-be Thoroughbred, Harness or Greyhound)?

YES (Tick) or 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) or NO (Tick)

If Yes, detail the matter(s) below:

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

YES (Tick) or 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) or NO (Tick)

If Yes, please explain the circumstances:

National Police Record Certificate:

In circumstances where Racing Victoria's Intelligence and Compliance 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 (Tick)

Criminal Charges:

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

YES, I acknowledge (Tick)

Social Media Policy:

I have read, and agree to be bound by, the "Racing Victoria Social Media Policy". This Policy is located at www.rv.racing.com/racing-and-integrity/integrity (Click 'Racing And Integrity – Integrity – Policies')

YES, I acknowledge (Tick)

Syndication Policy:

I declare that I have familiarised myself with the Racing Victoria Approved Promoter Policy, and further declare that I will not promote the sale of shares in horses without the approval from Racing Victoria.

YES, I understand

(Tick)

The promotion of horse shares is common practice and from an industry development perspective, Racing Victoria is committed to encouraging horse ownership through commercial syndications as well as through informal industry networks.

There is often confusion about whether trainers require approval (from Racing Victoria) to publicly promote the sale of horse shares.

For further information on the requirements of public syndication, refer to Racing Victoria's Approved Promoter Policy which is located at:

- www.racing.com (Owner / Promoters / Approved Promoter Policy (under Quick Links))

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

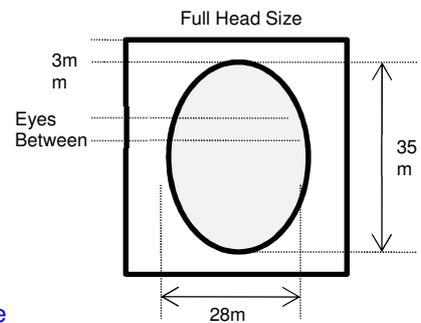
For identification purposes, and in order to supply you with an identification card if/when licensed, we require a colour Passport-sized photo of yourself. Alternatively, please email a photo to licensing@racingaustralia.horse Attach a Photo here:



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/BUSINESS

If you have set up a Company or Business associated with training, we require full Company/Business details:

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).

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) Follow OH&S Procedures & Observe Environmental Practices; & (2) Handle Horses** (Minimum requirement for a Pre-Trainer).

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 or Pre Trainer applicants.

9.I CONTRACTS AND AGREEMENTS

Submit a copy of the contract that you intend to have signed by owners. For assistance in creating an owner contract template, contact the Australian Trainers' Association on 03 9372 1688 or ata@austrainers.com.au:

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. To ensure a quick turnaround time, submit your police check request via Precise Background Services at www.precisebackground.com. Precise Background Services will be able to conduct the required police check and provide the results to you and Racing Victoria.

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]. Furthermore, I declare that all accounts are paid promptly, and presently the account is settled".

Not required for: General A 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 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 horse-related income/expenses for the next 12 months.

Not required for: General A 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 | <i>*Based on 5 horses in your care, each owned by paying clients (guide only)</i> | | | | | |
| 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 preparation) | \$90.00 | 30 days | \$2,700.00 | \$32,400.00 |
| 9 | Horse 4 | Training (Racing preparation) | \$90.00 | 30 days | \$2,700.00 | \$32,400.00 |
| 10 | Horse 5 | Training (Racing preparation) | \$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 |
| 39 | | | | | | |

9.O ACCOUNTANT REFERENCE (STEP 10)

Please ensure that a Certified Practising Accountant (CPA) or Chartered 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 9.0 on page 10 of this Application Form):

State of Victoria
Statutory Declaration

(This reference must be completed by a Certified Practising Accountant or Chartered 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 A 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 this Website for more information: www.ato.gov.au/Business/Starting-and-running-your-small-business

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:

To ensure that prize money accumulated by you is delivered to the correct bank account, please detail below:

| | | | | | | | | | | | |
|--|--|--|-------------|--|--|-----------------|--|--|--|---------------|--|
| Surname: | | | First Name: | | | D.O.B.: | | | | | |
| Postal Address: | | | | | | | | | | | |
| | | | | | | | | | | Post Code: | |
| Phone: | | | | | | Fax: | | | | | |
| Mobile: | | | | | | Email: | | | | | |
| Australian Business Number: | | | | | | | | | | | |
| | | | | | | | | | | | |
| Account Holder Name: | | | | | | | | | | | |
| Name of Bank/Financial Institution: | | | | | | | | | | | |
| BSB: | | | | | | Account Number: | | | | | |
| | | | | | | | | | | | |
| Are you GST Registered? (tick): YES <input type="radio"/> NO <input type="radio"/> | | | | | | | | | | | |
| Signature: | | | | | | | | | | Today's Date: | |





STEP 13 GST REQUIREMENTS:

| | | |
|----------|-------------|---------|
| Surname: | First Name: | D.O.B.: |
|----------|-------------|---------|

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:

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

Yes Go to item 2;

No Go to item 3.

2. 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: | | | | | | | | | | |
| | | | | | | | | | | |

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.

3. 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: |
|------------|---------------|

Submit Steps 1 to 13 to
Racing Victoria for review.

Retain Steps 14 to 20 for
your personal records.



RETAIN THIS SECTION FOR YOUR RECORDS

WHAT HAPPENS NEXT?

STEP 14 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 15 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 - www.rv.racing.com (Under *Racing And Integrity, Rules* at the top of the home page).

STEP 16 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 17 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 in the last week of each month (**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 18 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 19 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 20 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, your 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



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 | ✓ | | ✓ | ✓ | ✓ | ✓ |