Dear Applicant

APPLICATION FOR A FULL PROFESSIONAL JOCKEY’S LICENCE
UNDER RULE (D)6 OF THE RULES OF RACING

Online Professional Jockey Applications:

During 2013/14, the BHA is introducing a new online licensing system. This system has been developed by Weatherbys on our behalf and aims to provide a modern, efficient and customer friendly administration system for all Licensed and Permitted individuals.

Online Licensing is the first element of the new Racing Administration system to be made available to our customers and the enclosed User Guide will provide you with full instructions on how to login to the system and take advantage of the new online application.

Should you have any queries, or experience any problems, please contact the Licensing Team.

Paper Applications:

If you do not have access to the internet, paper applications will be available upon request from the Licensing Team. You should however be aware that applications submitted by paper may take longer to process that those submitted online, due to the additional administration time required.

In addition, you should be aware that the Rules of Racing are only available online, including all updates to the Rules. Applicants are reminded that it is their responsibility to ensure they are aware of any changes to the Rules which may apply to them.

The Application Process:

Every application has to be considered individually upon its merits. In many cases correspondence is involved and in some cases, a personal interview is necessary. Therefore, please complete and submit the application in good time to allow the Team to deal with any queries.

In completing the online form, you are directed to the Guidance Notes which should be read in full. These are available online, but a copy has also been enclosed for your assistance.

Applications should be submitted at least 3 weeks prior to the date they are required to allow sufficient time for them to be processed.

Once your licence has been renewed, you will be emailed with a full login to the new system. This will enable you to view your licence details, apply for changes as necessary and will provide a quick and efficient renewal process in the future.

Fees Laid Down by the British Horseracing Authority:

Please be aware that the licence fee for 12 months will be charged to your racing account once the application has been approved.

2014 Flat Licence Fee: 2014 Jump Licence Fee:

<table>
<thead>
<tr>
<th>Licence Fee</th>
<th>£181.00</th>
<th>Licence Fee</th>
<th>£182.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAT (20%)</td>
<td>£33.50</td>
<td>VAT (20%)</td>
<td>£33.50</td>
</tr>
<tr>
<td>TOTAL</td>
<td>£214.50</td>
<td>TOTAL</td>
<td>£215.50</td>
</tr>
</tbody>
</table>
Commercial Arrangements

Finally, Jockeys are reminded of Rule (D)79 regarding payment of non-racing services. A Jockey entering into an arrangement with a Betting Organisation in connection with the advertising or promotion of goods and/or services, or the provision of views or information for general publication, must notify the BHA as soon as reasonable practicable.

We hope you find the system useful and easy to use, and welcome any feedback you have. We look forward to working with you to ensure that the system look, feel and functionality will continue to be enhanced in future months and years.

Should you require any further information or advice regarding renewal of your Licence, please do not hesitate to contact one of the Licensing Team.

Yours sincerely,

Licensing Team
Tel: 020 7152 0140
Fax: 020 7152 0141
Email: licensing@britishhorseracing.com
APPLICATIONS FOR JOCKEY LICENCES
GUIDANCE NOTES

1. These Guidance Notes should be read before completing the Application Form to which they relate. They are designed to assist but should any matter be unclear, applicants are encouraged to contact the Licensing Team for further confidential guidance.

2. Applications are considered on their individual merits but within the framework of these Guidance Notes. Applications are not normally considered from persons who have reached the age of 23 without previously having held a licence or with demonstrable/appropriate riding experience.

3. Applications should be sent to the Licensing Team, 75 High Holborn, London, WC1V 6LS with the applicant allowing a period of at least two weeks in order for the application to be considered.

4. Applicants are required to demonstrate or confirm that:
   • They have the competence and capability to race ride;
   • They are medically fit to race ride in accordance with the published Medical Standards for Fitness to Ride;
   • Derive their main income or a reasonable portion of it from race riding or, in the case of Apprentice or Conditional Jockeys, be in full time paid employment of a licensed trainer and recorded as such on the Trainer’s Register of Stable Employees;
   • They are otherwise in all the circumstances suitable to hold a licence (i.e. that they are ‘fit and proper’); and
   • In the case of Overseas Riders they have permission to work in Great Britain as a professional jockey.

5. The detailed guidance contained in the remainder of this document sets out what is required and what each applicant will need to show.

A. COMPETENCE AND CAPABILITY

6. Each applicant will have to satisfy the BHA that he/she is a competent jockey and capable of race riding within the Rules set out by the BHA.

7. Each applicant will also have to satisfy him/herself and confirm to the BHA, that:
   7.1 They have a basic understanding of the racing industry, its aims and standards
   7.2 Save in exceptional circumstances they possess at least a conversant level in the English language, sufficient to receive and follow instructions; and
   7.3 They have familiarised themselves with the Rules of Racing in so far as they relate to Jockeys.
8. In determining a person’s competence and capability all first time applicants will be required to satisfactorily complete the appropriate training course at either the British Racing School or Northern Racing College. As part of that course, applicants will need to demonstrate the following:

8.1 The level of fitness appropriate to that of a professional jockey;
8.2 The ability to ride a variety of horses (e.g. different temperaments);
8.3 The ability to take and follow instruction;
8.4 The ability to school horses through stalls and/or over hurdles and fences; and
8.5 The ability to effectively use a whip within the guidelines set out by the BHA.

9. In relation to persons who have not been licensed by the BHA in the preceding two years, the BHA will require full particulars of that person’s experience and employment to date.

10. In relation to persons who have previously been licensed outside Great Britain, a Certificate of Clearance and licensing record from the relevant Turf BHA (under whose Rules they were last licensed) should also be provided.

B. MEDICAL STANDARDS OF FITNESS TO RIDE

11. Each applicant is required to complete a Declaration of Health form giving an accurate account of their current medical state (including any accidents or medication taken in the preceding twelve months) and estimated riding weight.

12. First time applicants and those renewing on every 5th anniversary of their first licence, must submit a comprehensive medical report completed by the applicant’s own Doctor (General Practitioner or otherwise) who has access to the applicant’s full medical records. Any applicant for a Flat Licence aged 48 years or Jump Licence aged 38 years or over must be examined annually as to his fitness to race-ride by a Medical Adviser approved by the BHA.

13. Each applicant must complete an Annual Baseline Concussion test at one of our designated concussion test centres.

14. The Chief Medical Adviser reserves the right to meet with any applicant before their application is considered.

15. More details, including the full medical standards and contact details for the Chief Medical Adviser, can be found on the BHA’s website: www.britishhorseracing.com.

16. All riders are strongly advised to hold adequate personal insurance cover to provide for the cost of medical treatment whilst riding. More information is available from the Professional Jockeys' Association (www.thepja.co.uk) and its Medical Advisor Anna-Louise MacKinnon who can be contacted at alm@thepja.co.uk.

C. INCOME STATUS

17. Applications will not be considered from those who can expect to ride only on odd or chance mounts, and for whom there is no demand for their services to ride regularly (normally a minimum of 25 rides per season) in public unless they are in the full time employment of a licensed trainer as an Apprentice or Conditional jockey.
D. PROGRESSION OF RIDES

18. To warrant the renewal of a Conditional/Apprentice Jockey’s Licence the BHA would expect to see a steady progression in the applicant’s number of rides. The following figures are an indication of the progression normally expected:-

- During 1st season: 5 rides
- 2nd Season: 15 rides
- 3rd Season and onwards: 25 rides

19. If the applicant did not achieve the expected number of rides under the last licence, provision has been made on the application form for the reasons to be given. In such cases, licences will not normally be renewed unless the BHA is satisfied that there were reasonable circumstances that prevented the Conditional/Apprentice having the required progression of rides.

E. APPRENTICE & CONDITIONAL JOCKEYS – CHANGE OF EMPLOYER

20. Those Apprentice and Conditional Jockeys whose licence has been terminated by reasons of his/her moving from one yard to another during the period for which their training agreement is valid will have to satisfy the BHA that the reasons for the move are good and substantial prior to the issue of a new licence. Statistics demonstrate that those Apprentice and Conditional Jockeys who serve out the full period of a year without switching trainers proceed to a better career than those who do not.

F. PERMISSION TO WORK IN GREAT BRITAIN (OVERSEAS RIDERS ONLY)

21. Applicants who are not nationals of a European Economic Area country require permission to work in Great Britain. Guidance notes and additional information are obtainable from Customer Contact Centre, UK Border Agency, PO Box 3468, Sheffield, S3 8WA.

22. Any application made to the UKBA will require the endorsement of the BHA. In order to meet the criteria for endorsement, applicants must be internationally established at the highest level and/or demonstrate that their employment will make a significant contribution to the development of horseracing in Great Britain. Applicants should have ridden winners at pattern class level, i.e. Group or Listed races.

23. More information is available from the UKBA’s website: www.ukba.homeoffice.gov.uk or by e-mail to: wpcustomers@ukba.gsi.gov.uk

G. GENERAL SUITABILITY (‘FIT AND PROPER’)

24. In considering any application, the BHA must be satisfied, taking into account any fact or matter that it considers appropriate, that the applicant is suitable to hold a licence.

25. The BHA expects full and frank disclosure from the applicant, who is required to disclose all matters known to him/her and those which he/she can be expected to discover by making enquiries. Failure to do so will be a relevant factor in the assessment as to an applicant’s honesty and integrity.

26. A person whose conduct or character is not in accordance with that which, in the opinion of the BHA, should be expected of a licensed person, may not be considered suitable and therefore may be refused a licence.

27. In some cases a single factor may lead to the conclusion that someone is not suitable, whereas in another case the determination of whether someone is not suitable may depend upon the cumulative assessment of a number of matters.
28. It is not possible to produce a definitive list of all matters that would be relevant to a particular application. This document should be considered a guide as to the sorts of considerations that the BHA will have in mind when making such an assessment.

29. The criteria to which the BHA will have regard in assessing honesty and integrity include the following:

29.1 Whether the applicant has been convicted of any criminal offence in Great Britain, or a foreign jurisdiction, excluding road traffic offences and offences which are spent under the Rehabilitation of Offenders Act 1974 and in the case of foreign offences, such as may be appropriate. Particular consideration will be given to offences of dishonesty, fraud and those relating to sexual conduct, violence, and animal welfare.

29.2 Whether the applicant is the subject of any proceedings of a criminal nature or has been charged in connection with any alleged criminal offence involving dishonesty, fraud or those relating to sexual conduct, violence, or animal welfare.

29.3 Whether the applicant has been the subject of any adverse finding by a judge in any civil proceedings, or has settled civil proceedings brought against him/her relating to any matter which could reasonably be said to materially affect his/her suitability to hold a licence.

29.4 The applicant’s record of compliance with the regulatory requirements of the BHA or its predecessors, of any other Turf Authority or of a regulator of any other sport in which he/she has participated or has been otherwise involved.

29.5 Whether the applicant has been candid, open and truthful in all his/her dealings:

29.5.1 with the BHA in relation to the present or relevant past licence applications; and

29.5.2 with any other Turf Authority or other sports regulator.

29.6 Whether or not the applicant has been dismissed from any previous employment or position of trust or has been asked to resign or resigned on grounds connected with his/her honesty or integrity.

29.7 Whether an applicant has been convicted of, or dismissed or suspended from employment for drug or alcohol abuses or other abusive acts or has other lifestyle or social issues, which are likely either to:

29.7.1 Impair significantly his/her ability to safeguard the welfare of any horse or meet the regulatory requirements of the BHA; or

29.7.2 Render the applicant a threat to the health, welfare or safety of others involved in horseracing, or to the integrity of the sport.

29.8 Whether the applicant has engaged in conduct or there are circumstances which may render the applicant susceptible to pressure from persons seeking to corrupt horseracing and whether the applicant is likely to or may engage in such conduct.

29.9 Whether the applicant has observed the Integrity Provisions contained within these Guidance Notes.

30. An applicant’s fitness and propriety includes assessment of the fitness and propriety of those with whom he/she is or may be associated or connected with in their personal or business dealings. For example, if the applicant is known to remain associated with person(s) who are considered by the BHA to pose an unacceptable risk to the integrity of horseracing notwithstanding specific warnings issued by the BHA about such association, that matter will be taken into account and its ultimate relevance to his/her suitability will be assessed in the light of the applicant’s attitude to the association.
31. The BHA has a policy of not granting a jockey’s licence to a person actively engaged as, or otherwise associated with, a Bookmaker, having made the judgement that such a close financial interest, potentially in conflict with his interest as a jockey, is likely to diminish public confidence in the integrity of racing.

**Integrity Provisions**

32. The following Integrity Provisions set out the standards of behaviour to be observed by all Licensed Jockeys as conditions of the grant of their Licence. As a Licensed Jockey, you agree to:

32.1 Avoid the company of Persons whose conduct, character or reputation indicate that they may pose a threat to the integrity of horseracing.

32.2 Make sure you have read and understood the definition of Inside Information in Rule (A)36.

32.3 Refrain from regularly passing Inside Information to anyone other than the connections of the horse, even where there is no reward except in cases specifically allowed for in the Rules.

32.4 Ensure that relationships with Betting Organisations or any Person representing a Betting Organisation do not confer special privileges or concessions which may invite adverse inferences to be drawn.

32.5 Avoid discussing the chances of a horse they are engaged to ride with anyone (including other Riders), in the knowledge that it may be used for a corrupt purpose.

32.6 Ensure that the usage of pass cards and any metal badges within a licensed racecourse complies with the user conditions laid down by the Racecourse Association.

H. SPECIFIED CASES

**Absolute Requirements**

33. The specified cases detailed below are requirements which an applicant must satisfy in order for an application to be considered by the BHA:

33.1 **Apprentice & Conditional Jockeys Licences**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Guidance Notes Reference Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>To supply such documentation as detailed in the Guidance Notes &amp; application form (first time applicants only)</td>
<td></td>
</tr>
<tr>
<td>To be in the full time paid employment of a Licensed Trainer.</td>
<td>4</td>
</tr>
<tr>
<td>To attend the appropriate Training Course at either the British Racing School or Northern Racing College</td>
<td>8</td>
</tr>
<tr>
<td>To submit a certificate of clearance where the applicant has previously been licensed outside Great Britain from the relevant Racing Authority</td>
<td>10</td>
</tr>
<tr>
<td>To submit a declaration of health</td>
<td>11</td>
</tr>
<tr>
<td>To submit a comprehensive medical report as required by the BHA and/or be examined annually by a medical advisor approved by the BHA</td>
<td>12</td>
</tr>
<tr>
<td>To complete an annual baseline concussion test</td>
<td>13</td>
</tr>
</tbody>
</table>
The BHA will require confirmation from the United Kingdom Border Agency (UKBA) that they have permission to work in the UK as a Professional Jockey where the applicant is not a citizen of a European Economic Area or does not hold a valid British Passport.

33.2 Flat & Jump Jockeys Licences

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Guidance Notes Reference Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>To supply such documentation as detailed in the Guidance Notes &amp; application form (first time applicants only)</td>
<td></td>
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<tr>
<td>To submit a certificate of clearance where the applicant has previously been licensed outside Great Britain from the relevant Racing Authority</td>
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</tr>
<tr>
<td>To submit a declaration of health</td>
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<td>To submit a comprehensive medical report as required by the BHA and/or be examined annually by a medical advisor approved by the BHA</td>
<td>12</td>
</tr>
<tr>
<td>To complete an annual baseline concussion test</td>
<td>13</td>
</tr>
<tr>
<td>The BHA will require confirmation from the United Kingdom Border Agency (UKBA) that they have permission to work in the UK as a Professional Jockey where the applicant is not a citizen of a European Economic Area or does not hold a valid British Passport,</td>
<td>21</td>
</tr>
</tbody>
</table>

34. The mere provision of the documents required above may not be sufficient to ensure that an application is considered by the BHA. Such documents must also be complete and fit for purpose. Similarly, whilst satisfaction by the applicant of the other requirements in paragraph 33 (as a matter of fact) will enable the BHA to consider their application, the applicant should not presume that will result in a Licence being granted. The manner in which such requirements are met will be one of the factors for the BHA to consider in assessing the applicant’s suitability in accordance with these Guidance Notes, and in deciding whether or not to grant a Licence.”

**Procedural Guidelines for applications for Licences, Permits and Registrations**

35. For the full procedural guidelines relating to applications to the BHA for Licences, Permits and Registrations and procedural guidelines for hearings of the Licensing Committee, where it is considered appropriate to convene a hearing pursuant to the Rules of Racing please visit http://rules.britishhorseracing.com// - General Manual (A) Schedule 9.
User Guide:
Making an online application for Renewal
of a Jockey’s Licence using the
New Racing Administration System

INTRODUCTION

The following document is a User Guide to assist you through the process of completing the new online licence application forms for a Professional Jockey’s Licence.

The Guide takes you through the process of completing an application for the first time and provides screen mock-ups and tips to assist you.

Further sections demonstrate how to use the system in the future, including how to request changes to your licence, for example a change to your personal details, in this case your mobile phone number.

If you have any queries, please contact the Licensing Team on 0207 152 0146 who will be happy to assist.

V2.1 June 2014
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<td>My Licences Tab</td>
<td>12</td>
</tr>
<tr>
<td>My Applications Tab</td>
<td>12</td>
</tr>
<tr>
<td>Change Request</td>
<td>13</td>
</tr>
<tr>
<td>Correspondences</td>
<td>14</td>
</tr>
<tr>
<td>Conditions and Restrictions</td>
<td>15</td>
</tr>
</tbody>
</table>
INITIAL QUESTIONS

All applications for a Jockey’s Licence (new or first online renewal) can be started from the britishhorseracing.com website at the following link:
http://www.britishhorseracing.com/resources/licensing/jockeys.asp

Once on this page, click on the link ‘Online Application for a Professional Jockey’s Licence’ which will take you to the initial questions screen, as detailed below.

The initial screen asks the basic questions relating to eligibility. Please complete these questions and then click ‘Start Application’.

When you click ‘Start Application’ you will be asked if you wish to take the next step to start the main application form. Click ‘Next Step’.
APPLICATION FORM

General comments about the Application Form

The entire application form will open in an “accordion” format. You will now need to complete the relevant sections of the form and most importantly, the mandatory data fields (marked with a red *). To expand or shrink each section, click on the ‘+’ or ‘-’ on the left side of the section header.

A post code look up is available for all address boxes. To use this, key in the post code, click on the magnifying glass icon and select the correct address.

The green cross allows you to delete attachments.

Some documents have a link to a pro-forma version of the form; this can be completed on paper and attached to the form. Alternatively these could be printed, filled in and emailed to licensing@britishhorseracing.com.

SAVE!

Please ensure that you click ‘Save’ regularly whilst completing the application to prevent any information you have already keyed in being lost! Please also ensure you ‘Save’ before submitting the completed application for consideration.

Your application for a Licence can be saved at any time as you complete it. The ‘Save’ button at the bottom of the accordion page will save the application ready for continuation at a later time or date.

When you click ‘Save’ for the first time the following message will appear. It gives you details of how to retrieve and check your application plus the ID and password you will need.
You will also receive an email similar to the following to confirm your application has been saved.

Dear Jane Theo

Your application has been saved.

Your application id: is 51800951. Please keep this number to track your application progress. If you lose this number you may have to start your application again.

You can log in to view your application status at View My Application with your application id. and surname.

YOUR APPLICATION HAS NOT BEEN SUBMITTED.

You must complete this online application and submit it before it can be viewed by the Licensing Team of the BHA.

Your application will be stored on our system for 60 days and then deleted if not submitted.

Licensing Team
British Horseracing Authority
75 High Holborn, London WC1V 6LS
Tel +44 (0) 20 7152 0000
Fax +44 (0) 20 7152 0001
www.britishhorseracing.com

This is an automated message. Please do not reply to this email.

Retrieve My Application

Go to the link you will have received on your Save Confirmation message or the link on the same confirmation email. You can simply enter your unique application ID and surname and click ‘Submit’ to retrieve your application.
Completing the Form

Licence Category

The first accordion asks which type of licence you are applying for. Please select and then continue onto the ‘Personal Details’ section.

Personal Details

This is an example of a typical personal details application section. You are only required to complete the ‘Jockey Name Style Section’ if this is your first application.
Race Record **(New Applicants only)**

This is an example of a typical Race Record section.

<table>
<thead>
<tr>
<th>Total Number of Career Winners:</th>
<th>23</th>
</tr>
</thead>
</table>

Exact figures are required here and in the boxes below only if you have ridden less than 95 wins (Flat Licence) or 75 (Jumps Licence)

<table>
<thead>
<tr>
<th>Total number of career winners in</th>
<th>Great Britain</th>
<th>Overseas (including Ireland)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat Races</td>
<td>75</td>
<td>145</td>
</tr>
<tr>
<td>Apprentice Only Races</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steeple Chases and Hurdle Races</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conditional Only Races</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Names of Trainers for whom you will be riding: Mr B Smith

Have you had less than 25 rides in public under your previous Licence? *Yes* ☐ *No* ☐

Training and Assessment **(New Applicants only)**

This is an example of a typical Training and Assessment section.

<table>
<thead>
<tr>
<th>COURSE HISTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you previously attended any courses connected to Racing? <em>Yes</em> ☐ <em>No</em> ☐</td>
</tr>
</tbody>
</table>

If "Yes", please indicate which course: APPRENTICE JOCKEY LICENCE COURSE

Date attended: 23/02/2011

Training Centre: British Racing School ☐ Northern Racing College ☒
General Questions

This is an example of a typical General Questions section of an application section. Please note that all of these questions are mandatory and if requested additional details should be provided.

<table>
<thead>
<tr>
<th>General Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you retained by any owner or trainer to ride his/her horses? *</td>
</tr>
<tr>
<td>If &quot;Yes&quot;, please state the name of the person(s) with whom you have the agreement(s)</td>
</tr>
<tr>
<td>NR GREY</td>
</tr>
<tr>
<td>Have you been issued a Jockey’s Licence by any other Turf Authority since you were last licensed by the British Horseracing Authority (or its predecessors)? *</td>
</tr>
<tr>
<td>Turf Authority</td>
</tr>
<tr>
<td>EMIRATES RACING AUTHORITY</td>
</tr>
</tbody>
</table>
| Expiry Date | />
| 31/03/2014 | |
| Have you or your spouse (if applicable) owners or part owners of any racehorses other than certified hunters? * | Yes  No  |
| Turf Authority | |
| BRITISH HORSE RACING AUTHORITY | |
| Expiry Date | />
| 17/03/2014 | |
| Are you engaged in any profession, business or occupation other than that of a jockey? * | Yes  No  |
| Details | |
| EQUINE DENTIST | |
| Have you been made the subject of any proceedings of a criminal nature, been charged in connection with any alleged criminal offence or are aware of any circumstances which may lead to your being so charged? | Yes  No  |
| Have you been made the subject of any judgement debt or court award in Great Britain or elsewhere? * | Yes  No  |
| Have you ever been declared bankrupt, been the subject of an Individual Voluntary Arrangement or other statutory based composition with creditors alone? * | Yes  No  |
| Are you actively engaged as a Bookmaker or do you have any financial interest in any betting businesses including spread betting businesses, e.g. as a shareholder or director? * | Yes  No  |
| Have you had any suspension of a riding licence imposed upon you by a Turf Authority or any other disqualifications or disabilities imposed upon you in connection with Horseracing? * | Yes  No  |
| Have you ever been licensed to ride previously in Great Britain? * | Yes, Within the Last Three Years  Yes, More Than Three Years Ago  No |
| 8 |
Declaration of Health

This is an example of a typical Declaration of Health application section. Please ensure that you read Section B of the Guidance Notes (Medical Standards of Fitness to Ride) prior to completing this section.

Medical Attachments

This section will allow you to attach a ‘Permission to Contact GP’ form and ‘Medical Report Form’ should you need to do this. Please click on the ‘link to pro-forma form’ to download or print off these forms.
The green cross allows you to delete off attachments.

Declaration

You will need to read the entire declaration text and then confirm that you have done so. The ‘Name of the Person Completing Form’ must be the actual person who physically filled in and submitted the form.

If someone completes this form on your behalf, it is on the basis that the person does so with your express knowledge and consent. You as the applicant are responsible for ensuring this person has all relevant details to complete the application on your behalf accurately and truthfully.

Submit Application

Prior to submitting your application, please make sure you click ‘Save’.

Then, click on ‘Submit’ to submit your application. You will be alerted to any incomplete fields within the application by a red warning triangle on the accordion header, as illustrated below:

Complete the required field and click on submit. When your application is successfully submitted you will receive a system screen message and an email confirming your application retrieval details.
**View My Application**

When you have submitted your application you can monitor the progress by logging into the ‘View My Application’ page advised to you on screen and by email when you first saved or submitted.

Your application accordion (see below) will allow you to view the following:

**Application Status** – this section will display what stage your application is currently at.

**View and Confirm Outcome** – this will display the outcome of your application when it becomes available.

**Correspondences** – this section will allow you to send a messages to the Licensing Team and for the Licensing Team to send you a message. It also allows you to attach any more relevant documentation relating to this application.

**All Accordion Sections** – from your submitted application are available to view.

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**Application Status**

Your application 80564181 was submitted on: 15/06/2013 16:59

The BHA has not started processing your application.

Application current status is: **Submitted**

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**View and Confirm Outcome**

There is currently no outcome.

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**Correspondences**

There are currently no messages.

To send a confidential message to the BHA Licensing Team, please enter a comment in the box below, and if necessary, attach any relevant files:

[Attach File]
Licensing Dashboard

Licence holders will be emailed a new Racing Administration login shortly after their new licence or first renewal is issued.

On logging in, you will be taken to the inbox of your communications hub through which you will receive messages and announcements from BHA and Weatherbys.

The menu on the left hand side of the page will display an option for Licensing Dashboard; this will give you access to the licences and permits active, or applications that you currently have with BHA. You can view and change your licence details plus make new applications from here.

My Licences Tab

You will be able to see any current active licences, their status, start and end dates on this page. You can then select a licence to view, change, or renew.

My Applications Tab

You will be able to see any submitted applications, their status and details from here. You can then select a licence application to view, change or cancel.
Change Request

A licence holder can apply to make a change to the details of an active licence.

Select the active licence you wish to change from your licensing dashboard. This allows you to maintain any part of the licence details during the period of the licence.

The following example shows a request for a change to mobile phone details

Open the ‘Personal Details’ accordion. Click on ‘Request Change’ to enable current details to be edited.

Complete the change/changes you wish to be considered, then click ‘Save’.

View Change History
Finally you should submit changes by clicking the ‘Submit Changes’ button at the bottom of the licence details accordion.

A yellow warning symbol will appear at the top of the accordion to indicate that this section is awaiting change approval.

You can review the changes made using the ‘View Change History’ option at the bottom of each section. This displays the date and status of the change.

Correspondences

By selecting a licence in ‘My Licences’ you can use the Correspondences function to communicate directly to the Licensing Team on any subject relating to that licence. Any messages sent to you by the Licensing Team will also be notified to you by email so you can view it.
Conditions and Restrictions

By selecting a licence in ‘My Licences’ you can open the ‘Conditions and Restrictions’ section to view any conditions and restrictions relating to this licence.

If you have difficulty accessing the site or have any questions about using the service, please contact web support on +44 (0)1933 304828 or by email to websupport@racingadmin.co.uk.