



Permit to Train Renewal **using the** **New Racing Administration System**

INTRODUCTION

The following document is a User Guide to assist you through the process of applying for the online renewal of a Permit to Train.

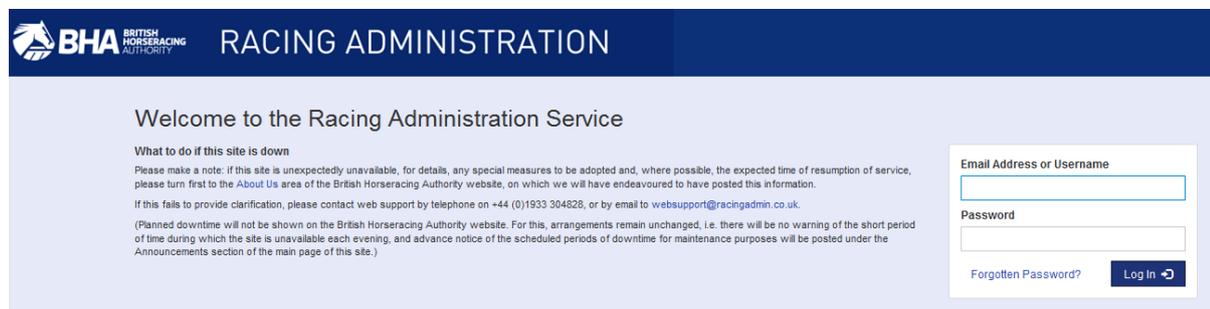
If you have any queries, please contact the Licensing Team on 0207 152 0146 who will be happy to assist.

Version 1.2

The Renewal Process

To access your current Permit to apply for renewal, follow the link below and use the personal login details set up to access the new Racing Admin site:

<https://www2.racingadmin.co.uk/JSCS001/enter.htm>



BHA BRITISH HORSE RACING AUTHORITY **RACING ADMINISTRATION**

Welcome to the Racing Administration Service

What to do if this site is down

Please make a note: If this site is unexpectedly unavailable, for details, any special measures to be adopted and, where possible, the expected time of resumption of service, please turn first to the About Us area of the British Horseracing Authority website, on which we will have endeavoured to have posted this information.

If this fails to provide clarification, please contact web support by telephone on +44 (0)1933 304828, or by email to websupport@racingadmin.co.uk.

(Planned downtime will not be shown on the British Horseracing Authority website. For this, arrangements remain unchanged, i.e. there will be no warning of the short period of time during which the site is unavailable each evening, and advance notice of the scheduled periods of downtime for maintenance purposes will be posted under the Announcements section of the main page of this site.)

Email Address or Username

Password

Forgotten Password?

If you have not accessed this site before, not logged in for 13 months, or have forgotten your log-in details, you will need to set up your site access details.

Should you need to request a new email, please contact the Web Support Team at Weatherbys on 01933 304828.

The initial login process will take you through the following steps:

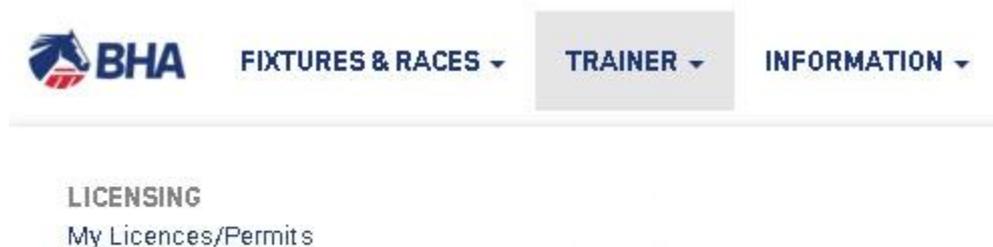
- Confirm your email address
- Confirm your Licence ID number (this is contained within the letter accompanying this user guide)
- Set up 3 security questions
- Create a password for the site
- Accept the site's Terms and Conditions

Viewing Your Current Permit

On logging you will be taken to the inbox of your Communications Hub through which you can receive messages and announcements from BHA and Weatherbys.

The menu running along the top of the page will display an option for Trainer, click on Trainer then Click on My Licences/Permits this will take you to a page that will give you access to the Permits and active permits or applications that you currently have with BHA.

You can view and change your Permit details, plus make new applications.



Renewing a Permit

To renew a Permit, click 'Renew' under the 'My Licences/Permits' tab.



The screenshot shows the 'Licensing Dashboard' with two tabs: 'My Applications' and 'My Licences/Permits'. Below the tabs is a table with the following columns: Holder, Type, Category, Status, Start Date, Expiry Date, and two buttons: 'Select' and 'Renew'. The first row of the table contains the following data: Holder: Permit Trainer, Type: Permit to Train, Category: (blank), Status: Active, Start Date: 22/12/2015, Expiry Date: 21/06/2016. A blue arrow points to the 'Renew' button in the first row.

Holder	Type	Category	Status	Start Date	Expiry Date	Select	Renew
Permit Trainer	Permit to Train		Active	22/12/2015	21/06/2016		

Reviewing and Updating your details



The screenshot shows the 'Renew Permit to Train' form. At the top, it says 'Renew Permit to Train' and 'JLSS006'. Below this is an accordion menu with the following sections: Personal Details, Training Establishments, Training Facilities, Health and Safety, Employment of Staff, Insurance, General Questions, Attach Additional Documents, and Declaration. Each section has a '+' sign to its left. At the bottom right of the form is a 'Submit' button. Below the form, there is a link: 'For details on how to contact the Licensing Team, [click here](#)'.

You are required, before submitting your application for renewal, to review all sections of the accordion to ensure that these are up to date, in the event that there have been any changes since your last application.

To amend the details on any section, open the accordion using the '+' signs to the left of the title of the section you wish to review. To make changes to any section, click on 'I would like to make some changes.' Otherwise, tick 'I confirm that the above information is correct'.

- I confirm that the above information is correct.
- I would like to make some changes.

Once you have made the required change, do not click "I confirm that the above information is correct" as this will remove any changes you have made.

PLEASE NOTE!!

The particulars of your insurance must be updated to show the details of the policy which is currently valid. If your current policy is due to expire, please ensure the details of your new policy are forwarded to the Licensing Team as soon as they are available.

When you have reviewed and amended all sections, click 'Submit'.

Renew Permit to Train JLSS005

- Personal Details
- Training Establishments
- Training Facilities
- Health and Safety
- Employment of Staff
- Insurance
- General Questions
- Attach Additional Documents
- Declaration

Submit

For details on how to contact the Licensing Team, [click here](#)

Once your application has been submitted, the following confirmation screen will be visible.

Application Submitted

Your Permit to Train application has been submitted.

Your application ID is 84992785. Please keep this number to track your application progress.

You can view your application status on your Licencing Dashboard.

View My Application

When you have submitted your application you can monitor the progress on the 'My Applications' tab. Click on 'Select' to view the status.

Licensing Dashboard

My Applications My Licences/Permits

Holder	Type	Category	Status	Start Date	Expiry Date		
Permit Trainer	Permit to Train		Active	22/12/2015	21/06/2016	Select	Renew

Application Status – this section will display at 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 textual message 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.

The Licensing Dashboard – further use

Change Requests

A Permit Holder can apply to make a change to the details of an active Permit at any time during its validity.

Select the active Permit you wish to change from your Licensing Dashboard. To amend the details on any section, open the accordion using the '+' signs to the left of the title of the section you wish to review. To make changes to any section, click on 'Request Change' in the relevant section.

In the following example, the applicant is amending the details of their training facilities. In their previous application, the applicant advised that they used only facilities that they own themselves.

Training Facilities

Please confirm the training facilities you intend to use: *

Central Facilities

Owned by You

Gallops

Please give a description of the Gallops used including length, width and type of surface:

Schooling Facilities

Please give a description of the Hurdles you have available to you, including location, width, number of flights:

Please give a description of the Schooling Fences you have available to you, including location, width, number of flights:

Third Party Owned

[View Change History](#)

Request Change

Once you have clicked 'Request Change', the screen becomes active and you will be able to change the information in all boxes in that section.

The applicant has declared in the below example that they no longer have schooling fences of their own, but use those belonging to another person which are two miles from their premises by hack. The relevant written permission is also attached.

Training Facilities

Please confirm the training facilities you intend to use: *

Central Facilities

Owned by You

Gallops

Please give a description of the Gallops used including length, width and type of surface: *

Amet id iste ducimus repellendus aut quia nemo nobis! At atque. Quibusdam consequatur magnam. Vero sed.

Schooling Facilities

Please give a description of the Hurdles you have available to you, including location, width, number of flights: *

Itaque nostrum exercitationem cum.

Please give a description of the Schooling Fences you have available to you, including location, width, number of flights: *

N/A.

Third Party Owned

Gallops

Please give a description of the Gallops used including length, width and type of surface: *

n/a

Approximate distance to be travelled from your Principal Yard to the main Gallops: *

n/a

Please state the name of the Owner and arrangements under which they are used: *

n/a

Permission to Use Facilities attachment:  **Attach File**

Schooling Facilities

Please give a description of the Hurdles you have available to you, including location, width, number of flights: *

n/a

Please give a description of Schooling Fences you have available to you, including location, width, number of flights: *

2 schooling fences, one plain and one an open ditch

Approximate distance to be travelled from your Principal Yard to these Facilities: *

2 miles by hack

Please state the name of the Owner and arrangements under which they are used: *

Written permission attached from Fred Smyth - provided on an annual basis

Permission to Use Facilities attachment: [N.docx](#)  **Attach File**

Once you have completed the amendment in the section you are reviewing, click 'Save'. Your change request will be sent to Licensing for consideration.

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

+ Personal Details 

Finally the Permit Holder should submit changes by clicking the Submit Changes button at the bottom of the Permit details. This will then be sent to BHA for approval.

+ Declaration

Submit Changes

The Permit Holder 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.

Change History:

Change Date/Time	Changed by	Review Date/Time	Reviewed by	Status
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Correspondences

By selecting a Permit in My Licences/Permits you can use the Correspondences function to communicate directly to the licensing team on any subject relating to that Permit. Any messages sent to you by the licensing team will also be notified to you by email so you can view

Correspondences

From Customer: On 20/08/2013 12:08:58, Mr R. Tulip wrote:
Dear Licensing Team , please be aware that I will be emailing you the information you requested next Thursday.

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: *

Conditions and Restrictions

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

Conditions and/or Restrictions					
Description	Type	Review Date	Clear Date	Reason for Clearance	Actions
Other Condition	Condition	22/08/2013			<input type="button" value="View"/>

If you have difficulty accessing the site or have any questions about using the service, please contact web support on [+44 \(0\)1933 304828](tel:+441933304828) or by email to websupport@racingadmin.co.uk.