STABLEHAND (DRIVING / NON-DRIVING) LICENCE APPLICATION

★ REQUIREMENTS CHECKLIST ★

It is recommended that this *Requirements Checklist* be read in conjunction with the HRNSW Licencing Policy (with particular attention to Clauses 2.16.1 and 2.16.2 of the policy) which can be found at www.hrnsw.com.au under the *Participants – Licences* tab.

This *Requirements Checklist* should be used as a general guide only when considering your Harness Racing licencing options.

Applicants requiring assistance in completing the Application, or whom may be uncertain with respect to any of the licencing requirements discussed herein, are encouraged to contact the Licencing Team on (02) 9722 6600 (between 7:30am – 3:30pm, Monday to Friday) or by email at licensing@hrnsw.com.au.

Stablehands *must* nominate an individual currently licenced in the capacity of Trainer with Harness Racing NSW as their Sponsoring Trainer. The nominated Trainer will be responsible for the provision of appropriate supervision and instruction to the Applicant should they be successful in their Application.

Individuals whom have been previously licenced and are making an Application subsequent to having not been licenced for a period of time (generally four seasons or greater, although this may vary dependent upon individual circumstances) or are returning from a period of suspension or disqualification, may be required to provide additional submissions in relation to the Application. If this is deemed appropriate or necessary, the Applicant will be contacted by the Harness Racing NSW Licencing Committee.

Note that Applications delivered to Harness Racing NSW that do not conform to the requirements discussed herein will be returned to the Applicant unprocessed, which will delay the overall licence application approval process.

1) the Applicant *must* be at least 14 years of age to be considered eligible to apply for this licence level;

2) the *Medical Assessment must* be undertaken when making Application for a licence in the capacity of Stablehand, Driving;

3) *ensure* that the *Licensee Questionnaire* is correctly completed, and written explanations regarding responses (if appropriate) are recorded in the spaces provided for this purpose;

4) *ensure* that the *Conditions of Licence and Declarations* and *Stablehand Declarations* have been read and are understood before signing the Declaration;

5) both the *Sponsoring Trainer* and *Betting Account* declarations included in the Application *must* be correctly completed and returned with the Application;

6) the Application *must* be completed correctly, in full, and *submitted* together with:

   a) a copy of a Birth Certificate, or a clear colour copy of a NSW Drivers Licence, NSW Photo Card or Australian Passport;

   b) If aged 18 years or over, you are required to submit a Digital National Police Certificate, issued in your birth name and indicating that any aliases that you may use have also been included as part of the clearance process. Note that the DNPC must be obtained via the NSW Police Service (to apply for the appropriate certificate, visit the NSW Police Force Community portal – per the link provided below, and follow the instructions):

   https://portal.police.nsw.gov.au/s/policecheck-definition?reportType=CP_PoliceCheck

   c) a digital photograph (either emailed through to licensing@hrnsw.com.au in JPEG format, or as a standard, passport sized photograph accompanying the posted Application);

   d) payment of the required Application fee (this fee will not be processed until such time as an Application has been approved by the HRNSW Licencing Committee;

   e) information in relation to your COVID-19 vaccination status, including copies of vaccination certificates and related information including, but not limited to, a declaration if you have not received your COVID vaccination(s).

Note that the HRNSW Licencing Committee may require an Applicant to provide further documentation or fulfil additional requirements outside the scope of this checklist if it is deemed appropriate or necessary to do so in order to fully consider the particulars of an Application.

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