

## HRNSW LICENCE UPGRADE APPLICATION

### VOLUNTEER / PAID STABLEHAND TO C GRADE TRAINER

Please note that this Licence Upgrade Application is to be completed in full and returned to Harness Racing NSW for processing. Forms received that are either incomplete or incorrectly filled in will be returned to the applicant unprocessed.

#### LICENCE UPGRADE APPLICATION CHECKLIST

Mark boxes with either a **V** or **X** as appropriate:

- I hold a current Volunteer or Paid Stablehand licence with HRNSW;
- I have attained the age of eighteen (18) years;
- I have held a Volunteer or Paid Stablehand Licence for a minimum of six (6) consecutive calendar months;
- I have undertaken a HRNSW medical assessment during the last six (6) calendar months (*see note below*);
- I have recently graduated from the NSW Mini Trotters Program and wish to be provided with information regarding the Mini Trotters Progression Scheme Policy Statement to assist in determining whether I am eligible for consideration for subsidisation of licencing and online licence training fees.

➤ *If you currently hold a **Driving Stablehand** licence, and have not undertaken a HRNSW Medical Assessment during the last six months, you **may** be required to do so as part of the overall licence upgrade process. If you currently hold a **Non-Driving Stablehand** licence, you **will** be required to undertake and submit a Medical Assessment with this Licence Upgrade Application (Medical Assessment forms are available from our website, [www.hrnsw.com.au](http://www.hrnsw.com.au), or by contacting Harness Racing NSW).*

Note that all Licence Upgrade Applications submitted are subject to review by the Harness Racing NSW Licencing Committee which may necessitate further information and/or undertakings on your part prior to a Licence Upgrade Application being considered or approved.

Further information regarding the requirements associated with the licence upgrade you have applied for are contained in the HRNSW Licencing Policy (available at [www.hrnsw.com.au](http://www.hrnsw.com.au) or by contacting Harness Racing NSW) full details of which will be posted out to you subsequent to receipt and processing of this Licence Upgrade Application.

Please allow between 2 – 6 weeks for the processing of your Licence Upgrade Application (dependent upon lodgement date). Note that Licence Upgrade Applications received during the annual renewal processing period (July – September) may be held until existing participant licence renewals have been finalised before being considered.

APPLICANT INFORMATION			
Title	Surname	Given Names	
Residential Address			Post Code
Postal Address (if different from residential)			Post Code
Home Phone	Work Phone	Fax Number	
Mobile Number	Date of Birth	Place of Birth	
email address			
Signature of Applicant	Date	Licence Number	

**Please ensure that the information specified on the reverse of this form is provided before submitting this Licence Upgrade Application to HRNSW**

**Mandatory Provision of Tax File Number / Bank Account Information**

**TAX FILE NUMBER**

Note that the provision of your Tax File Number (TFN) and Bank Account details for the payment of prize money are mandatory requirements of the Harness Racing NSW licencing upgrade process and that failure to provide this information will result in your licence application being returned to you unprocessed. Failure to provide your TFN information may result in Harness Racing NSW deducting Withholding Tax from payments that may be made to you.

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**BANK ACCOUNT INFORMATION**

Account Name : .....

Bank / Branch : .....

BSB    

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Account    

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Note that the licence fee paid for the current licensing season in the capacity of Stablehand will be credited against the C Grade Trainers licence fee of \$290 (unless the Stablehand licence was issued more than nine months prior to the submission date of this application, in which case the full licence fee of \$290 will be payable).

**Licence upgrade fees will not be deducted until the Licence Upgrade Application has been approved.**

The current fee schedule is:

Volunteer Stablehand, Driving (Over 18)	\$ 230
Volunteer Stablehand, Driving (Under 18)	\$ 260
Paid Stablehand, Driving (Over 18)	\$ 230
Paid Stablehand, Driving (Under 18)	\$ 260
Volunteer Stablehand, Non-Driving (Over 18) *	\$ 230
Volunteer Stablehand, Non-Driving (Under 18) *	\$ 260
Paid Stablehand, Non-Driving (Over 18) *	\$ 230
Paid Stablehand, Non-Driving (Under 18) *	\$ 260

\* holders of current Non-Driving Stablehand licences will be required to undertake a Medical Assessment and submit the completed assessment with this Licence Upgrade Application.

**CREDIT CARD PAYMENT OPTION (VISA OR MASTERCARD ONLY)**

Card Number:    

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Expiry Date :    

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**CVV** (3 digit value printed on back of card)    

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**\$**

Cardholders Name : .....

Cardholders Signature: .....

**OFFICE USE ONLY**

Customer Code ..... Invoice Number ..... Licence Number .....