

APPLICATION FOR A HRNSW STABLEHAND LICENCE

DRIVING (TRACK WORK / PREPARATION)

Please note that this licence application must be accompanied by all documentation as specified by the Harness Racing NSW Licensing Policy clauses applicable to the licensing level being applied for (the policy is available at www.hrnsw.com.au, by referring to the **Requirements Checklist** included as part of this application or by contacting Harness Racing NSW). Applications received that are incomplete, unaccompanied by the specified documentation or the required payment will be returned to the applicant unprocessed. Identification photographs are to be taken using a smart phone or similar device and emailed to licensing@hrnsw.com.au quoting the full name of the applicant in the subject line. Passport photos are not considered an acceptable alternative to a digital photograph. **Note that an applicant must have attained the age of 14 years to apply for this licence level.**

This application should only be completed by a person whom wishes to work for a currently licenced New South Wales Harness Racing Trainer. **A licence, if issued on the basis of this application, is not transferrable to another sponsoring trainer unless approved, in writing, by HRNSW.**

ALL QUESTIONS **MUST** BE ANSWERED

Note that all applications submitted are subject to review by the Harness Racing NSW Licensing Committee which may necessitate further information being required of an applicant prior to a licence being considered or approved. Please allow between 2 – 6 weeks for the processing of your application (dependent upon lodgement date).

Title	Surname	Given Names
Are you an Australian resident YES / NO? If NO, provide full details and attach a copy of the appropriate Work Visa		Date of Application
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		
Sponsoring Trainer's Full Name (including middle initial)		Licence Number

TYPE OF STABLEHAND LICENCE BEING APPLIED FOR

Tick **V** as applicable ☐ **1st Time Applicant (All Ages)** ☐ **Renewal Only (All Ages)**
 Application Fee = \$60.00 Annual Fee = \$60.00

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

Card Number:

Expiry Date : **CVV** (3 digit value printed on back of card) **\$60.00**

Cardholders Name : _____ Cardholders Signature: _____

OFFICE USE ONLY

Customer Code _____ Invoice Number _____ Licence Number _____

MEDICAL ASSESSMENT – CURRENT STATE OF HEALTH
(all details must be supplied and all questions answered by the applicant)

1. Present Weight	kg	2. Height	cm	3. Have you any visual defect?	☐ Yes	☐ No
4. Are you presently receiving medical treatment? (attach details of medical problem and medication)				☐ Yes	☐ No	
5. Have you ever been in receipt of a sickness benefit or workers compensation payment?				☐ Yes	☐ No	
6. Have you any physical disabilities?		☐ Yes	☐ No	If "YES" (TO Q3-6), describe:		

PAST HISTORY
Are you suffering from, or have you ever suffered from, the following?

		Yes	No			Yes	No			Yes	No
7	Loss of consciousness after head injury?	☐	☐	8	Asthma or hay fever?	☐	☐	9	High blood pressure?	☐	☐
10	Any other illness or medical condition?	☐	☐	11	Angina or heart attack?	☐	☐	12	Epilepsy or fits?	☐	☐
13	Shortness of breath or dizziness?	☐	☐	14	Diabetes?	☐	☐	15	Anaphylaxis or allergy?	☐	☐
16	Surgical operations?	☐	☐	17	Do you smoke?	☐	☐	18	Fractures or joint injuries?	☐	☐
19	Family history of heart disease?	☐	☐	20	High cholesterol?	☐	☐				

If you responded "YES" to any of the questions above (Q7 – Q20) please provide (or attach) details:

DECLARATION: I declare that all answers provided are true and correct. I agree to advise Harness Racing NSW of any change that may occur in my medical condition which may affect my ability to participate in harness racing. I authorise Harness Racing NSW to provide the details of my health contained in this application to such medical practitioners it may deem necessary to determine my fitness for the role in which the application relates.

ALL APPLICANTS MUST SIGN AND DATE BELOW (if the applicant is under 18 years of age, the application **MUST** additionally be signed by a parent or Guardian).

Signature of applicant	Date
Signature of Parent or Guardian	Date

MEDICAL PRACTITIONER'S REPORT
(Medical Practitioner's Use Only)

General appearance	Resting respiratory rate	Resting radial pulse rate						
Blood pressure (supine after 10 minutes)	Lungs (auscultation)	Oxygen saturation (%)						
Nervous system – limbs: Power Tone L=R?	Nervous system – cranial nerves	Abdomen (scars, hernias, etc)						
Ear, Nose & Throat	Spine (Fixed deformity? FROM? – flex / extend / lateral flex / rotation tenderness?):							
Gait	Joints (Fixed deformity? FROM? – flex / extend / rotation tenderness?):							
ECG (if indicated)	Urine (glucose, blood, protein)	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Sight (Uncorrected)</th> <th>Sight (Corrected)</th> </tr> <tr> <td>R6/</td> <td>R6/</td> </tr> <tr> <td>L6/</td> <td>L6/</td> </tr> </table>	Sight (Uncorrected)	Sight (Corrected)	R6/	R6/	L6/	L6/
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Right								
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Details of any relevant aspects of history

I conclude that, in relation to the Driving, Training or Stablehand duties (please circle applicable licence level) to be undertaken by the applicant if licenced (tick ✓ applicable box)

☐ YES, the applicant is FIT for these duties
 ☐ NO, the applicant is UNFIT for these duties
 ☐ DOUBTFUL, unable to make a determination at this time

STATEMENT BY MEDICAL EXAMINER

I have today personally examined this applicant.

Name of Examining Doctor	Signature of Doctor	Examination Date
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LICENSEE QUESTIONNAIRE

If you answer **“YES”** to any of the questions below, please include **full details** in the space provided for this purpose. If there is insufficient space to record your response, please attach relevant details to this application. Note that the applicant may be required to attend an interview with Officers of Harness Racing NSW should this be deemed appropriate by the HRNSW Licencing Committee.

	Yes	No
1. Have you ever filed for bankruptcy in any State, Territory or Country?	☐	☐
2. Have you ever been the subject of bankruptcy proceedings against you in any State, Territory or Country?	☐	☐
3. Have you ever entered into a compromise with creditors in any State, Territory or Country?	☐	☐
4. Have you ever taken part in an unregistered race meeting in any State, Territory or Country?	☐	☐
5. Have you ever been involved in any activity associated with SP betting in any State, Territory or Country?	☐	☐
6. Are you or have you previously been licenced by any racing authority or controlling body in any State, Territory or Country (including Harness Racing NSW) ? <i>(If so, please provide details of all licences)</i>	☐	☐
7. Have you ever been the subject of a disqualification, suspension or any other disability imposed by any racing authority or controlling body in any State, Territory or Country (including Harness Racing NSW) ?	☐	☐
8. Have you ever had a licence application made by you refused, revoked or withdrawn by any racing authority body, in any State, Territory or Country (including Harness Racing NSW) ?	☐	☐
9. Are you currently under any disqualification, suspension or other disability imposed by any racing authority or controlling body in any State, Territory or Country (including Harness Racing NSW) ?	☐	☐
10. Have you, at any time, been convicted of any offence in any court in any State, territory or Country (whether under your name or any other name)?	☐	☐
11. Have you, at any time, been on, or are you now on, a bond or other form of recognisance in any State, Territory or Country?	☐	☐
12. Are there any charges in any criminal or civil proceedings pending against you in any State, Territory or Country?	☐	☐
13. Have you ever forfeited bail in any State, Territory or Country?	☐	☐
14. Do you understand that, if any of the information set out by you in this application is inaccurate, you may be called upon to Show Cause as to why a licence granted to you should not be revoked, suspended or otherwise dealt with?	☐	☐
15. Do you understand, should a licence be approved in the capacity of Stablehand, Driving, that this licence it is not transferrable to a sponsoring NSW Harness Racing trainer other than the currently licenced NSW Harness Racing Trainer named on the Declaration included in this application unless you have sought, and obtained, written approval from HRNSW to do so?	☐	☐

Conditions of Licence and Declarations

I, the applicant, make the following declarations, understandings, authorisations and acknowledgments in respect of this application:

- a. I declare that the particulars contained in this application are true and correct;
- b. I declare that I understand that it is a serious offence under the Rules of Harness Racing to make a false declaration and/or provide false or misleading information to Harness Racing NSW;
- c. I declare that, as a condition of the consideration of my application to be licenced by Harness Racing NSW, I will comply at all times with the Rules of Harness Racing and all applicable laws in force from time to time;
- d. I undertake to advise Harness Racing NSW in writing, within seven (7) days, if I become aware of any change to the particulars set out in this application, particularly as such particulars relate to the information recorded in relation to the Medical Assessment associated with my application, or to the responses provided by myself in relation to the Questionnaire provided for on Page 3 of this application document;
- e. I understand and agree that Harness Racing NSW will own all intellectual property in the information submitted by me and in connection with this application, and I hereby assign to Harness Racing NSW all such intellectual property in the information and acknowledge that Harness Racing NSW may use the information at its sole discretion and/or in relation to any of the following purposes; publication in Racebooks, racing calendars, industry publications and on industry websites.

Stablehand, Driving - Declaration

I, the applicant, make this application pursuant to the Rules of Harness Racing as applicable in the State of New South Wales, and I acknowledge that I hereby become subject to, and bound by, the Rules of Harness Racing and the acts, decisions and directions of Harness Racing NSW and all persons authorised by Harness Racing NSW to act and give such directions, and I undertake and agree to observe and comply with the Rules of Harness Racing and such acts, decisions and directions:

- a. I **declare** that the particulars contained in this application are true and correct to the best of my knowledge and belief;
- b. I **undertake** to advise Harness Racing NSW if I become aware of any change in particulars;
- c. I **acknowledge** that Harness Racing NSW may provide the details contained within this application to other organisations within Australasia charged with the control and regulation of racing;
- d. I **authorise** Harness Racing NSW to provide details of my name, address and telephone number(s) to Clubs conducting harness racing in Australasia;
- e. I **declare** that all answers contained herein are true and correct;
- f. I **agree** to advise Harness Racing NSW of any change that may occur in my medical condition which may affect my ability to participate in harness racing;
- g. I **authorise** Harness Racing NSW to provide the details of my health contained within this application to such medical practitioners it may deem necessary to determine my fitness for the role in which the application relates;
- h. I **agree** to provide Harness Racing NSW with an updated Digital National Police Clearance certificate if requested to do so by the HRNSW Licencing Committee;
- i. I **agree** to make myself available for interview with Officers of Harness Racing NSW should this be deemed appropriate by the HRNSW Licencing Committee;
- j. I **acknowledge** that, by signing below, I hereby provide permission to Harness Racing NSW to perform any necessary Visa checks through the Department of Immigration and Border Protection if I have indicated within this application that I am not an Australian citizen;
- k. I **agree** to provide HRNSW with information in relation to my COVID-19 vaccination status, including copies of vaccination certificates and related information including, but not limited to, a declaration if I have not received my COVID vaccination(s).

Full Name of Applicant

Signature of Applicant

Date

If the applicant is under 18 years of age, this Declaration **must** be signed by a Parent or Guardian

Names of Parent or Guardian

Signature of Parent or Guardian

Date

Name of Sponsoring Trainer

Signature of Sponsoring Trainer

Date

SPONSORING TRAINER DECLARATION – STABLEHAND

This Declaration must be completed in full (by both the Licence Applicant **and** the Sponsoring Trainer nominated herein) by individuals making application to be issued with a Stablehand Licence (Driving or Non-Driving) in the State of New South Wales.

Failure to complete and return this Declaration will result in your application being held until such time as this Declaration (and the other requirements associated with your licence application) have been received by the HRNSW Licensing Committee.

APPLICANT DETAILS

Full Name

Licence Type Being Applied For ★

Stablehand – Driving / Non-Driving

★ Circle applicable licence type (Driving or Non-Driving)

STABLEHAND DECLARATION

I, the undersigned, hereby declare that the information provided by me herein is accurate in all respects and that I understand that my Stablehand licence is issued on the basis that it is not transferrable to a sponsoring NSW Harness Racing Trainer other than the currently licenced NSW Harness Racing Trainer named below unless I have sought, and subsequently obtained, written approval from Harness Racing NSW to do so. *Note that Stablehands are permitted to assist other licenced Trainers as may be requested or required at race meetings and/or trials, however, you are required to make appropriate written application if you wish to change your nominated Sponsoring Trainer.*

If the Declarant is under 18 years of age, this Declaration **must** be signed by a Parent or Guardian.

Declarant's Signature

Date

Signature of Parent or Guardian

Date

SPONSORING TRAINER DECLARATION

Full Name

Licence No

I additionally hereby declare that I understand that the licensee nominated herein is not permitted to undertake Stablehand duties for other trainers other than myself unless written permission to do so has been sought from, and subsequently granted by, Harness Racing NSW. *Note that Stablehands are permitted to assist other licenced Trainers as may be requested or required at race meetings and/or trials, however, they are required to make appropriate written application if they wish to change their nominated Sponsoring Trainer.*

Trainers Signature

Date

BETTING ACCOUNT DECLARATION – ALL HRNSW LICENSEES

This Declaration must be completed in full and submitted with your licence application or licence renewal (as applicable) – **note that minors (ie: 17 years of age and under) are required to complete and return this Declaration;**
or:

Part C of this Declaration must be completed and submitted in the event that there have been changes in your betting account status since last making a Declaration to Harness Racing NSW.

Full Name

Licence No

Licence Type

- *If issued (if this form is accompanying a licence application, please leave Licence No and Licence Type blank)*

Please tick one of the following options, then complete (and have witnessed) the Declaration on the reverse of this form:

☐

PART A

I declare that I have **no betting accounts** with a bookmaker, totalisator or betting exchange:

- (i) *I undertake to immediately make a declaration to Harness Racing NSW if in the future I open an account;*
- (ii) *I further declare that I do not utilise betting accounts held in a name, or names, other than my own.*

☐

PART B

I declare that I have **one or more betting accounts** (per the details I have provided on the reverse of this Declaration) and:

- (i) *I further declare that the details of those betting accounts listed in the table on the reverse of this form are true and accurate;*
- (ii) *I undertake to immediately make further declaration if I open or make transactions in relation to any additional accounts;*
- (iii) *I further declare that I do not utilise betting accounts held in a name, or names, other than my own.*

☐

PART C

I declare that, since submitting my previous declaration, the following **change has / changes have occurred involving the opening or closure of a betting account** held in my name:

- (i) *I further declare that the details of those betting accounts listed in the table on the reverse of this form are true and accurate;*
- (ii) *I undertake to immediately make further declaration if I open or make transactions in relation to any additional accounts;*
- (iii) *I further declare that I do not utilise betting accounts held in a name, or names, other than my own.*

BETTING ACCOUNT DETAIL (PER PART B / PART C)

BETTING OPERATOR	ACCOUNT NO	★ ACCOUNT NAME	🔒 ACCOUNT STATUS

★ Including accounts used by you that are not held in your name, or are held in more than one name;

🔒 Please indicate whether the listed account has been opened or closed.

DECLARATION

I, the undersigned, hereby declare that the information provided by me herein is accurate in all respects.

Declarant's Signature		Date
Independent Witness : Signature		Date
Independent Witness : Full Name		
Witness (primary position or relationship to Declarant)		
If the Declarant is under 18 years of age, this Declaration must be signed by a Parent or Guardian		
Signature of Parent or Guardian		Date

HRNSW Review Of Declaration

I have reviewed and noted the Declaration:

Reviewer's Signature		Date
Name of Reviewer		
Position		

★ 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 7:00am – 3:00pm, 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 years 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 either 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 JPEG format photograph (selfie) emailed through to licensing@hrnsw.com.au. The photograph (selfie) is to be of the head and shoulders only, be unfiltered and must be taken as a medium resolution image (at a minimum);
 - 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).

Stablehands that are considering an upgrade to their licence to that of a Driver, Trainer or Trainer / Driver (once they have held a Stablehand licence for a minimum of six (6) months and meet the minimum age requirement for the upgrade being considered) are encouraged to proactively register for the HRNSW Education & Welfare Program and book a Cognitive Test (a mandatory requirement for new Drivers) in the two months leading up to your eligibility to apply for the desired licence upgrade.

Should you wish to take advantage of accessing the training provided by HRNSW, it is recommended that you, initially, establish contact with the HRNSW Training & Education Manager to discuss your future training requirements.

The HRNSW Training Manager be contacted on 02 9722 6623.

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.

