

APPLICATION FOR LICENCE OF

- CLASS A MISC. LICENCE (Non-Riding)**
- CLASS A MISC. LICENCE (Riding)**
- CLASS B MISC. LICENCE (Trackwork Rider)**

FEE \$30.00
 GST Incl
 GST No. 10-386-896

Please attach a recent passport photograph of yourself endorsed by another person as to its validity.

Where there is insufficient space to provide full details, please attach additional pages to this application.

1. YOUR PERSONAL DETAILS	
Title (Mr/Mrs/Miss/Ms)	
Surname	
Given Names (in full)	
Date of Birth / Place of Birth	
Nationality	
Residential Address	
Postal Address	
Home Phone / Mobile Phone	
Email Address / Facsimile Number	
IRD Number	
NZ Drivers' Licence (or Passport Number)	

2. GENERAL	
If you are applying for a Class B Misc. Licence, you are required to provide a written reference from a Licensed Trainer whom you will be riding for.	

3. EMPLOYMENT HISTORY	
Have you previously held any licence in New Zealand or any overseas racing jurisdiction (including Harness and Greyhound control bodies)? "Yes" or "No". If "Yes", provide full details.	
Have you ever had a licence disqualified, revoked, suspended, withdrawn or refused by any Racing Authority? "Yes" or "No". If "Yes", provide full details.	

4. EDUCATION / QUALIFICATIONS	
Please indicate whether you have achieved a level of qualification through the NZ National Certificate in Equine (Thoroughbred Racing) – Level 1, 2, 3 or 4.	
Please state your National Student Number (NSN) if known:	
If known, please list the Unit Standard Numbers that you have achieved.	
Please outline any other relevant qualifications that you have.	

5. CRIMINAL HISTORY	
Have you ever been convicted in a District or other Court of any offence against the statutory laws of New Zealand or any other country? "Yes" or "No". If "Yes", provide full details.	
Have you ever been charged with any offence relating to cruelty to animals? "Yes" or "No". If "Yes", provide full details.	

6. EMPLOYMENT DETAILS	
Employer Name / Name of Trainer Assisting	
Capacity of Employment or Assistance in the stable	Full Time employed <input type="checkbox"/> Self employed <input type="checkbox"/> Part Time employed <input type="checkbox"/> Voluntary/Helper <input type="checkbox"/>

7. CONTACT PERSON (in case of emergency)	
Name	
Relationship to you	
Best contact number	

8. PAYMENT DETAILS	
I would like to pay by Bank Deposit: <input type="checkbox"/> Date Deposited: _____	
New Zealand Thoroughbred Racing Inc - Bank Account Number 01-0517-0063944-00. (Please use your name & form type as reference)	
Please charge my:	Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> Diners Club <input type="checkbox"/>
Card No: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Expiry Date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Cardholder's Name: _____	Signature: _____
My Cheque is enclosed for \$ _____ (Payable to New Zealand Thoroughbred Racing)	

HEALTH AND SAFETY
The Health and Safety at Work Act 2015 (the HSW Act), which has replaced the Health and Safety in Employment Act 1992 came into force on 4 April 2016.
The HSW Act creates the concept of a "person conducting a business undertaking" (PCBU). This includes all businesses or undertakings regardless of whether a person conducts a business alone or with others, or whether or not it is for profit of gain.
Most Jockeys will be a PCBU under the HSW Act and must ensure they comply with the new regulations. Further details are available on the NZTR website: https://www.nzracing.co.nz/NZTR/Resources/Health-and-Safety.aspx .
By signing this form I undertake to NZTR that:
<ul style="list-style-type: none"> I understand that I have obligations under the Health and Safety at Work Act 2015 and that it is my responsibility to meet those obligations; I will carry out my obligations under the Health and Safety at Work Act 2015; I will cooperate absolutely with any health and safety investigation conducted by the RIU, NZTR or WorkSafe; I will immediately report any incident that must be reported under the Health and Safety at Work Act or as directed by NZTR to the appropriate authorities; I will comply with any health and safety policies at any racing venue;
I acknowledge that my fitness to hold a licence depends on my compliance with these undertakings and that NZTR may cancel or suspend my licence if I breach them.

9. STABLEHAND TRAINING REQUIREMENTS
From 1 August 2012 it is a requirement of those applying for a Class A or B miscellaneous (Stablehand) licence to undertake training related to the care and handling of horses and workplace health and safety. This training is completed on-the-job at your employer's premises. You will have 12 months in which to complete the training.
Until you have completed the training, you will be issued with a 'probationary' stablehand licence, valid for a maximum of 12 months. At the end of the 12 months if you have not completed the training, you will be unable to renew your probationary stablehand licence (except under exceptional circumstances at the discretion of NZTR).
By signing this licence application, you are agreeing to undertake the training as prescribed by NZTR (in conjunction with the Agriculture Industry Training Organisation.)
Please refer to the information in Appendix A for further information of the training requirements.

PRIVACY ACT 1993

This information is being collected and will be held by New Zealand Thoroughbred Racing (NZTR) at 106-110 Jackson Street, Petone, Wellington. It is principally being collected for the purpose of processing the matters that are the subject of this form. You agree that the personal information supplied by you may be retained by NZTR and disclosed to, and retained by, third parties for the purpose of processing relevant forms, data matching, direct marketing and providing you with information on events, products and/or services.

NZTR will not use or disclose your personal information in any way, other than in accordance with this policy or with your prior consent. If you do not provide the requested information then NZTR may not be able to process the matters that are the subject of this form. This may result in a breach of the Rules of Racing. You may access your personal information (if it is readily retrievable) at the above address and you may request NZTR to update or correct that information. You may also request to be removed from the NZTR database for the purpose of direct marketing and providing you with information on events, products and/or services by notifying NZTR by email (office@nzracing.co.nz) or by letter to the above address.

If you do **not** wish your information to be retained in our database, or disclosed and retained by third parties for the purpose of providing you with information on events, products and services, then please tick this box.

CREDIT CHECKING

You also agree that the personal information supplied by you in this form or during your registration with NZTR may be disclosed at any time by NZTR to its credit checking agency for the purposes of that agency performing its credit reporting services, which will include carrying out credit checks and you authorise the credit checking agency to disclose information to NZTR which is relevant to the provision of credit to you (and for directly related purposes including debt collection). You agree that this may result in NZTR being provided with other personal information held by that agency about you, and your personal information that NZTR discloses to the credit checking agency (including notice of any default on payment on your behalf) may be used and disclosed to other third parties by the credit checking agency when performing its credit reporting services.

Payment of all accounts held in your name with NZTR, which relate to fines is due by the 20th day of the month following the month in which the costs are incurred. Any accounts remaining unpaid after the due date will incur a late payment fee of \$25.00 per month while the debt remains unpaid as well as interest of 12.5% per annum on the amount unpaid from the date payment is due until the date payment (including any applicable late payment fees and interest) is received in full. You will also be liable to pay all costs incurred in recovering the amount owed to NZTR, including any legal fees, debt recovery fees or agency fees. Furthermore, NZTR reserves the right to withdraw your line of credit, refuse nominations for horses and place you on the NZTR Arrears List until the outstanding amount is received in full. The full NZTR Debt Collection Policy Process is available from the NZTR website www.nzracing.co.nz.

9. DECLARATION BY APPLICANT

By signing and submitting this form to NZTR I certify I have read the form and that all of the information that I have provided to New Zealand Thoroughbred Racing in this application is true and correct. I acknowledge that the provision of any false, misleading or inaccurate information on this form may result in me being prosecuted under the NZTR Rules of Racing or otherwise. I confirm with the requirements listed therein and that,:

- a. if applying for a Class A miscellaneous licence (Stablehand's Licence), I:
- i. have attained the age of 15 years;
 - ii. am of good character; and
 - iii. am competent to discharge the functions of a Stablehand; or
- b. if applying for a Class B miscellaneous licence (Trackwork Rider's Licence), I:
- i. have attained the age of 15 years;
 - ii. am of good character; and
 - iii. am competent to ride in trackwork.

I authorise NZTR to use the information collected from me for any purpose which, in accordance with its privacy policy, it may in its discretion think appropriate. I hereby consent to the New Zealand Police disclosing to New Zealand Thoroughbred Racing any information that they may have pursuant to this application. I understand that any record of criminal convictions I might have will be automatically concealed if I meet the eligibility criteria stipulated in Section 7 of the Criminal Records (Clean Slate) Act 2004.

In accordance with Rule 656 of the NZTR Rules of Racing (if applicable), I consent to providing a sample of my blood, breath, urine, saliva or sweat (or more than one thereof), as and when required by a Stipendiary Steward or Investigator, for the purposes of drug and alcohol testing.

I acknowledge the training requirements prescribed in Appendix A and agree to undertake my obligations in relation to the training. I agree to NZTR providing my contact details to the Agriculture Industry Training Organisation for the purposes of this training.

Signature of Applicant

Date

10. DECLARATION BY EMPLOYER

I hereby declare that I have interviewed this applicant, discussed his/her background, and in my opinion he/she is a fit and proper person to be registered as a Stablehand.

I acknowledge the training requirements prescribed in Appendix A and agree to undertake my obligations as an employer in relation to the training. I agree to NZTR providing my contact details to the Agriculture Industry Training Organisation for the purposes of this training.

Signature of Employer

Date

Appendix A

Stablehand Licensing Training

Requirements of Stablehand Training

New stablehands are required to undertake basic training across the areas of horse handling and care and workplace health and safety. A 'new' stablehand is a person who has never been issued a stablehand licence by NZTR or who has previously held a licence in New Zealand which has lapsed.

The Training Process

The training is delivered through a 'work diary' providing a record of competence across activities which stablehands will carry out as part of their daily duties. Competence in these areas will be assessed by the regional Equine Industry Training Adviser and verified by the employer.

The probationary stablehand is not required to attend any specific 'training' outside of the workplace; however, there are a number of workshops running countrywide that probationary stablehands can attend to clarify any areas they may be unsure of. These are free to attend and probationary stablehands will need to book in advance of the scheduled workshop.

The regional Equine Industry Training Adviser will make contact with the probationary stablehand and employer soon after the licence is granted to arrange a time to visit and discuss the training and to undertake an initial assessment of the probationary stablehand's level of competency.

Duration of Training

The work diary is designed to be completed over a four-month period. After an initial assessment, the Equine Industry Training Adviser will advise which areas the probationary stablehand needs to provide more evidence of ability (competency) and arrange a date and time for a follow-up visit within four months. For those with significant experience in the industry there may be very little further evidence of competency required and the follow-up visit may be scheduled within a shorter timeframe. Some people may meet all the requirements in the initial visit, at which point they will be signed off as competent and no follow-up will be required.

Issue of Full Stablehand Licence

Once the Equine Industry Training Adviser is satisfied the probationary stablehand is fully competent, s/he will notify NZTR's Licensing Officer to issue a full stablehand licence.

Employer Obligations and Involvement

The employer will work in conjunction with the Equine Industry Training Adviser to 'verify' that the probationary stablehand is competent in the required areas. Their verification will come from them having observed the stablehand carrying out required tasks to a satisfactory level in the course of their daily duties. The verification process will consist of a conversation / conversations with the Equine Industry Training Adviser and is not designed to be a lengthy or time-consuming process for employers.

Further Information

For further information on the requirements of stablehand training, please see the NZTR website www.nzracing.co.nz/rulesdirectivespolicies and view 'probationary stablehands' under Rules of Racing header

Alternatively, you can contact the following:

Matthew Barnsley.....	Training Adviser (Northern Region).....	027 704 7191
Bridget Flynn.....	Training Adviser (Central Region)	027 571 7048
David Walsh	Training Adviser/Apprentice Jockey Mentor (Southern Region).....	027 570 0804
Amy Johnson	Training Adviser (Southern Region)	021 161 5834