



## Procedure for granting exceptions to Equipment Code 3 Paragraph 16.1

Completed applications for exceptions to Equipment Code 3 Paragraph 16.1 must be submitted at least 4 working days before the date of the intended run to be considered by the Authority. Postal applications should make allowances for this deadline.

Applications should be sent via email to:  
**administrativecontrols@britishhorseracing.com**

Or by post to:  
BHA Stewarding Team Coordinator  
British Horseracing Authority  
75 High Holborn  
London  
WC1V 6LS

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1. The trainer must obtain appropriate veterinary (or other relevant professional) evidence that the partial shoeing of the horse in question is in response to a legitimate need.
    - The evidence must be obtained within two weeks of an application being submitted to the Authority to be considered valid.
    - The evidence must be submitted following either template A or B on page 3.
    - Where sedation has been used, it must clearly include the type of sedation used and the date of administration.
    - The evidence must be in writing.
    - The evidence must be dated and signed by the relevant Veterinary Surgeon or other professional.
    - The contact details of the Veterinary Surgeon (or other professional) must be clearly displayed on the written evidence.
  2. The trainer will then fill out the Application Form for Exceptions to Equipment Code 3 Paragraph 16.1.
    - This Application Form must be submitted **by 12pm four working days before the date of the intended run** as set out in Rule 16.1 to be considered by the Authority.
    - This form must be completed in full and be dated and signed by the licensed trainer or his/her representative.
    - If signed by a representative, it must be made clear what position is held by this individual (eg. Racing secretary, Head Lad etc). Owners are not entitled to make applications on behalf of their trainers.
    - In the event that further investigation is required, the trainer must be prepared to make himself/herself available to discuss the application with the Authority via telephone.
  3. The trainer must attach the written evidence to the Application Form.



- If the Application is being submitted by post, a photocopy of the evidence will be accepted. The trainer may keep the original documents for his records.
4. The Authority will consider the application based on advice from the British Horseracing Authority Veterinary Department.
- The Authority may consider that the application merits further investigation.
  - In this case, the Authority may contact the relevant professional listed in the evidence, the trainer, or both, to discuss the application.
  - The Authority reserves the right to request that additional evidence be submitted to support an application.
5. A formal decision in relation to the application will be made by the Authority.
- The decision will be communicated by the Authority to the trainer only.
  - A failed application does not prevent a trainer from submitting another application in relation to the same horse at a later date.