
**APPLICATIONS FOR MASTER VALET'S LICENCES & ASSISTANT VALET'S PERMITS
GUIDANCE NOTES**

1. These Guidance Notes should be read before completing the Application Form to which they relate. They are designed to assist but should any matter be unclear, applicants are encouraged to contact the Licensing Team for further confidential guidance.
2. Applications are considered on their individual merits but within the framework of these Guidance Notes.
3. Applications should be completed using the online Application Form (links provided in the User Guide below).
4. Licences & Permits may be issued to Master Valets & Assistant Valets respectively only on application on the prescribed form.
5. The fees for licences & permits are laid down by the British Horseracing Authority ("BHA").
6. Applicants are required to demonstrate or confirm that:
 - They are otherwise in all the circumstances suitable to hold a licence or permit (i.e. that they are 'fit and proper');
 - That they are not actively engaged as a Bookmaker.
7. The detailed guidance contained in the remainder of this document sets out what is required and what each applicant will need to show.

A. COMPETENCE AND CAPABILITY

8. Each applicant will have to satisfy him/herself and confirm to the BHA, that:
 - 8.1. They have a basic understanding of the racing industry, its aims and standards;
 - 8.2. Save in exceptional circumstances they possess at least a conversant level in the English language; and
 - 8.3. They have familiarised themselves with the Rules of Racing in so far as they relate to Master or Assistant Valets. The Rules of Racing are available online at <http://rules.britishhorseracing.com>.
9. In relation to persons who have not been either licensed or permitted by the BHA in the preceding two years, the BHA will require full particulars of that person's experience and employment to date.
10. In relation to persons who have previously been licensed or permitted outside Great Britain, a Certificate of Clearance and licensing record from the relevant Recognised Racing Authority (under whose Rules they were last licensed) should also be provided.

B. GENERAL SUITABILITY ('FIT AND PROPER')

11. In considering any application, the BHA must be satisfied, taking into account any fact or matter that it considers appropriate, that the applicant is suitable to hold a licence or permit.
12. The BHA expects full and frank disclosure from the applicant, who is required to disclose all matters known to him/her and those which he/she can be expected to discover by making enquiries. Failure to do so will be a relevant factor in the assessment as to an applicant's honesty and integrity.
13. A person whose conduct or character is not in accordance with that which, in the opinion of the BHA, should be expected of a licensed or permitted person, may not be considered suitable and therefore may be refused a licence.
14. In some cases a single factor may lead to the conclusion that someone is not suitable, whereas in another case the determination of whether someone is not suitable may depend upon the cumulative assessment of a number of matters.
15. It is not possible to produce a definitive list of all matters that would be relevant to a particular application. This document should be considered a guide as to the sorts of considerations that the BHA will have in mind when making such an assessment.
16. The criteria to which the BHA will have regard in assessing honesty and integrity include the following:
 - 16.1. Whether the applicant has been convicted of any criminal offence in Great Britain, or a foreign jurisdiction, excluding road traffic offences and offences which are spent under the Rehabilitation of Offenders Act 1974 and in the case of foreign offences, such as may be appropriate. Particular consideration will be given to offences of dishonesty, fraud and those relating to sexual conduct, violence, and animal welfare.
 - 16.2. Whether the applicant is the subject of any proceedings of a criminal nature or has been charged in connection with any alleged criminal offence involving dishonesty, fraud or those relating to sexual conduct, violence, or animal welfare.
 - 16.3. Whether the applicant has been the subject of any adverse finding by a judge in any civil proceedings, or has settled civil proceedings brought against him/her relating to any matter which could reasonably be said to materially affect his/her suitability to hold a licence.
 - 16.4. The applicant's record of compliance with the regulatory requirements of the BHA or its predecessors, of any other Turf Authority or of a regulator of any other sport in which he/she has participated or has been otherwise involved.
 - 16.5. Whether the applicant has been candid, open and truthful in all his/her dealings:
 - 16.5.1. with the BHA in relation to the present or relevant past licence applications; and
 - 16.5.2. with any other Turf Authority or other sports regulator.
 - 16.6. Whether or not the applicant has been dismissed from any previous employment or position of trust or has been asked to resign or resigned on grounds connected with his/her honesty or integrity.

- 16.7. Whether an applicant has been convicted of, or dismissed or suspended from employment for drug or alcohol abuses or other abusive acts or has other lifestyle or social issues, which are likely either to:
- 16.7.1. Impair significantly his/her ability to meet the regulatory requirements of the BHA;
or
 - 16.7.2. Render the applicant a threat to the health, welfare or safety of others involved in horseracing, or to the integrity of the sport.
- 16.8. Whether the applicant has engaged in conduct or there are circumstances which may render the applicant susceptible to pressure from persons seeking to corrupt horseracing and whether the applicant is likely to or may engage in such conduct.
- 16.9. An applicant's fitness and propriety includes assessment of the fitness and propriety of those with whom he/she is or may be associated or connected with in their personal or business dealings. For example, if the applicant is known to remain associated with person(s) who are considered by the BHA to pose an unacceptable risk to the integrity of horseracing notwithstanding specific warnings issued by the BHA about such association, that matter will be taken into account and its ultimate relevance to his/her suitability will be assessed in the light of the applicant's attitude to the association.
- 16.10. The BHA has a policy of not granting an agent's licence to a person actively engaged as, or otherwise associated with, a Bookmaker, having made the judgement that such a close financial interest, potentially in conflict with his interest as an agent, is likely to diminish public confidence in the integrity of racing.
- 16.11. Whether the applicant has observed the Integrity Provisions contained within these Guidance Notes.

Integrity Provisions

17. The following Integrity Provisions set out the standards of behaviour to be observed by all Master & Assistant Valets as conditions of the grant of their Licence/Permit. As a Master or Assistant Valet, you agree to:
- 17.1. Avoid the company of Persons whose conduct, character or reputation indicate that they may pose a threat to the integrity of horseracing.
 - 17.2. Make sure you have read and understood the definition of Inside Information in Rule (A)36.
 - 17.3. Refrain from regularly passing Inside Information to anyone other than the connections of the horse, even where there is no reward except in cases specifically allowed for in the Rules.
 - 17.4. Ensure that relationships with Betting Organisations or any person representing a Betting Organisation do not confer special privileges or concessions which may invite adverse inferences to be drawn.

C. SPECIFIED CASES

18. The specified cases detailed below are requirements which an applicant must satisfy in order for an application to be considered by the BHA:

Requirement	Guidance Notes Reference Point
To supply such documentation as detailed in the Guidance Notes & application form (first time applicants only)	9
To submit a certificate of clearance where the applicant has previously been licensed outside Great Britain from the relevant Racing Authority	10
To provide a passport-sized photograph to include on a Licence/Permit	

19. The mere provision of the documents required above may not be sufficient to ensure that an application is considered by the BHA. Such documents must also be complete and fit for purpose. Similarly, whilst satisfaction by the applicant of the other requirements in paragraph 18 (as a matter of fact) will enable the BHA to consider their application, the applicant should not presume that will result in a Licence or Permit being granted. The manner in which such requirements are met will be one of the factors for the BHA to consider in assessing the applicant's suitability in accordance with these Guidance Notes, and in deciding whether or not to grant a Licence.

Procedural Guidelines for applications for Licences, Permits and Registrations

20. For the full procedural guidelines relating to applications to the BHA for Licences, Permits and Registrations and procedural guidelines for hearings of the Licensing Committee, where it is considered appropriate to convene a hearing pursuant to the Rules of Racing please visit <http://rules.britishhorseracing.com>

USER GUIDE TO COMPLETING THE ONLINE APPLICATION
APPLICATIONS FOR MASTER VALETS LICENCES & ASSISTANT VALETS PERMITS

1. Are the Forms the same as last year and where do I find them?

Yes. The forms are accessible at the following links;

- a. Master Valet's Licence:
<https://britishhorseracing.wufoo.com/forms/kyh8lbc1wiklqp/>
- b. Assistant Valet's Permit :
<https://britishhorseracing.wufoo.com/forms/z73jkb80g7lofn/>

2. How long do the forms take to complete?

The form should take approximately 15 minutes to complete.

3. Can I complete the Forms across various sessions?

No. There is no "save" option on these online Application Forms.

4. Do I need to provide original copy of my signature on the form?

Not on the application form itself, a typed signature will be fine.

5. If I am unable to attach a digital photo, what should I do?

Please send a hard-copy of your passport-sized photo to Licensing Team, British Horseracing Authority, 75 High Holborn, London, WC1V 6LS.

6. How do I know if the Form I have completed has been received by the BHA?

You will receive an automatic email confirming this.

7. Can I change details if I need to correct something that I sent to the BHA?

If you have already returned your completed Form we ask you to contact the BHA's Licensing Team on 0207 152 0167 and they will amend any records you request on our central database.

8. What happens if I forget to make an application?

The Licensing Team automatically receives confirmation of each Form returned. We will prompt individuals who have not submitted a form as the deadline approaches.

9. If I pay by cheque where should I send this to?

Please make cheques payable to the 'British Horseracing Authority Limited' and send them to the Licensing Team, British Horseracing Authority, 75 High Holborn, London, WC1V 6LS.