

Applicant Name

Dear

**New Racecourse Application or where a Racecourse has ceased to trade**

Thank you very much for your enquiry to become a Licensed Racecourse under the Greyhound Board of Great Britain (GBGB) Rules of Racing and Conditions of Licence.

Enclosed with this letter is the application pack for you to complete. Please note that completion of the form does not imply acceptance of your application. You must answer all the questions and supply the information required before your application is considered.

I would ask that you return the completed application enclosing a non-refundable fee of £500 made payable to the Greyhound Board of Great Britain. This covers the administrative cost of processing your application.

Once your application is received we will undertake further background checks on the information that you have supplied and may write to you for clarification on matters where we require further information. We will also arrange for a site visit to take place in order to assess whether your Greyhound Stadium meets the Standards required by the GBGB. Once all these details are collated, the following process will take place:

- 1) Once the Certification Body of the GBGB has made their decision to approve or reject your application this will be communicated to you usually within five working days of that decision. If the Certification Body of the GBGB decide there are sufficient grounds to reject your application you will be informed of the reasons. OR:
- 2) That your Stadium does not meet the conditions or required standards expected by the Certification Body of the GBGB. We will detail the area/s where improvements are required to bring your Stadium up to the minimum standard required by GBGB. At this point no further progress will be made with your application until the recommended improvements are carried out and verified by a GBGB representative. Any further visit(s) may incur a fee of £250 for each visit required.

Overall the application process may take up to three months to complete or possibly longer where clarification may be sought on aspects of the application submitted to the GBGB. We will endeavour to process your application as speedily as possible but this will depend upon you supplying correct and up-to-date information. An applicant has a right of Appeal against refusal of a Licence to the Disciplinary Committee. A fee of £500 is payable before an appeal can be heard.

Your attention is drawn to the conditions of the Racecourse Licence, cited below. A Licence containing these conditions is issued on an annual basis to all GBGB licensed racecourses. The renewal of a Racecourse Licence is subject to an annual audit and on-going surveillance at the racecourse to ensure continuing compliance with those conditions. Should your application be successful, you agree to be bound by them.

- a the Racecourse Executive adheres to the Rules of Racing and Conditions of Licence as may be made from time to time and communicated by GBGB
- b the GBGB is notified of any material change in the management of the racecourse.

Reference is made within the new Racecourse Application for a bond. The requirement for a bond to be lodged is a condition of licence. By signing the “application form” you agree to this new condition. The amount required will be determined by the Greyhound Regulatory Board once consideration has been given to the information you supply in support of your application. The criteria under which a bond ‘will be released’ is enclosed with these papers. The Escrow agreement letter will be forwarded to you once the GRB has determined the amount required to be held in an Escrow account.

The documents enclosed comprise;

- The New Racecourse Application
- The New Racecourse Certification Inspection Form
- The Criteria for the ‘bond’.

The email link to the GBGB web site and the current Rules of Racing is at [www.gbgb.org.uk](http://www.gbgb.org.uk)

If I can be of any further assistance please do not hesitate to contact me on 0207-822 0903.

Yours sincerely

Mark Bird  
**Director of Regulation**

Effective September 2021  
Version 10

## ***Application for a Racecourse Licence***

***The completion of this form must not be taken as an indication that the Application will be granted***

### **Scope of Certification**

*The Certification and on-going Surveillance applied by the Certification Body of the Greyhound Board of Great Britain is in place to assess and determine compliance with the applicable Rules of Racing, including the requirements of Greyhound Welfare Regulations as they relate to Racecourses. The Racecourse Certification Inspection documents identify detailed requirements of Certification.*

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### **Introductory Notes**

*The Applicant for a new Racecourse Licence or where a previous Racecourse Licence has been revoked or terminated, is required to complete this form and to sign a declaration that the answers provided are truthful and accurate.*

- (i) Information provided on this application or provided in support of it by an Applicant or on an Applicant's behalf must be truthful and accurate. Any failure to provide information that is truthful or accurate will lead to an application being rejected or any licence granted in respect of such an application being revoked.*
- (ii) Applicants should note that:*
  - (a) A bond will be required and the amount will be determined by the Greyhound Regulatory Board (GRB) who will apply the guidelines set out in Appendix VII of the Rules of Racing.*
  - (b) The Applicant must demonstrate the solvency and good standing of any person who will manage the Racecourse and any person who applies for a Licence.*
  - (c) A 3-year business plan must be supplied.*
  - (d) The site of the Racecourse and any premises which it occupies or uses must be demonstrated by the Applicant either to be owned by the Applicant as its freehold owner of the premises with the right to its use and occupation or the Applicant must provide a copy of a lease which grants the use and occupation of the site and premises to the Applicant for a period of at least 5 years. Or a licence that provides the applicant with the exclusive right to use and occupy the site and premises at material times.*

**To the Director of Regulation of the Greyhound Regulatory Board (GRB)**

*I/We hereby apply for a Racecourse Licence the particulars of which are set out below.*

*I/We hereby agree that, in the event of a Racecourse Licence being granted, I/We will abide by:*

- (i) The GBGB's Rules of Racing, and*
- (ii) Directions and, any Regulations made by the GRB, and*
- (iii) The Conditions of the Racecourse Licence, and*
- (iv) Any amendments to the above taking effect during any period in which I/we hold a Licence.*

*Signed:* \_\_\_\_\_

*(1) Signature of Applicant(s)*

*Office held in company*

*Date*

*Signed:* \_\_\_\_\_

*(2) Signature of Applicant(s)*

*Office held in company*

*Date*

*Address of Registered Office*

*Company Number*

\_\_\_\_\_

**Part I**

Details of Racecourse

Please indicate the following details:

- 1 Full name and postal address of Racecourse.

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- 2 Who owns the freehold of the property (including the land upon which premises used are situated), if different from the Applicant? Please provide with the application copies of all Title documents relating to the Title of the property.

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- 3 Is the property held by the Applicant freehold or leasehold?

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- 4 If property is leasehold the Applicant must provide a copy of the lease and documents, identify the extent of the property leased and the lease must be for a minimum of 5 years

Copy of lease enclosed

YES

NO

*If a copy of the lease is not enclosed with the application please explain why:*

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- 5 *Is planning permission required for any part of the proposed Racecourse? If so, has this been granted? Please provide details and copies of all applications to your local planning authority and grants of any planning permission identifying when any conditions of planning permission have been met.*

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- 6 *Please provide a copy of a valid General Safety Certificate for the premises proposed to be licensed.*

*Certificate enclosed*

YES

NO

*If a copy of the General Safety Certificate is not enclosed with the application please explain why:*

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- 7 Please provide a copy of a valid Fire Safety Certificate for the premises proposed to be licensed.

Certificate enclosed

YES

NO

If a copy of the Fire Certificate is not enclosed with the application please explain why:

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- 8 Please provide a certification of Racecourse circumference and distance measurements.

Certificate enclosed

YES

NO

If a copy of the certification of Racecourse circumference and distance measurements is not enclosed with the application please explain why:

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9 Please provide certificate of incorporation of the company or Limited Liability Partnership which is to manage the Racecourse.

Certificate enclosed

YES

NO

If a copy of the certificate of incorporation is not enclosed, please explain why:

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## **Part II**

### Financial Disclosure

*Disclosure of details in relation to proposed directors or officers of a company or where it is a partnership, details of partners (or partner if applicable) is required*

#### Director 1 (or partner if applicable)

i Full Name

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Date of birth

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ii Address of principal residence (if the principal residence has changed in the last 5 years please provide previous addresses of principal residence for at least 5 years)

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iii Occupation

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iv Business address

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v Other Directorships\*

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vi A banker's reference

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*If a banker's reference is not enclosed please explain why:*

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- vii The name and address of 2 persons of good standing from whom a reference can be taken. Referees **cannot** be members of your current company or organisation.

a) Name:	Name:
<hr/>	
Address:	Address:
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<hr/>	
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Relationship:	Relationship:
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*\*Please use separate piece of paper if there are a number of directorships*

Disclosure of Previous Criminal Convictions or Cautions

*Under paragraph 4 A(i)(b) of the GBGB Rules of Racing part of the criteria for assessing an application relates to whether an applicant has a criminal record.*

*If you have any previous criminal convictions or cautions, apart from those that are “spent” (for further reference as to the meaning of “spent” please refer to the Rehabilitation of Offenders Act 2014), you must disclose them. Please do this on a separate piece of paper and enclose with your application. The information you provide will be treated as strictly confidential and will be considered only in relation to the licence for which you are applying.*

*Unless you state otherwise we will securely destroy any criminal antecedent history you supply within 2 weeks of receipt of your application.*

*Failure to disclose any convictions or cautions that are not “Spent”, and it is subsequently discovered that an applicant has criminal convictions or cautions may render the applicant, if a licence has been granted, to immediate suspension of their licence and/or possibly disciplinary action.*

Data Protection

*By signing this application you expressly agree to have your data processed by us in accordance with the UK Data Protection Act 2018. This means that on occasions we may share your data with other law enforcement agencies, under our memorandums of understanding with other agencies or where legally required to do so.*

*More details are set out under our GBGB website.*

Declaration (please tick)

☐

*I declare I have no previous criminal convictions or cautions.*

☐

*I attach a separate piece of paper showing my previous criminal convictions or cautions (not including those that are “Spent”).*

**Part II**  
**continued**

*Disclosure of details in relation to proposed directors or offices of a company or where it is a partnership, details of partners (or partner if applicable) is required.*

*Director 2 (or partner if applicable)*

*i Full Name*

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*Date of birth*

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*ii Address of principal residence (if the principal residence has changed in the last 5 years please provide previous addresses of principal residence for at least 5 years)*

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*iii Occupation*

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*iv Business address*

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*v Other Directorships\**

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*vi A banker's reference*

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*If a banker's reference is not enclosed please explain why:*

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- vii     *The name and address of 2 persons of good standing from whom a reference can be taken. Referees **cannot** be members of your current company or organisation.*

b) Name:	Name:
<hr/>	
Address:	Address:
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<hr/>	
<hr/>	
Relationship:	Relationship:
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*\*Please use separate piece of paper if there are a number of directorships*  
*Disclosure of Previous Criminal Convictions or Cautions*

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*If you have any previous criminal convictions or cautions, apart from those that are “spent” (for further reference as to the meaning of “spent” please refer to the Rehabilitation of Offenders Act 2014), you must disclose them. Please do this on a separate piece of paper and enclose with your application. The information you provide will be treated as strictly confidential and will be considered only in relation to the licence for which you are applying.*

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*More details are set out under our GBGB website.*

#### *Declaration (please tick)*

☐

*I declare I have no previous criminal convictions or cautions.*

☐

*I attach a separate piece of paper showing my previous criminal convictions or cautions (not including those that are “Spent”).*

**Part II**  
**continued**

Company Financial Details

*The Applicant is required to demonstrate that it has sufficient resources to meet the obligations of the Racecourse until such time as the Racecourse generates sufficient revenue to meet its liabilities.*

*Please provide confirmation from a chartered accountant that your accounts are accurate. Please confirm that this is enclosed.*

YES

NO

*You must provide the previous 3 years certified accounts of the company.*

*Certified accounts enclosed*

YES

NO

*If certified accounts are not enclosed please explain why:*

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*Should it be required by the Greyhound Regulatory Board (GRB) do you agree to your certified accounts being independently verified by a person appointed by the GRB?*

YES

NO

*If the answer is no please explain why:*

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*You must provide a detailed 3 year business plan with your application. The business plan must identify the key staff of the Applicant, the experience and qualifications of those staff and demonstrate that those staff understand and have experience in the Rules of Greyhound Racing and the running and management of a Racecourse. For each year the Financial Plan for the Applicant must identify its projected profit and loss, cash flow (identifying in particular*

*any suggested race programme), sales and break even analysis. All charges and secured and unsecured lending by the Applicant must be identified with copies of any loan agreements and statement of outstanding sums at the date of application*

*3 year business plan enclosed*

YES

NO

*If you have not enclosed your 3 years business plan please explain why:*

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### *Licence Fees*

*These are covered by Rules 5 (iv), 185 and 186.*

*The annual licence fee is payable by 12 monthly payments.*

*A transmission licence in accordance with rule 5 (iv) I-iii is payable per race that is broadcast directly to home(s) or betting shops. These fees are to be paid on a monthly basis. GBGB must be notified of all such transmissions howsoever they are broadcast.*

### **Part III**

#### **Matters in relation to gambling and fitness to hold a Racecourse Licence**

*State whether the applicant or any person named or proposed to be concerned in the management (whether Director, partner, individual owner, manager or secretary) has ever been convicted or cautioned of a criminal offence; or any offence under the Gambling Act 2005; or any previous enactment dealing with the same matters; or is an undischarged bankrupt or has had any order made against them under the Companies Act 1985 or Insolvency Act 1986; or has any Court Judgements unsettled; or has been the subject of disciplinary proceedings of any regulatory body; or has previously been concerned with any Racecourse licensed by the GBGB or had any application for a licence declined by any Regulator. If any such action identified above is pending or threatened please include details of it.*

*Name:\** \_\_\_\_\_

*Office / Position:* \_\_\_\_\_

*Date of Birth:* \_\_\_\_\_

*Please provide details:*

\_\_\_\_\_

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*\*where there are a number of persons subject to this section, then please use a separate page to provide full details.*

*Has an application for a track betting licence been made under the Gambling Act 2005? If so, please provide a copy.*

*Copy enclosed*

YES

NO

*If a copy has not been supplied please explain why:*

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*State whether the Applicant, or the Applicant's partner in this application, or any director of the Applicant company, is engaged in the business of Bookmaker or as a Bookmaker's agent. Please provide details.*

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*State whether the Applicant, or the Applicant's partner is or has been a GBGB trainer, owner or breeder or has any interest financial interest or otherwise, in any other Racecourse.*

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## **Part IV**

### **Staff details**

*It is a condition of licensing that the full names, dates of birth and addresses of the proposed Authorised Representative and Racing Manager (whose appointment will require approval by the Greyhound Regulatory Board). The requirements for an Authorised Representative are set out in Rule 5 (ii) and the appointment of a Racing Manager are set out in Rule 7.*

<b><u>Authorised Representative</u></b>	<b><u>Racing Manager</u></b>
<i>Full Name:</i>	<i>Full Name:</i>
<i>Date of Birth:</i>	<i>Date of Birth:</i>
<i>Address:</i>	<i>Address:</i>

*Both the above applicants will be required to complete GBGB licence application forms. They will be required to disclose whether they have any previous criminal convictions or cautions that are not “spent” within the meaning of the Rehabilitation of Offenders Act 2014.”*

### **Data Protection Act 2018**

*In accordance with the Data Protection Act 2018 the GBGB is registered with the Information Commissioner’s Office. Your information and any data received or used by the GBGB will be processed and used in accordance with those principles. By signing this application form you agree to that processing and use.*

## **Part V**

### **New Racecourse Certification Inspection Form – Certification procedure**

*It is a condition that prior to any Racecourse Licence being granted and in accord with our United Kingdom Accreditation Service (UKAS) certification provisions that an inspection is undertaken of the Racecourse.*

*Attached at Appendix A is a guide to the scope and steps taken in that inspection, Applicants are asked to familiarise themselves with the contents. In accordance with The Welfare of Racing Greyhounds Regulations 2010 and our UKAS accreditation the Racecourse must meet the criteria set out which covers the following areas:*

- *Welfare – Including the Animal Welfare Act 2006*
- *Veterinary Services – This will include the requirement for a veterinary surgeon at all races and trials*
- *Security – This covers the Racing Paddock and Racing Kennels*
- *Racecourse Equipment – This is the racing surface and covers amongst other things the traps, fencing, kennels and kennel sizes. Refer to Appendix A for a fuller detail of requirements at inspection*
- *Local Stewards – The licensing of those appointed under Rules 7, 103, 105 and 107*
- *IT – This covers the Racing Office system and provision of information for the National Form Database and the timescales required for submission of such information*

*The meeting referred to as part of the inspection process will take place at a time convenient to the GBGB and the Applicant. It will be undertaken by the GBGB Senior Stipendiary Steward who will be accompanied by the Stipendiary Steward responsible for the area in which the Racecourse is located.*

*Where an inspection identified any non-compliance with the requirements of the inspection, these will be the subject of Racecourse Improvement Action Notice (RIAN). The matters identified in RIAN will be reviewed after such period of time as is agreed with the Applicant. Until the matters identified in the RIAN are rectified a Racecourse Licence cannot be granted. Once all the matters identified in the RIAN have been rectified, the application will be reviewed.*

*If the application for a new Racecourse Licences is approved a Racecourse Licence will be granted. The Racecourse will then be subject to annual inspections by the Certification Body of the GBGB. This annual inspection is in addition to the monthly surveillance that will be routinely carried out by the GBGB Stipendiary Steward assigned to the racecourse.*

**Part VI**  
**Conclusion**

Are there any other matters likely to affect the GBGB's assessment of the Applicant as a fit and proper person to hold a licence or the suitability of the Racecourse that you should bring to the attention of the GBGB relating to this application? If you believe there are such matters then you should disclose them.

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I/We confirm that all the information given above is true and correct and I/We give consent to the GRB to contact or make any inquiry of any person, agency or Regulator in connection with this application.

If at a later date any information given is found not to be truthful and/or accurate in any form this application may be declined or any licence granted in reliance upon it revoked forthwith.

(1) Director: ..... Signature: .....  
(NAME IN CAPITALS)

Office/Position held: ..... Date: .....

(2) Director: ..... Signature: .....  
(NAME IN CAPITALS)

Office/Position held: ..... Date: .....

Return to:

Director of Regulation  
Greyhound Board of Great Britain  
6 New Bridge Street  
London  
EC4V 6AB

**APPLICATION FOR A RACECOURSE LICENCE - V1 Feb 2011**

**Course:** \_\_\_\_\_

## FINANCIAL STATEMENT

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Year 1
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**APPLICATION FOR A RACECOURSE LICENCE - V1 Feb 2011**

**Course:** \_\_\_\_\_

## FINANCIAL STATEMENT

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Year 1
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## EXPENSES

### Cost of Sales

[illegible]

**Employment Costs inc Emp NI**

[illegible]

### Operating Costs

[illegible][illegible][illegible]

## APPLICATION FOR A RACECOURSE LICENCE

**Course:**

### FINANCIAL STATEMENT

		Year 1	Year 2	Year 3
Line	<b>Attendance</b>			
1	Number of Meetings	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Average Attendance	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<b>Total Attendance (1x2)</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<b>INCOME</b>			
	<b>Tote</b>			
4	Tote turnover	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	Percentage retention	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<b>Total Retention (4x5)</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<b>Admisisions / Programmes</b>			
7	Admissions	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	Programmes	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<b>Total Admissions / Programmes (7+8)</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<b>Catering</b>			
10	Food Sales	<input type="text"/>	<input type="text"/>	<input type="text"/>
11	Drinks Sales	<input type="text"/>	<input type="text"/>	<input type="text"/>
12	Other Bar Sales	<input type="text"/>	<input type="text"/>	<input type="text"/>
13	<b>Total Catering (10+11+12)</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<b>Additional Income</b>			
14	Media Income	<input type="text"/>	<input type="text"/>	<input type="text"/>
15	Betting Shops / Bookmakers	<input type="text"/>	<input type="text"/>	<input type="text"/>
16	Sponsorships	<input type="text"/>	<input type="text"/>	<input type="text"/>
17	Gaming Machines	<input type="text"/>	<input type="text"/>	<input type="text"/>
18	Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
19	<b>Total Additional Income (Add lines 14 to 18)</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20	<b>Total Income (6+9+13+19)</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## APPLICATION FOR A RACECOURSE LICENCE

**Course:**

Year 1

Year 2

Year 3

### FINANCIAL STATEMENT

#### EXPENSES

##### Cost of Sales

21	Cost of Sales Food			
22	Cost of Sales Drinks			
23	Cost of Sales Other Bar			
24	<b>Total Cost of Sales (21+22+23)</b>			

##### Employment Costs inc Emp NI

25	Management			
26	Racing			
27	Marketing			
28	Stadium Operations			
29	Tote			
30	Admissions			
31	Catering			
32	<b>Total Employment Costs (Add lines 25 to 31)</b>			

##### Operating Costs

33	Premises Costs			
34	Utilities			
35	Licence Fees			
36	Prize money inc. Trophies etc			
37	Vets Fees			
38	Maintenance and Hire Costs			
39	Marketing / Advertising / Promotions			
40	Insurance			
41	Telephone			
42	IT Costs			
43	Professional Fees			
44	Other Costs			
45	<b>Total Operating Costs (Add lines 33 to 44)</b>			

46	<b>Total Costs (24+32+45)</b>			
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	<b>Operating Profit (20-46)</b>			
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