



LICENSING SCHEME POLICY

RACING QUEENSLAND

EFFECTIVE FROM 3 NOVEMBER 2021

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1. BACKGROUND

This Policy is made under s.102(2) of the [Racing Act 2002](#) (Qld) (“**the Act**”), which requires the Racing Queensland Board (“**RQ**”), as the control body for all codes of racing in Queensland, to make policies for the licensing schemes of each code of racing.

2. POLICY NAME

This policy is named the *Licensing Scheme Policy* (“**Policy**”).

3. DATE MADE & DATE OF EFFECT

This Policy is made on **3 November 2021** and takes effect on the same day.

4. PURPOSE

The purposes of the licensing scheme and of this Licensing Scheme Policy are to ensure:

- (a) the integrity of licensed clubs; and
- (b) the suitability of venues to conduct racing activities.

This Licensing Scheme Policy complies with the requirements for a licensing scheme policy outlined in the Act, Chapter 3, Part 2, Division 2, *Policy about licensing scheme* (sections 106-109).

5. WHO IS AFFECTED BY THE POLICY?

This policy is a policy for all codes of racing.

This policy affects all Applicants for a Licence and all holders of a Licence under the Act.

This policy does not apply to the licensing of participants such as jockeys and trainers, nor does this policy apply to the licensing of animals. The [Queensland Racing Integrity Commission \(QRIC\)](#) is the authority that handles licensing of such participants and animals.

6. APPLICATION

6.1. How Decisions Are to be Made

RQ will make decisions in relation to the licensing of Clubs consistently with this Policy, associated RQ documentation and the Act.

6.2. Privileges and Duties that come with a Licence

Section 82(2)(a) of the Act, gives RQ the authority to license clubs and venues that are suitable for the Thoroughbred, Harness, and Greyhound codes of racing.

Licence holders should be aware of the duties that come with holding a Licence which are included in the Licence terms and conditions, and which include meeting the requirements of this policy, relevant provisions of the Act, and other RQ policies as issued and updated from time to time.

RQ may impose conditions on any Licence particular to a licensee, a category of Licence, a region or location, or in any manner it considers necessary. It is a condition of any Licence that the licensee must:

- (a) make themselves available for any interview or inquiry if requested;
- (b) allow access and inspection of any licensed venue, stable or property used for training, keeping, or racing of race horses or greyhounds;
- (c) allow RQ officials access to staff employed in connection with the Licence; and
- (d) notify RQ within 14 days if the licensee:
 - (i) is charged with any criminal offence, or in the case of a Club, if an executive officer is charged with any criminal offence; or
 - (ii) is made bankrupt or becomes the subject of a court judgement requiring payment to a Queensland racing industry participant or provider.

RQ may establish for each category of Licence:

- (a) a non-refundable application fee payable upon application for a Licence; and
- (b) a Licence renewal fee.

These fees may be published in the Racing Calendar and on RQ’s website at www.racingqueensland.com.au. Unless otherwise agreed, payment of these fees is a pre-condition to a Licence being granted.

7. RACING QUEENSLAND LICENSING SCHEME POLICY

7.1. Licence Types

RQ issues licenses to suitable Clubs and individuals to conduct Race Meetings for the Thoroughbred, Harness and Greyhound codes of racing at suitable Venues.

The following types of licences are granted to approved Applicants:

- (a) Club
- (b) Club and Venue

Unless otherwise authorised by RQ in writing, licensed venues are to be used for the activities specified in the Licence.

A Licence for one venue cannot be used as a Licence for another venue or another type of venue, even if that other venue is in close proximity to the licensed venue.

7.2. Licence Application Procedure

Section 108 of the Act requires certain information to be provided to RQ by the Applicant, and for Applicants to use the RQ approved form when applying for a Licence. Approved RQ application forms are available on the RQ website, at all RQ offices, and by fax, post or email from RQ. RQ may require applications to be submitted through on-line systems.

If the information required is not provided with the appropriate application form, or if the Licence application fee is not provided, the application will be returned to the Applicant and a Licence will not be granted.

Licence application forms list all the requirements for a completed application. Applicants must answer every question asked on the form and provide documented evidence where required.

7.3. Qualifications required for obtaining a Licence

Under section 108(2) of the Act, certain information is required to be provided to RQ by the Applicant in their application for a Licence, including:

- (a) the type of Licence applied for;
- (b) the type of work or activity to be performed by the proposed licensee during the proposed licence period; and
- (c) the particulars of the proposed licensee, including contact information and ABN/ACN if applicable.

To be eligible for a Club Licence, an Applicant must:

- (a) be a corporation registered under the [Corporations Act 2001 \(Cth\)](#) or an incorporated association under the [Associations Incorporations Act 1981 \(Qld\)](#);
- (b) be suitable to be licensed;
- (c) declare they have read, understood and agree to comply with the Club Licence terms; and
- (d) also provide to RQ:
 - (i) a current ASIC extract or current Associations Incorporation Act extract;
 - (ii) a copy of a national police certificate for each executive officer of the Club;
 - (iii) a budget for the term of the Licence including profit and loss statement, balance sheet and cash flow (Clubs are to identify the key assumptions used in the budget documentation);
 - (iv) data for race days for the previous Licence period, including profit and loss statements, and race day attendance statistics;
 - (v) a Business Plan, including a marketing plan, for the term of the Licence;
 - (vi) evidence of the Applicant's ability to secure a venue suitable for conducting race meetings; and
 - (vii) evidence that appropriate insurances are in place and will remain in place for the duration of the Licence period.

To be eligible for a Venue Licence, an Applicant must also provide:

- (a) evidence that the venue complies with the Minimum Standards; and
- (b) evidence of the Applicant's entitlement to use the venue for the duration of the Licence period - to avoid doubt, this may include a current title search showing that the Applicant is the registered Owner of the venue, a lease, a licence or an authority from the registered Owner of the venue;
- (c) a budget for the term of the Licence (clearly identifying if the budget is for the venue, the Club or a combined budget for both) including profit and loss statement, balance sheet and cash flow;
- (d) an annual maintenance program and a 3-year annual capital expenditure program for the venue current at the time of the application and at least for the term of the Licence; and

- (e) if the Applicant is an individual:
- (i) evidence the individual is appropriately licensed by the QRIC and otherwise meets any requirements set out in the Act;
 - (ii) evidence of appropriate training completed or experience obtained by the individual; and
 - (iii) a copy of a national police certificate for the individual.

7.4. National Police Certificates & Criminal History Screening

Under the Act, the screening of the police records of all Club Licence Applicants is mandatory, including its executive officers. Offences within the past 10 years or very serious offences prior will be considered by RQ. All Applicants with Convictions may be interviewed unless they have been licensed since.

An application cannot be granted if an individual or executive officer of the Applicant has a Conviction for any of the following, other than a spent conviction:

- (a) an offence against the Act, the Racing Integrity Act 2016 (Qld) or the repealed *Racing and Betting Act 1980* (Qld);
- (b) an indictable offence, or a summary offence that involved dishonesty, fraud, stealing or unlawful betting, under any other Act or repealed Act;
- (c) an offence against a law of another State, that is prescribed by regulation as a law about animal welfare, racing or betting; or
- (d) an animal welfare offence.

An application may not be granted if an individual or executive officer of the Applicant has another Conviction stated on the national police certificate other than a Conviction mentioned above and RQ determines that having regard to the Conviction, the individual or executive officer of the Applicant is not a fit and proper person to hold a Licence.

In deciding whether an individual or executive officer of the Applicant is a fit and proper person to hold a Licence, RQ will consider the following factors:

- the person's disciplinary history;
- evidence of dishonesty;
- behaviour towards officials and staff of RQ and other Queensland racing industry participants;
- whether any conduct or statement likely to impact the person's reputation and more broadly on the reputation of other licensees, RQ, officials of RQ and the Queensland racing industry has been made;
- demonstrated ability to consistently operate within the rules and policies of RQ and any other laws and regulations applicable to the conduct of the industry and its participants including gaming laws;
- evidence of bad behaviour and misconduct including police records, court records and letters of complaint regarding the licensee;
- any history of indebtedness particularly as a result of mismanagement or gambling problems; and
- any failure to adequately demonstrate sufficient and acceptable financial means to fulfil the requirements of the Licence.

7.5. Insurance

RQ determines the base level insurance requirements that proposed licensees must satisfy in order to be eligible for a Licence. In some cases, RQ may encourage licensees to have additional coverage where this has been deemed appropriate by the Club, insurance broker, or RQ.

In order to demonstrate the appropriate insurances are in place, Licence Applicants must provide a copy of the certificate of currency, as issued by the insurer, for all insurances when submitting the Licence application form.

Licensees must ensure insurance policies remain current throughout the term of the Licence and, where any policy expires during the term, provide updated certificates of currency to RQ prior to the expiry of that policy.

Each Licence type has different insurance requirements. The base level insurance requirements for each Licence type are outlined in the table below by Club tier (as notified by RQ to the Applicant):

Insurance Policy Type	Club & Venue Licence Insurance Requirement				Club Only Licence Insurance Requirement			
	T1	T2	T3	T4	T1	T2	T3	T4
Public and Products Liability	✓	✓	✓	✓	✓	✓	✓	✓
Volunteer Insurance	✓	✓	✓	✓	✓	✓	✓	✓
Directors and Officers Insurance/Management Liability Insurance	✓	✓	○	○	✓	✓	○	○
Property, Contents & Inventory Insurance (Industrial Special Risk) from Club or Landowner	✓	✓	✓	✓	○	○	○	○
Business Interruption/Contingent Losses	✓	✓	○	○	○	○	○	○
Workers Compensation (required ONLY if club has paid workers)	✓	✓	✓	✓	✓	✓	✓	✓

✓ indicates required, ○ indicates optional.

7.6.1 Insurance for Clubs

RQ, along with its brokers, has developed an insurance program for Public and Products Liability and Volunteer Insurance.

7.6.2 Further Insurance Information

For more information about particular insurance requirements and brokerage arrangements available, please visit the following webpage: <http://www.rqclubportal.com.au/club-management/insurance/>

8. Processing Applications, Right to Review, Complaints & Appeals

8.1. How RQ deals with applications for a Licence (including applications for renewals of licences)

RQ will consider each application for a Licence (and any renewal of a Licence) and decide whether to:

- grant the Licence, with or without conditions; or
- refuse the application.

In deciding each application, RQ will consider:

- whether the Applicant is suitable to be licensed under the Act. Without limiting the matters RQ may consider in determining if the Applicant is suitable to be licensed, RQ may consider:
 - whether the Applicant has previously held a Licence and, if so, whether the Applicant has complied with the Licence terms and the Act;
 - whether the Applicant is financially viable;
 - whether the Applicant owes any sum of money to RQ
 - whether the Applicant has the relevant qualifications or experience to hold a Licence;
 - whether the Applicant is disqualified from holding a Licence;
 - whether the Applicant has previously been refused a Licence, or has had a Licence suspended or cancelled;
 - dealings in which the Applicant has been involved and the standard of honesty and integrity demonstrated in the dealings;
 - whether the Applicant has been the subject of disciplinary action;
 - all other relevant circumstances, including any other matter RQ considers relates to the suitability of the Applicant to be licensed under the Act;
- the matters set out in this Policy and the Act regarding applications for Licences.

Applications will be dealt with in a timely manner and in general:

- the length of processing time is determined by the category or type of Licence, the level of assessment required to make a decision and the completeness of the application received;

- (b) further assessment or information may be required and inquiries may be made to confirm suitability to be licensed;
- (c) if applicable, receipts for payment will be issued upon request;
- (d) receipt of the application will be recorded on an appropriate register; and
- (e) applications which are incomplete, in error or without payment may be returned without processing.

8.2. Internal Review Procedure, Complaints & Appeals

The Act provides for a person's right to request a review of a decision made by RQ relating to:

- (a) a decision to refuse to grant or renew a Licence;
- (b) a decision to take disciplinary action relating to a Licence;
- (c) a decision to take an exclusion action against a person;
- (d) a decision to impose a monetary penalty on a person;
- (e) a decision to impose any other non-monetary penalty on a person;
- (f) a decision to refuse to grant a race information authority for a code of racing; and
- (g) a decision to cancel a race information authority under section 139 of the Act.

An Applicant that is dissatisfied with a decision regarding any of the above may request a review of the decision by RQ. The request must be made using the Application for Internal Review Form in accordance with RQ's Internal Review Procedure. The form and procedure are available from the RQ website.

The application for internal review must include sufficient information for RQ to decide the application.

Further appeals may be made to the Queensland Civil and Administrative Tribunal (QCAT), however, QCAT cannot consider an appeal until the Applicant has first applied to RQ for an internal review, using the Application for Internal Review form, in accordance with RQ's Internal Review Procedure.

RQ also has a process for dealing with complaints that Licence holders and Applicants may use if the complaint relates to a matter other than those listed above.

9. Licence Format

RQ will issue a Licence to approved Applicants in the form of an electronic document.

The Licence specifies:

- (a) Licence Type;
- (b) Grant of Licence;
- (c) Licence Period (including Commencement Date and Expiry Date);
- (d) Licensed Venues (if any);
- (e) Licence Activity;
- (f) Special Conditions (if any).

RQ will issue a certificate for each Licensed Club, and the certificate will also refer to each Licensed Venue if applicable.

Licences will not contain a photograph of licensees.

9.2. Information Notices

Applicants will be notified in writing of the outcome of their application. Where the application is refused or varied an Information Notice will be issued in the appropriate form as determined by RQ. RQ may decline to give a verbal notice of information. In cases where an application has been declined, a statement of reasons may be applied for which will be provided within 28 days.

For more about how RQ serves Information Notices, see section 2(q) of this policy, [Serving Notices](#).

10. Licence Duration, Renewal and Surrender

10.1. Licence Duration

Licences issued by RQ are valid for the period stated in the Licence. See [Section 3\(b\) "Provisional & Temporary Licences"](#) for more information.

10.2. Licence Renewal

Licences must be renewed in advance of the Licence expiry date, unless extended by RQ.

If a Licence holder wishes to renew a Licence, the Licence holder must, before the Licence expiry date, make an application to renew a Licence by (where applicable):

- (a) lodging a completed prescribed application form including details including supporting documentation;
- (b) reading, understanding and signing any declaration, or schedule that is included within the form; and
- (c) paying the applicable fees, levies and insurances as and when required.

7.6.3 The following points apply:

- (a) an application for a renewal of a Licence is to be considered in the same way as an application for a Licence, other than to the extent RQ already holds necessary information which would be requested from a new Applicant, and section 5(d) applies to any renewal application; and
- (b) if a licensee fails to renew their Licence by the renewal date, the Licence will expire.

10.3. Licence Surrender

A licensee may at any time apply to RQ seeking to surrender their Licence. RQ will consider the application for surrender and respond in writing.

A request to surrender a Licence will not terminate any audit commenced by RQ into the affairs of the licensee. If RQ believes a Licence has been surrendered in order to avoid action against the licensee, no further applications will be accepted from that licensee until a satisfactory resolution of outstanding matters is achieved.

11. Review and audit of Clubs and Venues

11.1. How and when clubs and venues are audited & how to continue being suitable to be licensed

RQ may review and audit clubs and venues from time to time to determine if the Club or venue continues to be suitable to be licensed. Without limiting when a review and audit may be commenced, RQ may commence such action as a result of:

- a random audit of a type of Licence or regional area;
- a written complaint provided by a third party to RQ regarding a licensee;
- information gathered by a RQ employee which evidences that a licensee may have failed to comply with the conditions of their Licence;
- routine activity by RQ officers indicating the need for an audit of individuals or a type of Licence; or
- requests from, or responses to, Government agencies and officials.

A review and audit of a licensee may be in relation to:

- whether a licensee has complied with one, more or all of the Licence conditions;
- whether the licensee has complied with the Act;
- whether the licensee is financially viable;
- whether the licensee owes any sum of money to RQ;
- whether the licensee continues to hold the relevant qualifications or experience to hold a Licence;
- whether the licensee is disqualified from holding a Licence;
- whether the licensee has previously been refused a Licence, or has had a Licence suspended or cancelled;
- whether the licensee has been involved in any dealings and the standard of honest and integrity demonstrated in the dealings;
- whether the licensee has been the subject of disciplinary action;
- all other relevant circumstances, including any other matter RQ considers relevant to the suitability of the licensee to continue to be licensed under the Act.

Review processes may consider the following matters:

- during the Licence period:
 - the number of Race Meetings allocated; and
 - the number of races held at each meeting,
 for the purpose of determining the effectiveness of the Club;
- current executive officers;
- national police certificates for executive officers;
- constitution or amendment;
- listing of Club financial members;
- audited financial statements including auditors report and management accounts;
- attendance numbers and other information;
- compliance with legislation;
- corporate governance;
- correct proceedings of meetings and annual general meetings;
- venue compliance and asset condition;

- adherence to directions from RQ;
- workplace health and safety plans and procedures;
- adequacy of control procedures and record keeping;
- emergency evacuation procedures; and
- demonstration of procedures to mitigate instances of risk.

If, after reviewing and auditing a Licence holder, RQ is not satisfied the Licence holder meets the requirements of the Licence (either generally or specifically) or is not suitable to be licensed, RQ may take action against the licensee, including disciplinary action.

11.2. Grounds for Disciplinary Action

The Act identifies certain grounds for RQ to suspend or cancel a Licence.

The Act does not limit the grounds for suspending or cancelling a Licence.

Each of the following is also a ground for suspending or cancelling a Licence:

- the Club is not complying, or has not complied, with a direction given to the Club by RQ;
- the licensee is not suitable to be licensed;
- the failure to comply with a term or condition of a Licence;
- the Licensee contravenes the Act, including without limitation Part 5 of the Act.

11.3. Immediate Licence Suspension

Section 118 of the Act gives RQ the power to immediately suspend a Club's Licence if:

- a ground exists to suspend or cancel the Licence; and
- the circumstances are so extraordinary that it is imperative to suspend the Licence immediately to ensure—
 - the public interest is not affected in an adverse and material way; or
 - the conduct of racing by the Club is not jeopardised in a material way.

A suspension becomes effective when RQ gives the Club an Information Notice, together with a Show Cause Notice. The suspension will operate immediately once the notice is given to the Club and continues to operate until the Show Cause Notice is finally dealt with in a matter satisfactory to RQ.

Further, without limiting section 5(i), RQ may immediately suspend any Licence issued where:

- RQ is notified that a licensee is an Excluded Person;
- a RQ employee forms the belief that the safety of persons or animals are in danger and that belief is reviewed and adopted by RQ management or QRIC;
- a licensee fails to pay a debt owed to RQ within 30 days or such other period of time agreed between RQ and the licensee or according to the credit policy in force at that time;
- a licensee has been found guilty of or pleaded guilty to criminal acts that may bring into question the integrity of the Queensland racing industry or the safety or welfare of persons and animals involved in the industry whether or not a Conviction has been recorded. RQ is not required to take into account any punishment applied in a court or tribunal when assessing additional responses under this policy;
- a licensee has been charged with a serious offence/s;
- RQ is acting on the advice of QRIC in circumstances where there is an allegation of a wrongdoing by a licensed Club or at a licensed venue which arises under the ambit of QRIC, in relation to the safety or welfare of persons or animals;
- the licensee no longer meets one or more of the qualifications required by the licensee's licence; or
- the licensee is insolvent or is unable to meet its financial commitments.

Should RQ immediately suspend a Licence, RQ will:

- inform the licensee in writing as soon as possible but within 7 days;
- provide reasons in writing to the person;
- advise the suspended person of their rights to request in writing, a show cause hearing of the matter within 28 days of the request being received by RQ;
- provide the Applicant with an opportunity to be heard and to call evidence in defence of the allegations should they request a hearing;
- advise in writing the outcome and reasons for the decision resulting from any show cause hearing; and
- give QRIC notice of the decision, as required by section 122 of the Act.

RQ may:

- consider a stay of the suspension where the show cause hearing is deferred or adjourned; and

- (b) at its discretion, direct the suspended licensee to attend a hearing to show cause why the Licence should not be suspended.

12. Taking Disciplinary Action (other than immediate suspension)

RQ may take disciplinary action when a [Ground for Disciplinary Action](#) is established. RQ may suspend, cancel, Censure or otherwise deal with a Licence in accordance with RQ's powers under the Act, the Rules of Racing and RQ's policies.

Nothing in a Licence limits the powers given to RQ under the Act, the Rules of Racing, and RQ's policies.

12.1. Notice of Disciplinary Action

RQ will provide a written Information Notice to the licensee, notifying them of the grounds for RQ taking disciplinary action against them. A Show Cause Notice may also be issued, depending on the severity of the ground for action.

For information about how RQ serves notices to licensees, see [Section 2\(g\) Serving Notices](#).

12.2. Proposed Action

RQ will consider accepted representations for a Show Cause Notice, however, if RQ:

- (a) still believes a ground exists to suspend or cancel the licensed Club's Licence; and
- (b) believes a matter relating to the ground to suspend or cancel the Licence is capable of being rectified and it is appropriate to give the Club an opportunity to rectify the matter,

RQ may direct the Club to rectify the matter.

Such a direction becomes effective when RQ gives the Club an Information Notice about RQ's decision to give the direction to it. In the Information Notice, RQ will define a reasonable time period for the matter to be addressed by the licensee and will provide the licensee with guidance as to how the matter can be addressed in a manner that will be satisfactory to RQ.

A licensed Club must comply with a direction within the period for rectifying the matter stated in the Information Notice, unless it has a reasonable excuse. Licence Holders are obligated, under section 120 of the Act, to take action to rectify a matter once RQ has notified them of the matter and informed them they must take action (penalties apply for failing to take action).

The licensed Club will not be prosecuted, or have its Licence suspended or cancelled, for the ground giving rise to the Information Notice unless the Club:

- (a) fails to comply with the notice within the period stated in the notice as the period for rectifying the matter; and
- (b) does not have a reasonable excuse for failing to comply with the notice.

RQ may Censure a Club when a ground exists to suspend or cancel the Club's Licence but RQ does not believe that giving a Show Cause Notice to the Club is warranted or, after considering the accepted representations for a Show Cause Notice, RQ still believes a ground exists to suspend or cancel the licensed Club's Licence but does not believe its suspension or cancellation is warranted.

A Censure becomes effective once RQ provides the Club an Information Notice about RQ's decision to Censure it.

12.3. Complaints & Appeals

Persons have the right to request an internal review of decisions made by RQ relating to certain matters. Refer to [Internal Review Procedure, Complaints & Appeals](#) in section 8.2 of this policy.

13. Register of Licences

RQ maintains a register of all licensees, their details, history and records of activity in Thoroughbred, Harness and Greyhound racing.

Current Licence holders renewing their Licence will have the details submitted in the renewal application cross-checked with the details in the RQ Licence Register. The register will be updated with any changes.

New Licence Applicants will have details from their application forms added into the RQ Licence Register.

13.1. Exhibiting and Producing a Licence

The holder of a Club Licence or a Venue Licence must keep the licence document on the licensed premises, displayed in a conspicuous public area of the Club or Venue as applicable and - if requested - make it available to any officer of RQ who inspects the premises.

13.2. Replacing a Lost Licence

A licensee must notify RQ within 7 days of becoming aware of having lost their Licence (either in physical or electronic form), in which case RQ will provide a replacement Licence (either in physical or electronic form) within 14 days of the licensee:

- (a) notifying RQ of the loss of the Licence; and
- (b) paying such fee as RQ may prescribe for a replacement issue.

Notification of lost licenses from a licensee will be accepted where verification of the licensee details is established whether in writing or verbally.

13.3. Notifying Racing Queensland of Changes

Requests for changes to Licence details must be made in writing to RQ and emailed to:

clublicensing@racingqueensland.com.au.

There are no specific forms for these requests. Requests should include reasons for the change as well as any other necessary details.

All Licence holders must notify RQ about change of address or a Club's executive officers within 14 days of the date the change occurred.

All Applicants are required to provide proof of identity including production of a current passport, birth certificate, or driver's license. Notification of changes of details from a licensee will be accepted where verification of the licensee details is established.

7.6.4 Change of Address

Section 107 of the Act requires Licence holders to notify RQ of changes to a registered address.

7.6.5 Changes to a Corporation's Executive Officers

Section 107 of the Act requires Licence holders to notify RQ of changes to the executive officers, if the Licence holder is a corporation.

14. Racing Queensland Officials: Functions, Powers & Identity

RQ will appoint such officials as are necessary to provide for the requirements of its policy for a licensing scheme. Officials are appointed with the powers and functions assigned under this policy, and other RQ policies, and the applicable local and national Rules of Racing. Officials of RQ will be issued with identity cards.

15. Serving Notices

15.1. Show Cause Notice

RQ may issue a Show Cause Notice to a licensee requiring them to attend a hearing and demonstrate why they should not be suspended, cancelled or have conditions imposed.

15.2. Information Notice

An Information Notice is a written notice issued to a licensee or Applicant, whether via email or print.

RQ may issue an Information Notice:

- for a decision relating to an application or another decision made by RQ;
- informing a Club of immediate Licence suspension (together with a Show Cause Notice);
- to a Club about RQ's decision to Censure it;
- effecting a direction to a Club to take a particular action to rectify a matter; or
- to cancel a race information authority.

An Information Notice about a decision, means a notice stating the following:

- (a) the decision;
- (b) the date of the decision;
- (c) the date the decision takes effect;
- (d) the reasons for the decision; and
- (e) for a decision that is an original decision—how a person to whom the notice is given may apply for an internal review of the decision within 14 days after the person receives the notice.

16. Other matters about Racing Queensland's Licensing Scheme

16.1. Giving Public Notice

An Applicant for a Licence may be required to give notice of the application by advertisement in a newspaper, any other publication including electronic, or by signage because of the particular nature of the application.

16.2. Provisional & Temporary Licences

RQ may grant provisional or temporary licences at its discretion. Provisional or temporary licences will only be granted to clubs and/or venues under extraordinary circumstances, such as when:

- a Club has met all of its safety compliance but has not supplied all Club compliance documentation, or has agreed to undertake rectification works to achieve Venue Minimum Standards and has taken appropriate remedial action to manage the risk of injury to people or animals in the meantime; or

For example, in that situation at RQ's discretion the Club may be issued with a temporary Licence for their scheduled Race Meeting providing that an agreement is reached for the Club to meet their obligations within a specified timeframe. In these cases, the Licence conditions would be changed to note that the Licence is provisional. A Licence would not be issued until all outstanding compliance documentation has been provided to RQ.

- if a Club has been dormant for a period of time they may be deemed eligible to resume racing operations under a provisional Licence; or
- if a Club is unable to hold a licensed Race Meeting that has been allocated to the Club under the Racing Calendar at the Licensed Venue for any reason, the Club may apply to RQ to:
 - allocate the licensed Race Meeting to another venue that has been licensed by RQ for the same type of racing as the Club (an Alternative Venue); or
 - license the Club to hold the licensed Race Meeting at the Alternative Venue as a temporary licensed venue of the Club. A temporary licensed venue may include showgrounds (Show Societies etc.) racing a once-a-year annual event.

16.3. Access to the Place of Business.

It is a condition of any Licence that the licensee must (among other responsibilities):

- (a) make themselves available for any interview or inquiry if requested;
- (b) allow access and inspection of any licensed venue, stable or property used for training or keeping of race horses or greyhounds; and
- (c) allow RQ officials access to staff employed in connection with the Licence.

Section 1 of this policy, [Privileges and Duties that come with a Licence](#), contains more information about the responsibilities and duties of Licence holders.

16.4. Licence Transfers

Licences granted by RQ cannot be transferred to another person or entity.

If the Licence holder is a Club and there are changes to the executive officers of the Club, the Club must notify RQ of the changes in accordance with this policy, [Section 2\(o\) "Notifying RQ of Changes"](#).

16.5. Licences from other Control Bodies

This policy does not prevent a venue licensed by RQ from being licensed by another control body for its code of racing. RQ will not prevent a venue licensed by RQ from being licensed by another control body.

17. RULES OF RACING

Rules of Racing will not be made for and do not apply to this Policy.

18. RELATED DOCUMENTS

[All Racing Queensland Policies](#)

[Licence General Terms - TAB Clubs](#)

[Licence General Terms - Non-TAB Clubs](#)

[Minimum Venue Standards](#)

[Racing Act 2002](#)

[Racing Regulation 2013](#)

[Rules of Racing](#)

19. REFERENCES

In this Policy:

- (a) the **Act** means the [Racing Act 2002](#) (Qld).
- (b) **Applicant** means the applicant for a Licence pursuant to this policy.
- (c) **Censure** means formal expression of severe disapproval.
- (d) **Club** means a licenced club or venue for any code of racing in Queensland.
- (e) **Conviction** refers to an offence and means being found guilty of the offence, on a plea of guilty or otherwise, whether or not a conviction is recorded.
- (f) **Excluded Person** means a person who:
 - (i) is currently disqualified under the Rules of Racing; or
 - (ii) is currently on the Forfeit List.
- (g) **Forfeit List** means a list of names of persons who owe a debt to RQ which debt has arisen from a person's involvement in Thoroughbred, Harness or Greyhound racing in Australia.
- (h) **Industry Participants** includes anyone holding a licence, approval, or authority of any kind under the Act or the [Racing Integrity Act 2016](#) (Qld).
- (i) **Licence** means a licence granted by RQ under the Act, to a Club that is suitable to be licensed, or to a venue that is suitable for Race Meetings, or to a venue suitable for training activities.
- (j) **Minimum Standards** means the current standards for Racing Venues published by RQ on its website.
- (k) **Owner** means a Club or person that is the registered owner of a licensed Racing Venue.
- (l) **Race Meeting** means a meeting for conducting racing of licensed animals or a betting meeting.
- (m) any capitalised terms defined in the Act, the *Racing Integrity Act 2016*, or an instrument made under either of them, has the same meaning as set out in that legislation or instrument, except as otherwise stated in this Policy.

20. VERSION HISTORY

Current Version:	2021.11	CEO Approved:	3 November 2021
Document Owner:	Executive General Manager Club Partnerships & Assets	Due for Review:	3 November 2024
Enquiries to:	clublicensing@racingqueensland.com.au		

VERSION	EFFECTIVE	DEPARTMENT	CHANGES MADE
2021.11	3 November 2021	EGM Club Partnership and Assets	Policy updated.
1.0	31 May 2017	Chief Financial Officer	Policy created.