

Private and confidential

# Application for a variation of accreditation

*(Section 134 Racing Act 2002)*

**Name of accreditation holder**

**Name of accredited facility**

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## Part One – Background information on the variation of accreditation

### What is a variation of accreditation?

A variation of accreditation is taken as any change to the terms of accreditation stated on the accreditation certificate for an accredited facility pursuant to section 132 of the *Racing Act 2002* (the Act). For example, a change in the accredited analyst or nominated person for the accredited facility or a change to the ownership of the facility or a material change to the financial situation or the staff of the accredited facility that could impair the ability of the Accredited Facility to satisfy the conditions stated on the accreditation certificate. The onus is on the Accreditation Holder to identify when a variation of accreditation application should be lodged.

### Privacy Statement

Queensland Treasury is collecting information, including personal information, on this form for the purposes of deciding whether to vary the accreditation. This is authorised under Sections 129 to 131 and 134 of the Act. This information will not be disclosed to a third party without your consent unless authorised or required by law.

### Further information

Further enquiries in relation to accreditation applications may be directed to:

Queensland Office of Racing Regulation

Telephone: (07) 3234 1400

Facsimile: (07) 3234 1411

## Part Two – Information on the variation of accreditation application process

### Who may apply for a variation of accreditation?

Section 134(1) of the Act states that the accreditation holder for an accredited facility may apply to the Chief Executive for a variation of the accreditation for the accredited facility.

### How must an application for a variation of accreditation be made?

The application must be in the approved form and accompanied by the application fee prescribed under the *Racing Regulation 2003*.

### What is the application process?

The application process for a variation of accreditation will be as follows.

#### Step 1

The accreditation holder may request an interview with an Officer of the Queensland Office of Racing Regulation to clarify matters concerning the application for a variation of accreditation process (not compulsory).

#### Step 2

After receiving an application for a variation of accreditation, the Chief Executive may ask for further information about the application.

#### Step 3

The Chief Executive will advise the applicant in writing of the outcome of the variation application.

### Part Three – Instructions for completing this application form

1. The application must be completed by the accreditation holder.
2. Type or print an answer to every question in BLOCK LETTERS.
3. A blank response is not acceptable.
4. If there is nothing to disclose in reply to a particular question state “nil” in response to that question.
5. If there is insufficient space on a printed form in which to answer a question, additional information may be provided on an attachment page. When required to use an attachment page precede each answer thereon with the title applicable to that question and PRINT your name. Sign your name in the bottom right corner of the page.
6. All dates should be completed in the form: Day/Month/Year.
7. Each page of this Form and each attached page should be signed by the person completing the Form in the space provided.
8. This Form is to be completed in the English language. Any documents required to be provided are to have a certified English translation appended.
9. Documents or other information sought from authorities in Australia may not be applicable to a company which has been incorporated in another country or which originates from a company located overseas. In such cases the documents or equivalent information should be obtained and certified from the relevant authority of that country.
10. An “\*” signifies “Delete whichever is not applicable”.
11. This form should be sealed in an envelope and marked “Application for a Variation of accreditation by accreditation holder – Private and Confidential”.
12. The application will not be accepted unless it is accompanied by the application fee which is not refundable.
13. Any further inquiries should be directed to the Queensland Office of Racing Regulation, telephone (07) 3234 1400.

## Part Four – Application for a variation of accreditation

### Name of the Accreditation Holder

Name

ACN (if applicable)

ABN

### Address of the Accreditation Holder

Street Address

Postal Address

Telephone

Facsimile

Email

### Name of the Facility

Name

ACN (if applicable)

ABN

### Address of the Facility

Street Address

Postal Address

Telephone

Facsimile

Email

### Registered Business Name (if any) of Facility

Signature:

1. What does the variation application apply to? (Please tick)

- (a) The name of the facility
- (b) The accreditation holder
- (c) The nominated person
- (d) An accredited analyst
- (e) An accredited veterinary surgeon
- (f) The secondary facility for the accredited facility
- (g) The nominated person for the secondary facility
- (h) An accredited analyst for the secondary facility
- (i) Conditions imposed by the chief executive on the accreditation

2. For a variation application that applies to one of items (a) to (h) above:

a) Write the relevant statement as it appears on the accreditation certificate for the facility:

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b) State the variation applied for:

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c) By way of attachment, provide a written justification to support the application for the variation:

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Signature:

3. For a variation application that applies to item (i) above – a variation of a condition on an accreditation certificate:

a) Write the relevant condition as it appears on the accreditation certificate for the facility:

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b) State the variation applied for:

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c) Provide justification to support the application for the variation:

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|-------------------------|
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|-------------------------|

Signature:

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## Part Five – Certification

I,

of

hereby declare that in making this application for a variation of accreditation pursuant to Section 134 of the *Racing Act 2002*.

- (a) I am the accreditation holder for the accredited facility which is the subject of this Application for a Variation.
- (b) I certify that the particulars contained herein are true and correct in every detail and fully disclose the information required to complete this form.
- (c) I am authorised to complete this declaration.
- (d) I am familiar with the provisions of the *Racing Act 2002* relating to the accreditation of facilities (section 129 to 141 of the *Racing Act 2002*).
- (e) I understand that the Chief Executive may request further information or documents relating to this application for a variation of accreditation including, but not limited to those documents, mentioned in Part 4 of the Application (section 130 of the *Racing Act 2002*).
- (f) I understand that the Chief Executive may impose other conditions to which the accreditation may be subject (section 131(5) of the *Racing Act 2002*).

**Signed** on behalf of

by  being duly authorised

this  day of  20

(Signature)

in the presence of

(Signature of Witness)

A Justice of the Peace/Legal Practitioner

(Full Name of Witness)