RACECOURSE BETTING COMPLIANCE LIMITED

SOLE TRADER

APPLICATION FOR ANNUAL REGISTRATION AS A LICENSED OPERATOR 1ST JANUARY 2027 – 31ST DECEMBER 2027

Please note that RBC requires the information and documents requested in this form to ensure compliance with s.92 of the Gambling Act 2005, with Special Conditions E and with clause 4.4 of the Racecourse Licence Agreement in operation at most racecourses. RBC will hold all records in accordance with the provisions of current Data Protection legislation.

All questions must be answered. If a question is not relevant, please state 'not applicable'. All answers must be typed or written clearly in ink. All signatures must be original.

Please note that this form is for use by sole traders only. If you are a company, partnership or LLP, please download the appropriate form from the RBC website or contact the RBC office.

1. **Licensee's Trading Name** (as shown on the front page of the Operating Licence)

_____

Licensee's Legal Name (if different)

_____

2. **Current Operating Licence**
RBC must have a copy of your current Gambling Commission Operating Licence. If your Operating Licence has been updated since April 2018, please send us the most recent version of your Licence if you have not already done so.

Either **a)** I attach copies of pages 1 and 2 and Schedules X and Y of my current Operating Licence ☐
Or **b)** I have already emailed RBC a copy of my current Operating Licence ☐
(Please tick as appropriate.)

3. **HMRC Betting Duty Reference No.** (if you do not have one and are unsure whether you need one, please consult the following web page): -
https://www.gov.uk/guidance/general-betting-duty-pool-betting-duty-and-remote-gaming-duty

_____

4. **Registered Address** (on page 1 of the Operating Licence)

_____

_____

_____Postcode: _____

5. **Correspondence Address** (if different to the above)

_____

_____

_____Postcode: _____

6. Contact Details

Telephone _____

Mobile _____

Email _____

Where possible, all written contact with you will be via email.

7. Principals/Employees and Fees

Please identify the main contact for this Operator with an asterix. An identification card is necessary for employees whose names are to appear on the betting ring lists. The annual authorisation fee of £126 including VAT includes the cost of **one** identification card. The fee for each additional card is £30 including VAT. **If you have not recently provided an up-to-date photograph of each principal/employee, please do so via smartphone/email to the RBC office or by attaching a passport-style image.**

Schedule X (please continue on a separate sheet if necessary)

Title_____First Name _____ Surname _____

Title_____First Name _____ Surname _____

Title_____First Name _____ Surname _____

Schedule Y (please continue on a separate sheet if necessary)

Title_____First Name _____ Surname _____

Title_____First Name _____ Surname _____

Title_____First Name _____ Surname _____

Title_____First Name _____ Surname _____

Title_____First Name _____ Surname _____

Bookmaker Assistant (please continue on a separate sheet if necessary)

Title_____First Name _____ Surname _____

Address _____

Post Code _____ D.O.B _____/_____/_____

Title_____First Name _____ Surname _____

Address _____

Post Code _____ D.O.B _____/_____/_____

8. Written statement of terms or employment contract of employees

If you have not already done so previously, please provide a copy of the written statement of terms or employment contract for each person who may operate a pitch as your employee. You may obscure any confidential terms such as salary if you wish.

9. Data Protection Statement

RBC provides services to you at the racecourse and collects data on behalf of the racecourses you attend, in accordance with a service agreement between the racecourses and RBC. You acknowledge that in accordance with this contract, RBC may pass your details and associated data to: -

1. relevant statutory bodies/regulators to assist in the collection of levies, duties and taxes;
2. the relevant racecourses and the Racecourse Association; and
3. organisations which make data payments to bookmakers for use of their show prices.

RBC also facilitates online/private sales and enables bona-fide communication between registered operators. RBC may be asked to pass on your contact details to other registered operators and organisations that provide services to you and/or the racecourses. If you are not happy for RBC to use your contact details in this way, please tick the box below when returning this form, or let us know at any time.

☐ Please do not pass my contact details / telephone number / email address to other registered operators / service providers described above without my permission (*delete as appropriate*).

Note: More information about how RBC uses your details, and the rights you have, is available in the privacy policy on our website. We will also post a copy of our privacy policy to you on request.

10. HBLB Certificate of Discharge or Exemption

A copy of the Certificate of Discharge or Certificate of Exemption from the Levy Board for 2025/2026 (65th Levy Scheme) for you as the principal Operating Licence holder must accompany this application. Please telephone the RBC office if you need further information or guidance on this.

11. Public Liability Insurance

All licensed operators are required to carry public liability insurance to the value of at least £2 million prior to trading on-course. It is your responsibility to ensure that this insurance adequately covers you, your employees, Alternate Operators (if applicable) and any equipment you may use whilst conducting betting business on racecourses. If you are insured through a Bookmaker Association, please indicate this below: -

Name of Bookmaker Association _____

If you are **not** insured through a Bookmaker Association, a copy of your insurance certificate or other proof of insurance must accompany this application.

12. Alternative Dispute Resolution

Please provide the details of your ADR provider_____

13. Betting Exchange Account(s)

If you use a betting exchange to lay bets while trading on-course, please indicate below.

Betfair ☐

Betdaq ☐

Matchbook ☐

Other please state _____

14. Card Machines

1. Do you use a Card machine to accept bets? Y / N

2. Please state the number of terminals you have - _____

3. Please state Merchant Name who processes transactions - _____

15. Other Documents

By signing this form, you undertake to provide:

(i) on request, a copy of the most recent P60 (or its equivalent or evidence of the issuance of a P60) for each employee who operates a pitch as your employee;

(ii) on request, a copy of a recent payslip or invoice for any employee or contractor who has worked on-course;

(iii) on request, a print-out of the day's trade from the relevant betting exchange account used at each pitch on each day on which you use an employee or an Alternate Operator to operate the pitch(es);

(iv) on request, a copy of your ledger showing the profit or loss on each such day; and

(v) in accordance with clause 2.11 of Special Conditions E, such further documents and information as RBC may request from time to time.

16. Declaration

I, being the Licensee, agree to inform RBC immediately if there is any change to these circumstances including any updates to my Operating Licence.

I understand that all telephone calls to RBC's offices may be recorded.

I am aware that by clause 4.4 of the Racecourse Licence Agreement in use at most racecourses I have agreed to trade from the betting position allocated to the Licensee and agreed not to 'assign, transfer, sublet, charge, or otherwise dispose or part with or share possession or occupation or authorise any other person (except its employees) to use the whole or any part of the Betting Position.' I understand this means that I may not rent, sublet or share any betting position to/with another bookmaker or allow anyone else to trade from it on their own account or on any third party's account.

I undertake not to rent, sublet or share any betting position at any time and not otherwise to breach any term of clause 4.4 of any Racecourse Licence Agreement.

I understand that any Licensee who contravenes the terms of his, her or its Licence and/or is found to be involved in pitch renting may face any one or more of the following:

(a) removal or suspension from the relevant racecourse;

(b) forfeiture or suspension of the Racecourse Licence Agreement at the relevant racecourse; and

(c) in conjunction with the relevant racecourse(s), RBC may rescind this registration which, in effect, removes the Licensee from all Badge Box lists.

I confirm that all equipment used on the racecourse is safe, fit for purpose and, where necessary, it has undergone relevant Health and Safety checks and Risk Assessments.

I declare that the above information is true and complete and that, as a condition of application, I agree to be bound by the terms of the Special Conditions E, the racecourse/bookmaker licence(s), the Licence Conditions and Codes of Practice and all relevant legislation. I understand that I am signing this form on behalf of all persons named on the Operating Licence and I agree that they are similarly bound by the above terms and conditions.

Signed: ……. **Date: ……..……**

Name and Position: ……

PLEASE COMPLETE AND RETURN THIS FORM TO THE RBC OFFICE BY 18th DECEMBER 2026.

Checklist for attachments:

1. **If your Operating Licence has been updated since April 2018, please send us the most recent version of your Licence but only if you have not already done so.**

2. **Payment of £126 inc. VAT for the annual registration (including one ID card) and £30 for each additional ID card needed X/Y. Assistant ID cards £30 for the first four each and £18 for each after that. The initial registration fee for first-time applicants (i.e. new Licensees) is £228 inc. VAT.**

3. **Proof of public liability insurance**

4. **Copy of 65th Levy Scheme Discharge or Exemption Certificate**

5. **A written statement of terms or employment contract for each person who may operate a pitch as the Licensee's employee (i.e. Schedule Y), if this has not previously been provided.**