



## Owner/Trainer – User Guide

### Registering a Partnership

12<sup>th</sup> July 2017

V0.1

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## 1. About Partnership applications

- To register a Partnership, you must have access to the Racing Administration site.
- To be a Partner in a Partnership you MUST be a registered Owner
- You do not have to be part of the Partnership that you are creating, a Partnership can be created on behalf of other Owners.

## 2. Accessing the Partnership application

- Once logged into the Racing Administration site, you can access the Partnership application in the following way:

# User Guide –Registering A Partnership

The screenshot shows the BHA website navigation menu. The 'OWNER' tab is highlighted. An arrow points to the 'OWNER' tab with the text 'Click to expand menu'. Another arrow points to the 'Partnership Registration' link under the 'OWNERSHIP DETAILS' section with the text 'Click to open application'.

**BHA**   **FIXTURES & RACES**   **OWNER**   **INFORMATION**

---

**NAMES & PASSPORTS**  
Check Name Availability  
Purged Names  
Enquire Name Reservations  
Enquire Name Registrations  
My Applications  
Other Reservation Applications

**VAT**  
Enquire VAT Registration

**ACCOUNTS**  
Invoice Enquiry

**COLOURS**  
Racing Colours by Person  
Racing Colours Builder

**SPONSORSHIP ENQUIRIES**  
My Sponsorships

**OWNERSHIP DETAILS**  
My Horses  
My Ownerships  
Partnership Registration  
Syndicate Registration  
Club Registration

**AUTHORITY TO ACT**  
Your Agents  
Authorised by  
Register Authority to Act

## 3. Partnership registration information page

- Whichever route you take into the Partnership registration process you will be presented with an information page. Here you can:
  - Familiarise yourself with what you will need to complete the registration
  - Access these guidance note
  - See the fees associated with the registration
- Once you are happy to continue , please click 'CONFIRM AND CONTINUE'.

### PARTNERSHIP REGISTRATION

A partnership is for two or more registered owners that wish to own a horse together. Partnerships are likely to comprise family or friends and allow owners to share in the responsibilities of racehorse ownership.

#### You will need

- The name, address, email address and date of birth for any additional partners.
- To name your partnership
- To decide if you wish to purchase an ownership package

For more information on how to complete the application and for guidance notes, please click [here](#)

Note : This will open in a new window.

#### The fees for this registration are

Partnership Registration                      £234

CONFIRM AND CONTINUE



Click to continue to application

### 4. Partnership details

- This is step 1 of a 6 step process.
- This is where you can enter the main details of the Partnership
- The addition of the Partners involved is available in subsequent steps

# User Guide –Registering A Partnership

## PARTNERSHIP REGISTRATION

1. Partnership details

2. Select partners

3. Add partners

4. Accounting

5. Review details

6. Receipt

### Partnership details

Are you a partner in this partnership or are you creating it on behalf of the owners?

- Involved in partnership  
 Creating a partnership on behalf of owners

What would you like the name of this partnership to be?

Partnership name: \*  ⓘ

What are the correspondence/contact details for this partnership?

- Use my contact details  
 Use alternate contact details

Please provide the name of any horse(s) (if known) that you intend to race in this partnership

Please state pedigree if horse is unnamed

CONTINUE

CANCEL

## 4.1 Your involvement in the Partnership

- You need not be a participating Partner to register a Partnership. Partnerships can be created by another individual – for example, a trainer – on behalf of the Partners involved.
- Please specify if you are part of the partnership you are creating or if you are creating it on behalf of others by highlighting the appropriate radio button.

## User Guide –Registering A Partnership

Are you a partner in this partnership or are you creating it on behalf of the owners?

- Involved in partnership  
 Creating a partnership on behalf of owners

### 4.2 Partnership name

- The Partnership must carry a distinct racing name that can be published in the racecard.
- This name must not exceed 40 characters.
- Please enter the Partnership name as you would like it to appear in the racecard.

NOTE: For a full list of racecard name rules, please visit [???????](#)

What would you like the name of this partnership to be?

Partnership name: \*



### 4.3 Correspondence address

- Any amendments to a Partnership will be communicated to all Partners , however the Partnership itself needs to have a correspondence address
- Please nominate if that correspondence should use your details or if an alternative address should be used by selecting the correct radio button.

What are the correspondence/contact details for this partnership?

- Use my contact details  
 Use alternate contact details

# User Guide –Registering A Partnership

- If you select 'Use alternate contact details' you will be required to enter the correspondence details you wish to use.
- Use the 'Name' field to enter in a 'care of' name
- You must then enter the alternative address by first selecting a country.  
This will default to Great Britain; however, you can select a different country by clicking on the arrow at the end of the field.

What are the correspondence/contact details for this partnership?

- Use my contact details
  - Use alternate contact details
- Click to enter a different address

Name: \*

Country:  ▼

Enter post code: \*   ENTER ADDRESS MANUALLY

Address: \*

Click to expand list


- This will then display the full list of countries.

# User Guide –Registering A Partnership

The screenshot shows a web form with a 'Country:' dropdown menu. The dropdown is open, displaying a list of countries. 'Great Britain' is currently selected and highlighted in blue. Other countries visible in the list include Argentina, Australia, Austria, Bahrain, Barbados, Belgium, Brazil, Canada, Chile, China, Colombia, Cyprus, Czech Republic, Denmark, France, Germany, Greece, Guernsey, Hong Kong, and India. To the left of the dropdown, there are labels for 'Enter postcode: \*', 'Address: \*', and 'Please provide the', along with a small text box containing 'Please state'.

- Click and highlight the desired country to select it.
- If a foreign country is selected, you will be prompted to enter a manual address. Click on the first text box and start typing the address. A new line will be added once you have started typing in the second box. You can use as many lines as you require, but you need at least one to continue.

The screenshot shows a form with two main sections. The 'Address' section contains two text input fields. The first field contains the text 'The Street' and the second field contains 'Atlanta'. Below the address fields is a 'Country' dropdown menu with 'USA' selected. A search icon is visible to the right of the country dropdown.

- If you leave the Country as Great Britain, you can enter the post code in the post code field and click the search icon .

## User Guide –Registering A Partnership

Country:

Enter postcode: \*

Click to search

- Once the post code is entered and the search button is clicked, a drop-down box will be displayed, showing all the addresses connected to the entered post code.
- Use the arrow button at the end of the field to expand the drop-down list. Click on the desired address to select it.

Country:

Enter postcode: \*

Address: \*

Partners a

Click to expand drop down lists

- Alternatively, you can click on 'Enter Address Manually' and this will display the manual entry boxes as shown above for a foreign address and allow you to manually

### 4.4 Horses

- If known, please enter the name of any horses you are intending to run in the Partnership name
- If the horse is currently unnamed, you can enter the year of foaling and dam and/or sire.
- This is not a mandatory field and can be left blank

**Please provide the name of any horse(s) (if known) that you intend to race in this partnership**

Please state pedigree if horse is unnamed

## 4.5 Completing Step 1

- Once all the mandatory fields have been completed, click **CONTINUE** to progress to Step 2.
- If some of the fields have not been completed, the incomplete fields will show a warning.

Please review the fields highlighted below.

### Partnership details

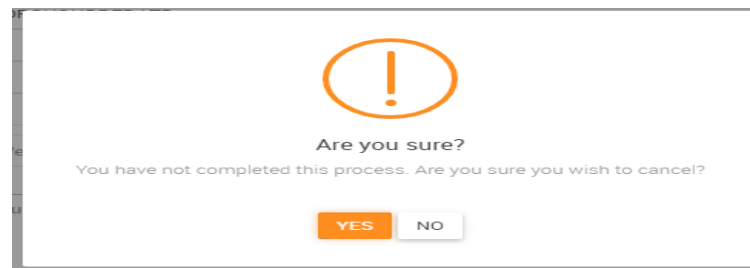
Are you a partner in this partnership or are you creating it on behalf of the owners?

- Involved in partnership  
 Creating a partnership on behalf of owners

What would you like the name of this partnership to be?

Partnership name: \*  **X** ⓘ  
This field is required.

- You must complete these fields before continuing.
- If you no longer wish to proceed with the application, click **CANCEL**.
- A pop up will be displayed asking for confirmation. If you select yes, you will be taken back to the home screen. If you click no, you will be returned to the Partnership details screen.



# User Guide –Registering A Partnership

Screenshot of the cancel confirmation box

## 5. Select partners

- This is step 2 of the Partnership registration.
- The progress bar can be used to return to previous step by clicking on the relevant step number in the progress bar at the top of the screen.

Click here to return to Step 1



- This screen will display a list of people, syndicates, clubs and companies who are registered owners and you have ownership links with.
- Selecting Partners in this step is not mandatory
- If the Partners you wish to add into the Partnership are not displayed in this screen, you will have the opportunity to add them manually in the next step.

PARTNERSHIP REGISTRATION

1. Partnership details 2. Select partners 3. Add partners 4. Accounting 5. Review details 6. Receipt

**i** This is a list of people, syndicates, clubs and companies that you have ownership links with. Please select from the list provided by ticking the correct box. If the partner or entity you wish to add is not in this list, please add them manually in the next step.


**Select partners**


Search:

Name	Current ownerships (max 2 displayed)	Select
Binks and Buddies Syndicate		<input type="checkbox"/>
Dr Peter Proctor	(Binks and Buddies Syndicate; Hairy Ponies Racing Club)	<input type="checkbox"/>
Hairy Ponies Racing Club		<input type="checkbox"/>
Lollipop Kids Ltd	(Binks and Buddies Syndicate)	<input type="checkbox"/>
Mrs Carol Curtis	(Binks and Buddies Syndicate)	<input type="checkbox"/>
Mrs Hilary Binks	(Mr & Mrs H Binks)	<input type="checkbox"/>

# User Guide –Registering A Partnership

## 5.1 Search for partners

- You can search the list for a specific owner by using the Search field.
- Enter all or part of the name of the owner you wish to find and click the search icon .

Search:  

**Name** **Current ownerships (max 2 displayed)** **Select**

Mrs Carol Curtis	(Binks and Buddies Syndicate)	<input type="checkbox"/>
------------------	-------------------------------	--------------------------

Click to search

## 5.2 Selecting partners

- Partners can be selected in this screen by clicking in the select box by the relevant name.
- Owners with a tick in the 'Select' box will be added to the Partnership

Name	Current ownerships (max 2 displayed)	Select
Binks and Buddies Syndicate		<input type="checkbox"/>
Dr Peter Proctor	(Binks and Buddies Syndicate; Hairy Ponies Racing Club)	<input checked="" type="checkbox"/>
Hairy Ponies Racing Club		<input type="checkbox"/>



Click to select

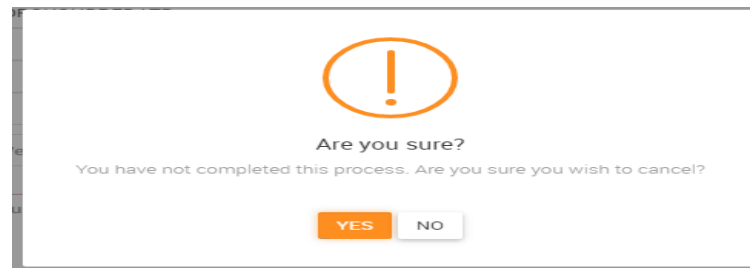
- If you wish to de-select someone chosen in error, click in the box again to clear the tick.

Name	Current ownerships (max 2 displayed)	Select
Binks and Buddies Syndicate		<input type="checkbox"/>
Dr Peter Proctor	(Binks and Buddies Syndicate; Hairy Ponies Racing Club)	<input type="checkbox"/>
Hairy Ponies Racing Club		<input type="checkbox"/>

Click again to de-select

### 5.3 Completing Step 2

- Even if you have not selected any Partners in this step you can continue with the registration.
- To continue with the registration click the  button
- If you no longer wish to proceed with the application, click .
- A pop up will be displayed asking for confirmation. If you select yes, you will be taken back to the home screen. If you click no, you will be returned to the Select partners screen.



*Screenshot of the cancel confirmation box*

### 6. Add partners

- This is step 3 of the Partnership registration.
- You should be able to see the names of any partners added in the previous step.
- The progress bar can be used to return to previous steps by clicking on the relevant step number in the progress bar at the top of the screen.



- Click here to return to Step 2
- This screen will allow you to manually add any Partners that you were not able to add in the previous step.
- Any Partners added in this step should be registered owners as only registered owners can be part of a Partnership.

# User Guide –Registering A Partnership

1. Partnership details

2. Select partners

3. Add partners

4. Accounting

5. Review details

6. Receipt

**i** Please enter the details of each partner and click ADD PARTNER to save them to the list. Click CONTINUE once all partners have been added or to skip this step.  
NOTE: You MUST be a registered owner to be a member of a partnership.

## Add partners

### Individual

Title: \*

All forenames: \*

Surname: \*

Date of birth:

Country:

Enter postcode: \*

FIND ADDRESS

ENTER ADDRESS MANUALLY

Address: \*

ADD PARTNER

### Partners added

Name	Address	
Dr Peter Proctor		
Mr Hickory Binks	269 Staplegrove Road, TAUNTON, Somerset, TA2 6AL	

CONTINUE

CANCEL

6.1 Adding people to the Partnership

- Please complete the following fields to manually add people to the Partnership
- Click on the dropdown arrow at the end of the Title field and select the relevant title and then enter:
  - All forenames
  - Surname

Individual

Title: \*   ← Click to expand title list

All forenames: \*

Surname: \*

- If known, you can also enter the person’s date of birth, but this is not mandatory.

Date of birth:

- You must then enter the person’s address by first selecting a country.  
This will default to Great Britain; however, you can select an different country by clicking on the arrow at the end of the field.

Country:   ← Click to expand

# User Guide –Registering A Partnership

- This will then display the full list of countries.

A screenshot of a web form showing a dropdown menu for country selection. The dropdown is open, displaying a list of countries. The country 'Hong Kong' is highlighted in blue. To the left of the dropdown, there are labels for 'Country:', 'Enter postcode: \*', 'Address: \*', and 'Partners at'. Below these labels, there are partially visible labels for 'Name', 'Dr', and 'M'.


Country :	Great Britain
Enter postcode: *	Argentina
	Australia
	Austria
	Bahrain
Address: *	Barbados
	Belgium
	Brazil
	Canada
	Chile
Partners at	China
	Colombia
	Cyprus
	Czech Republic
Name	Denmark
	France
Dr	Germany
	Great Britain
	Greece
M	Guernsey
	Hong Kong
	Hungary
	India

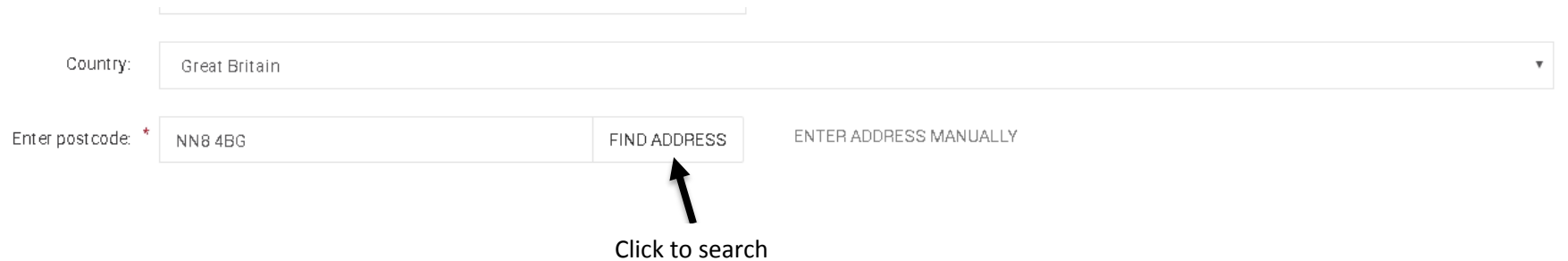
- Click and highlight the desired country to select it.
- If a foreign country is selected, you will be prompted to enter a manual address. Click on the first text box and start typing the address. A new line will be added once you have started typing in the second box. You can use as many lines as you require, but you need at least one to continue.

A screenshot of a web form showing an address input field and a country selection dropdown. The address input field is divided into two lines. The first line contains 'The Street' and the second line contains 'Atlanta'. Below the address input field, there is a 'Country' dropdown menu with 'USA' selected.

Address	The Street
	Atlanta
Country	USA

## User Guide –Registering A Partnership

- If you leave the Country as Great Britain, you can enter the post code in the post code field and click the search icon .

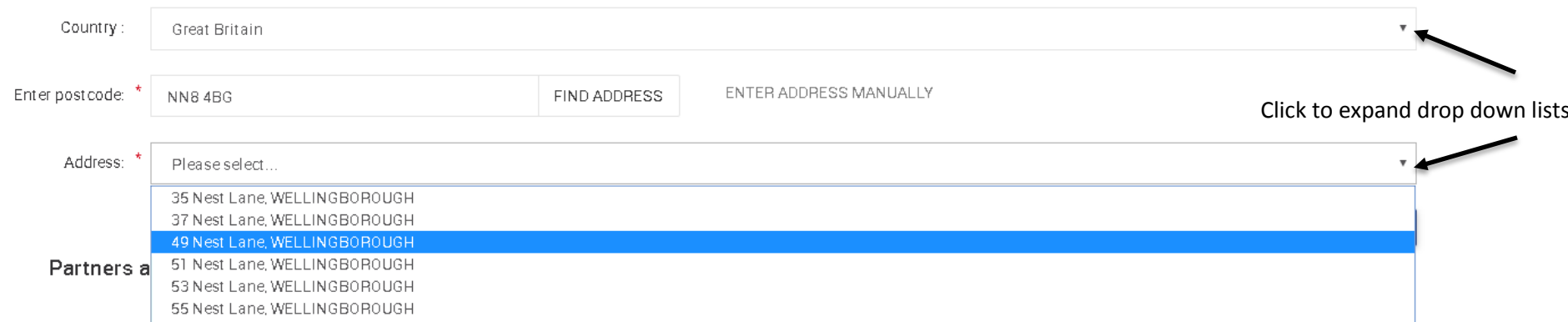


Country:

Enter post code: \*   ENTER ADDRESS MANUALLY

Click to search

- Once the post code is entered and the search button is clicked, a drop-down box will be displayed, showing all the addresses connected to the entered post code.
- Use the arrow button at the end of the field to expand the drop-down list. Click on the desired address to select it.



Country:

Enter post code: \*   ENTER ADDRESS MANUALLY

Address: \*

Partners a

- 35 Nest Lane, WELLINGBOROUGH
- 37 Nest Lane, WELLINGBOROUGH
- 49 Nest Lane, WELLINGBOROUGH
- 51 Nest Lane, WELLINGBOROUGH
- 53 Nest Lane, WELLINGBOROUGH
- 55 Nest Lane, WELLINGBOROUGH

Click to expand drop down lists

- Alternatively, you can click on 'Enter Address Manually' and this will display the manual entry boxes as shown above for a foreign address and allow you to manually
- Once the address details have been added, click on  to add the 'Partners added' list at the bottom of the screen.

6.2 Adding Clubs, Companies or Syndicates to the Partnership

- The following fields should be completed to manually add clubs, companies or syndicates to the Partnership
- Enter the name of the club, company or syndicate you wish to add in the Name field.

Club, company or syndicate

Name: \*

- You must then enter the address linked to the Ownership by first selecting a country.  
This will default to Great Britain; however, you can select an different country by clicking on the arrow at the end of the field.

Country:

← Click to expand


# User Guide –Registering A Partnership

- This will then display the full list of countries.

A screenshot of a web form showing a dropdown menu for country selection. The dropdown is open, displaying a list of countries. The country 'Hong Kong' is highlighted in blue. To the left of the dropdown, there are labels for 'Country:', 'Enter postcode: \*', 'Address: \*', and 'Partners ad'. The dropdown menu contains the following countries: Argentina, Australia, Austria, Bahrain, Barbados, Belgium, Brazil, Canada, Chile, China, Colombia, Cyprus, Czech Republic, Denmark, France, Germany, Great Britain, Greece, Guernsey, Hong Kong, Hungary, and India.

- Click and highlight the desired country to select it.
- If a foreign country is selected, you will be prompted to enter a manual address. Click on the first text box and start typing the address. A new line will be added once you have started typing in the second box. You can use as many lines as you require, but you need at least one to continue.


A screenshot of a web form showing an address input field. The address is entered as 'The Street' on the first line and 'Atlanta' on the second line. Below the address field is a country selection dropdown menu with 'USA' selected.

- If you leave the Country as Great Britain, you can enter the post code in the post code field and click the search icon  .

## User Guide –Registering A Partnership

Country:

Enter postcode: \*



Click to search

- Once the post code is entered and the 'FIND ADDRESS' button is clicked, a drop-down box will be displayed, showing all the addresses connected to the entered post code.
- Use the arrow button at the end of the field to expand the drop-down list. Click on the desired address to select it.



Country :

Enter postcode: \*

Address: \*

Partners a

- 35 Nest Lane, WELLINGBOROUGH
- 37 Nest Lane, WELLINGBOROUGH
- 49 Nest Lane, WELLINGBOROUGH
- 51 Nest Lane, WELLINGBOROUGH
- 53 Nest Lane, WELLINGBOROUGH
- 55 Nest Lane, WELLINGBOROUGH





Click to expand drop down lists

- Alternatively, you can click on 'Enter Address Manually' and this will display the manual entry boxes as shown above for a foreign address and allow you to manually
- Once the address details have been added, click on  to add to the 'Partners added' list at the bottom of the screen.

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## Partners added

Name	Address	DOB	
Mrs Loretta Lake	1 Red Cottages, Woodhurst Lane, Surrey, RH8 9ED	12/08/1982	
And Breathe Spa Breaks	210 Staplegrove Road, TAUNTON, Somerset, TA2 6AL		

## 6.3 Removing Partners added

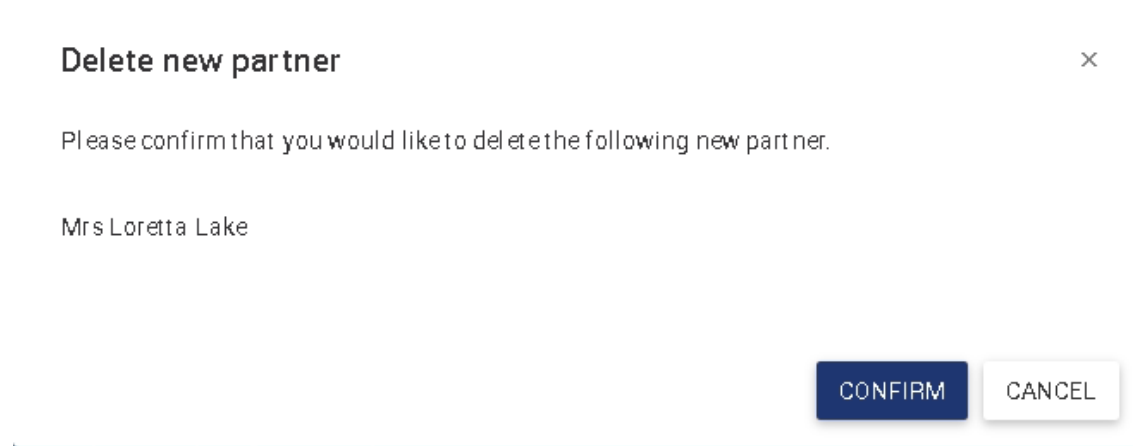
- You can remove any Partners added in error by clicking on the bin icon to the right of the Partner’s details

## Partners added

Name	Address	DOB	
Mrs Loretta Lake	1 Red Cottages, Woodhurst Lane, Surrey, RH8 9ED	12/08/1982	
And Breathe Spa Breaks	210 Staplegrove Road, TAUNTON, Somerset, TA2 6AL		 

Click to remove person

- A pop up will be displayed asking you to confirm that you wish to remove the new partner, click “Yes” to remove them, and “No” to return to the current screen without making changes.



- You will not be able to remove yourself.

NOTE – If you wish to remove yourself from the Partnership, return to step 1. Partnership details using the progress bar at the top of the screen and change 'Involved in partnership' to 'Creating a partnership on behalf of owners'.

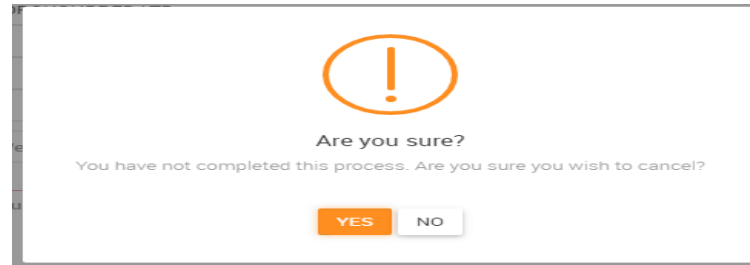
### 6.4 Completing Step 3

- To continue to the next step the Partnership must have a minimum of 2 partners. If you try to continue with less than 2 partners you will get the following error message.


You are unable to proceed as this partnership now has only 1 partner's. Please amend to continue to next step.

## User Guide –Registering A Partnership

- You can either quit out of the application at this point by clicking the CANCEL button which will display a pop-up asking for confirmation. If you select yes, you will be taken back to the home screen. If you click no, you will be returned to the Add partners screen.

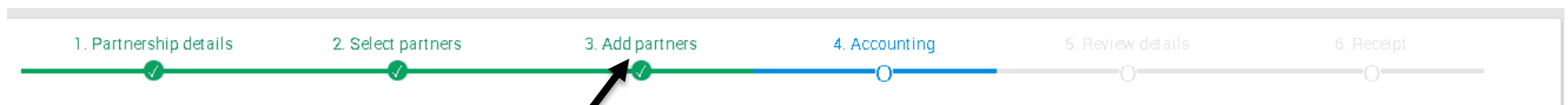


*Screenshot of the cancel confirmation box*

- If however, you have added 2 or more partners to the partnership and wish to continue with the registration click the  button

### 7. Accounting

- This is step 4 of the Partnership registration.
- The progress bar can be used to return to previous steps by clicking on the relevant step number in the progress bar at the top of the screen.



Click here to return to Step 3

- This screen will allow you to set up the accounting arrangements to handle the racing transactions for the Partnership.
- You will have to select between 2 options to complete the application:

## User Guide –Registering A Partnership

- Open a new partnership account – this allows you to set up a new direct debit arrangement with the BHA and all racing transactions relating to the partnership and their horses are directed to this account.  
OR
  - Split charges between partners existing accounts – means that any application or future maintenance fees relating to the partnership will be split equally between each partner and charged to their existing racing accounts. All other charges/monies will be split based on the percentage of each horse owned.
- You can decide later to change to a Weatherbys Bank account if you wish by contacting the Bank once your Partnership application is approved.

PARTNERSHIP REGISTRATION

1. Partnership details ✓ 2. Select partners ✓ 3. Add partners ✓ 4. Accounting ○ 5. Review details ○ 6. Receipt ○

In accordance with Rule E(30), as an Owner you must open an accounting facility before being able to commence your racing activities. Such facilities enable the British Horseracing Authority to pay prize money due to you in an efficient, secure and timely manner, and also allow for automatic payment of entry fees, jockey fees and future registration fees.

How do you wish to proceed with this partnership?\*

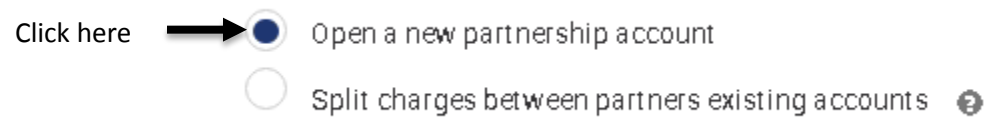
Open a new partnership account

Split charges between partners existing accounts ?

CANCEL

### 7.1 Opening a new partnership account

- To set-up a new direct debit arrangement with the BHA for the Partnership select the radio button to the left of the 'Open a new partnership account' option



- You will then be able to set-up your direct debit

## User Guide –Registering A Partnership

How do you wish to proceed with this partnership?\*

- Open a new partnership account  
 Split charges between partners existing accounts

During this registration, you must open the following account:

- British Horseracing Authority Direct Debit Arrangement

If you wish to open a Weatherbys Bank account after completing this application, please contact the bank directly on 01933 304777.



This account is a simple monthly invoice arrangement.

It is restricted solely to your racing transactions (entry fees, rider fees, prize money, gallop fees and ROA Membership).

This type of account does not extend to your payment of training fees.

To set up this arrangement you are required to provide direct debit details. Do the bank account details you intend to supply belong to the applicant?

- Yes  
 No

CONTINUE

CANCEL

- You will be asked to confirm if you are using your own bank account details for the direct debit arrangement.
- If you are using someone else's e.g. another Partner's details, please select no; you will then be asked to complete a paper Direct Debit mandate.
- This will need to be sent to Weatherbys within two weeks of registering the Company as a racehorse owner.

## User Guide –Registering A Partnership

To set up this arrangement you are required to provide direct debit details. Do the bank account details you intend to supply belong to the applicant?

Yes

No

To use alternative bank details you will need the bank account holder to complete and sign a direct debit mandate and return to us as soon as possible via post or email to the addresses listed on the form.

Please click [here](#) to download and print the Direct Debit Mandate.

Please click continue to progress with your application.

- If you are using your own account details, select yes by clicking on the radio button.
- You will then be prompted to enter the sort code, account number and account name.
- These details will be checked to ensure they are valid account details.
- If any details are incorrect there will be a message shown in red asking you to reenter the details.

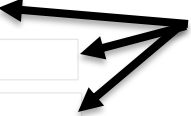
## User Guide –Registering A Partnership

To set up this arrangement you are required to provide direct debit details. Do the bank account details you intend to supply belong to the applicant?

- Yes  
 No

Please provide your Direct Debit details:



Sort code:     Enter bank details here

Account number:

Account name:

### The Direct Debit Guarantee

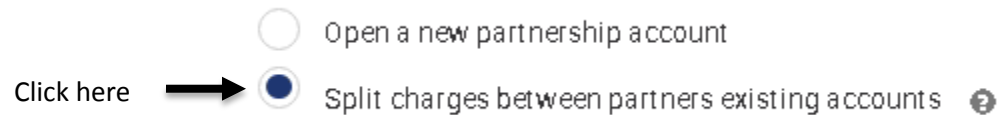


- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit The British Horseracing Authority will notify you 7 working days in advance of your account being debited or as otherwise agreed. If you request The British Horseracing Authority to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by The British Horseracing Authority or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a fund you are not entitled to, you must pay it back when The British Horseracing Authority asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

- Once the information is entered, click “Continue” to proceed.
- As with the previous steps, you can cancel at any point.

### 7.2 Split charges between partners existing accounts

- To split any monies/charges between partners existing racing accounts select the radio button to the left of the ‘Split charges between existing partners accounts’ option



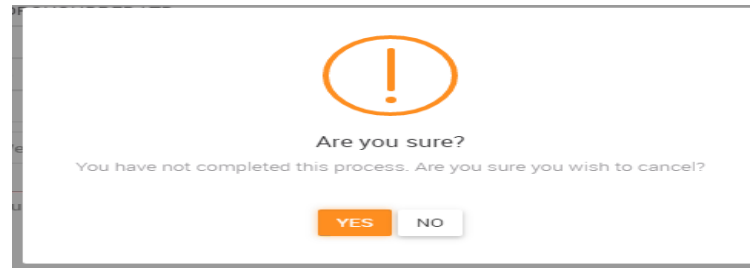
- The screen will then confirm this choice

The fees for this partnership will be split equally between each partner and charged to the relevant partner accounts. All other future charges will be split based on the % owned.


### 7.3 Completing Step 4

- To continue to the next step you must select one of the two accounting options offered.
- You can quit out of the application at this point by clicking the CANCEL button which will display a pop-up asking for confirmation. If you select yes, you will be taken back to the home screen. If you click no, you will be returned to the Accounting screen.

## User Guide –Registering A Partnership



*Screenshot of the cancel confirmation box*

- If however, you wish to continue with the registration click the  button.

### 8. Review details

- This is step 5 of the Partnership registration.
- This step allows you to review all of the information you have entered.
- You can use the progress to return to previous steps by clicking on the relevant step number in the progress bar at the top of the screen.



Click here to return to Step 4

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1. Partnership details

2. Select partners

3. Add partners

4. Accounting

5. Review details

6. Receipt



Please check the information below. If the details are correct, please click 'SUBMIT'.  
If any of the information is incorrect, please click on the relevant numbered step in the progress bar above to amend.

## Partnership details

Partnership name: Hickory & Partners

Address: 269 Staplegrove Road, TAUNTON, Somerset, TA2 6AL

## Partners added

Name	Address
Dr Peter Proctor	
Mr Hickory Binks	269 Staplegrove Road, TAUNTON, Somerset, TA2 6AL
Mrs Loretta Lake	1 Red Cottages, Woodhurst Lane, Surney, RH8 9ED
And Breathe Spa Breaks	210 Staplegrove Road, TAUNTON, Somerset, TA2 6AL

## Declaration

All owners wishing to be registered with the British Horseracing Authority must confirm their understanding of, and compliance with, the Declaration. The full wording can be found [here](#).

- I have read and understood the Declaration and to be best of my knowledge and belief the information provided as part of this application is accurate and true. \*
- I have communicated the contents of the declaration to all Partners who agree to be bound in all respects by the [BHA Rules of Racing](#) in force from time to time. \*

Name of person completing the form\*

Signature

## Payment details & accounts

Charge: Hickory & Partners  
Account: BHA

## Direct debit details

Name: Mr Hickory Binks  
Sortcode: 51 61 33  
Account: 12345678

## Fees payable

Partnership Registration Fee	195.00
VAT	39.00
<b>Total</b>	<b>£234.00</b>

SUBMIT

CANCEL

## 8.1 Reviewing the application

- Each panel on this screen will display details from each step of the application:
  - Partnership Details – this will display the details entered in step 1 of the application, so Partnership name, correspondence details and any horses the Partnership intends to run in its name (if entered).

Partnership details

Partnership name: Hickory & Partners

Address: 269 Staplegrove Road, TAUNTON, Somerset, TA2 6AL

- Partners added – will display all Partners that have been selected or added in steps 2 and 3.

Partners added

Name	Address
Dr Peter Proctor	
Mr Hickory Binks	269 Staplegrove Road, TAUNTON, Somerset, TA2 6AL
Mrs Loretta Lake	1 Red Cottages, Woodhurst Lane, Surney, RH8 9ED
And Breathe Spa Breaks	210 Staplegrove Road, TAUNTON, Somerset, TA2 6AL

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- Payment details & accounts – will display the fee for the application and any direct debit details entered (if opted for new BHA direct debit arrangement for the Partnership)

Payment details & accounts

Charge: Hickory & Partners  
Account: BHA

Direct debit details

Name: Mr Hickory Binks  
Sortcode: 51 61 33  
Account: 12345678

Fees payable

Partnership Registration Fee	195.00
VAT	39.00
Total	£234.00

OR

If split charges between partners existing accounts will show the charge going to the Partnership and the fee for the application only.

Payment details & accounts

Charge: Hickory & Partners  
Account: BHA

Fees payable

Partnership Registration Fee	195.00
VAT	39.00
Total	£234.00

# User Guide –Registering A Partnership

- If any of the information shown is incorrect and needs to be amended, click on the relevant step in the progress bar at the top of the screen to go back to that step and amend. You can then continue back through.
- Declaration – once you are happy with the information shown, you will need to complete the Declaration to submit the application. Please read the declaration and tick the checkboxes to indicate that the information provided is accurate and that all Partners and you agree to operate within the rules of racing. Then type your name into the ‘Signature’ box.

## Declaration

All owners wishing to be registered with the British Horseracing Authority must confirm their understanding of, and compliance with, the Declaration. The full wording can be found [here](#).

Click to see full declaration wording

I have read and understood the Declaration and to be best of my knowledge and belief the information provided as part of this application is accurate and true. \*

I have communicated the contents of the declaration to all Partners who agree to be bound in all respects by the [BHA Rules of Racing](#) in force from time to time. \*

Click to see full Rules of Racing

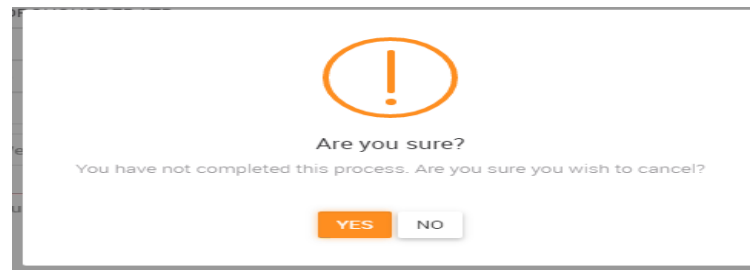
Name of person completing the form\*

Signature


Enter your name as an electronic signature here.

### 8.2 Completing Step 5

- To continue to the next step you must have completed the Declaration panel.
- You can quit out and abandon the application at this point by clicking the CANCEL button which will display a pop-up asking for confirmation. If you select yes, you will be taken back to the home screen. If you click no, you will be returned to the Review details screen.



*Screenshot of the cancel confirmation box*

- If however, you wish to continue with the registration click the  button.

## 9. Receipt

- This is the final step of the application. It will show you the same information as the review page with the addition of “What Happens Next...”.
- You will not be able to navigate back to any previous steps at this point. You can return to the home screen by clicking the link at the bottom of the receipt or using the main menu to navigate to another area of the site.

1. Partnership details ✓ 2. Select partners ✓ 3. Add partners ✓ 4. Accounting ✓ 5. Review details ✓ 6. Receipt ✓

Thank you. Your partnership application has been submitted successfully. This will be forwarded to the British Horseracing Authority for consideration. All partners will be advised when the application has been processed.

### What happens next?

- You will receive an email confirming that your application has been submitted.
- If you have applied before 2pm the BHA will endeavour to consider your ownership application on the same day. Applications can take up to two working days to process, however, and you will be contacted shortly with the outcome of your application.

Partnership details	
Partnership name:	Hickory & Partners
Address:	269 Staplegrove Road, TAUNTON, Somerset, TA2 6AL

Partners added	
Name	Address
Dr Peter Proctor	
Mr Hickory Binks	269 Staplegrove Road, TAUNTON, Somerset, TA2 6AL

Partners	
Name	Address
Mrs Loretta Lake	1 Red Cottages, Woodhurst Lane, Surrey, RH8 9ED
And Breathe Spa Breaks	210 Staplegrove Road, TAUNTON, Somerset, TA2 6AL

Payment details & accounts	
Charge:	Hickory & Partners
Account:	BHA
Fees payable	
Partnership Registration Fee	195.00
VAT	39.00
Total	£234.00

- You can return to the BHA website by click the link at the bottom of the receipt.

## 10. What happens next

- Once you have submitted your application it will be sent to Weatherbys for processing.
- You should be able to see confirmation of this by looking in your Inbox in the Communications Hub.

Communications

ANNOUNCEMENTS (1) **INBOX (2)** RECEIPTS (1) DELETED

Title:

RESET

Click to open

<input type="checkbox"/>	Title <sup>1</sup>	From	To	Received <sup>↑</sup>
<input type="checkbox"/>	Hickory Binks Partnership - Partnership application has been submitted	RS Ownership	Mr Hickory Binks	14/07/2017 14:13
<input type="checkbox"/>	Welcome to the Racing Administration Service	IT Business Solutions	Mr Hickory Binks	11/07/2017 13:06

Records Found: 2

- This will then display confirmation of the application submission.

# User Guide –Registering A Partnership



Your Partnership application has been submitted

Thank you, your Partnership application has been successfully submitted.

## What happens next?

- If you have applied before 12pm the BHA will endeavour to consider your application on the same day. Applications can take up to two working days to process, however, and you will be contacted shortly with the outcome of your application.
- All Partners will receive an email upon approval of your application.

## Something to consider in advance:

- If you do not already have one in place, you should also ensure that you have a signed agreement with your trainer which covers the basic terms of your training arrangement. More information on what your owner-trainer agreement should include can be found on the BHA website.

## Partnership details

Partnership name: Hickory Binks Partnership  
Contact name: Mr Hickory Binks  
Correspondance Address: 269 Staplegrave Road, TAUNTON, Somerset, TA2 6AL

## Partners

Mrs Hilary Binks  
Hairy Ponies Racing Club  
Mr Hickory Binks

## Accounting

Account type: BHA

Thank you for taking the time to complete this application. If you have any questions or believe the information you have provided to be incorrect, please contact the Ownership Desk on 01933 440077 or email [ownershipdesk@weatherbys.co.uk](mailto:ownershipdesk@weatherbys.co.uk)

## Racing Services

Weatherbys Ltd  
Sanders Road, Wellingborough NN84BX  
Main: +44 (0)1933 440077

Our office is open between 8:30 a.m. and 5:30 p.m. (UK time), Monday to Friday, excluding bank holidays. Please note that all telephone calls made to or from this office will be recorded for the purposes of security, accuracy and training.

*Please note: This is an automated message. Please do not reply to this email.*

Weatherbys Ltd is registered in England No. 526599 and its Registered Office is at Sanders Road, Wellingborough, Northamptonshire NN8 4BX. This email (including any attachments) is intended only for the recipient(s) named above. For full details of our email disclaimer please refer to our [website](#).

## User Guide –Registering A Partnership

- When Weatherbys have processed the application all Partners will receive email notification that the Partnership has been set-up.
- All Partners will then be able to see the Partnership in their 'My Ownerships' screen and select and maintain the Partnership.