



Centennial
Parklands

Centennial Parklands Equestrian Centre

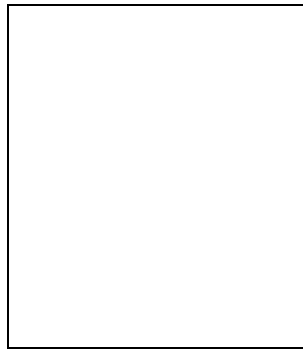
Independent Instructors Permit Scheme Application Form

1. Applicant Details			
Applicant Name:			
ABN:			
Business Address:			
	Suburb:	State:	Postcode:
Postal Address: <i>(only if different from above)</i>			
	Suburb:	State:	Postcode:
Contact Details: <i>(please advise the Manager Equestrian Centre if any of your contact details change)</i>	Mobile phone:		
	Other phone:		
	Email:		
	Website:		

2. Intended Teaching Schedule	
Please provide details of anticipated lessons to be undertaken:	
Approx number of lessons per month:	
Days and times of lessons:	
Primary location/s:	

Attach passport photo here:
For postal or in person applications only.

If you are submitting the form electronically please attach the image to your email. The image must be a clear close up of your face. No helmets, hats or sunglasses to be worn.



3. Information Required

Please attach a copy of the following documents:

Identification (<i>must be Government issued photo identification</i>)	<input type="checkbox"/>
Qualification (NCAS Level 2 or higher)	<input type="checkbox"/>
Senior First Aid Certificate	<input type="checkbox"/>
Insurance Certificate (\$20m)	<input type="checkbox"/>
Working With Children Check form	<input type="checkbox"/>
Signed Centennial Parklands Equestrian Centre Code of Conduct	<input type="checkbox"/>

4. Area of Expertise (*please tick appropriate boxes*)

Coaching Athletes with a Disability	<input type="checkbox"/>
Dressage	<input type="checkbox"/>
Eventing	<input type="checkbox"/>
General	<input type="checkbox"/>
Hacking	<input type="checkbox"/>
Show-jumping	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

5. How to Submit the Application

Email: Email the completed application form, photo and required additional documentation to: cpec.office@cp.nsw.gov.au

In person:

Deliver to the Manager's Office, Centennial Parklands Equestrian Centre

By post:

Send to Centennial Park and Moore Park Trust, Locked Bag 15, Paddington NSW 2021

Please mark your application Attention: Manager Equestrian Centre

Please attach any further information or documentation to support your application on additional pages.

6. Declaration

I have read and understand the Independent Instructors Permit Responsibilities, Conditions and Fees as outlined in the Independent Instructors Policy document.

I agree to comply with the Independent Instructors Permit Responsibilities, Conditions and Fees as outlined in the Independent Instructors Permit Policy document.

I understand and accept that failure to abide by the above may result in forfeiture of the Independent Instructors Permit.

I understand and accept that the Independent Instructors Permit will only be issued at the discretion of the Centennial Park and Moore Park Trust (**Trust**) subject to receipt by the Trust of fees, certificates of insurance, proof of qualification, proof of first aid certification, completed Working With Children Check form and a signed Code of Conduct Agreement as well as any other details as listed in the Application Form.

I understand and accept that this Application will need to be considered against the criteria set down by the Policy and that renewal is not automatic from year to year.

I declare that the information contained in this application is true and correct.

Signature: (insert name if submitting electronically)

Name:

Date:

7. Application Processing Fee

A non-refundable application processing fee of **\$120.00** (incl. GST) is required when applying for an Independent Instructors Permit (*the approval is valid for one year and will expire on 30 September*). The application processing fee is payable on a pro-rata basis if applying during the permit year, contact the Manager Equestrian Centre for more information.

Payment can be made in person (at the Manager's Office, Centennial Parklands Equestrian Centre) or submit a cheque made payable to the Centennial Park and Moore Park Trust or complete your credit card details below.

Electronic applications must be paid by credit card.

If the application is approved an Independent Instructor Permit Fee will be payable before the Permit will be issued (refer Section 6.2 of Independent Instructor Policy).

Applications will only be considered if the Application Processing Fee, photo and supporting documents are attached to the application.

Payment Details (*please tick appropriate box*)

<input type="checkbox"/>	I enclose a cheque made payable to the Centennial Park and Moore Park Trust		
<input type="checkbox"/>	Pay by cash, cheque, EFTPOS or credit card in person (Parklands Office, Banksia Way, Centennial Park)		
<input type="checkbox"/>	Please charge my <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa		
	Credit Card number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
	Expiry Date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>		
	Name on Card: <input type="text"/>		
Amount to be charged:		\$ _____ . _____	
Signature: If submitting application electronically, either insert a scan of signature or enter name in signature box.		Date:	