



## STATE POLICY RACE PERMIT APPLICATIONS – OFFICE PROCEDURE

All kart race meetings are required to have a race permit issued. Application for a race permit must be made on the official AKA form, available from the State Office.

### **Timing of Applications**

Application for a permit should be made a minimum of one month (sixty days for Street Races) prior to the event (refer rule 11.03). For major meetings where the supplementary regulations nominate an early “opening date for receipt of entries” then the permit application should be received three weeks prior to this date.

**Late Applications received within 14 days of the event will incur a late fee of \$50 incl. GST.**

The State Office will issue the race permit prior to the nominated “opening date for receipt of entries” provided the correct information is supplied at the times required. For “normal club days” it is suggested that the “opening date for receipt of entries” be set as a maximum of one week prior to the race meeting.

### **Supplementary Regulations and Series Regulations**

A copy of the supplementary regulations for the event must also accompany a permit application. If submitting information via the website the official application document must still be forwarded. The supplementary regulations should be prepared to the standard format as approved by AKA Qld Inc. and include **all** required information in the check boxes.

For competitions that involve a Series of Meetings, then “Series Regulations” must be Prepared that describe the meetings that will form the competition, the series race format, the series point score and any series prizes and the series coordinator and points scorer. The “Series Regulations” have the same status as supplementary regulations and cannot be altered except as provided for by Rule 4.09 (b).

AKA Qld Inc. require a two day race meeting using one permit to meet the following conditions -:

- All classes race on both days
- The same group of officials carry out the same duties each day
- Race track configuration to be the same on both days

NB: Any variation to any condition above will require a separate race permit for each day

***The Series Regulations must be submitted for approval by the State Council prior to any advertising of such a series event or the acceptance of any series entry fees or registrations.***

**Race Permit Fees and Paperwork**

All race meetings have race reports that are required to be completed by officials and returned to the State Office (refer Rule 4.10). Additionally, clubs are required to pay fees and charges to AKA Qld Inc in relation to race meetings. (Refer earlier comment where more than one permit will attract a separate fee) These monies and associated paperwork are remitted to the State Office after the race meeting.

Any club that does not return the completed race paperwork and remitted all monies due, within 14 days of the event will incur a penalty of \$50 incl. GST.

The State Office shall not issue race permits to any club that is in arrears, with money, reports or the completion of required paperwork, by more than one event. To assist in this process all race officials should ensure that their completed race paperwork is returned to the club / race secretary at the end of the meeting, for return to the State Office.

**Approved – Council Meeting - Date     /     /**

**Modified – Date    28/06/2006     Council Meeting Date 28/06/2006**