



DRA PLAYERS AGENT REGISTRATION PROCESS

Dear Applicant,

I am pleased that I am now able to send out the application forms for the Agent Registration Process. It is proposed to implement the Agent Regulations from the 7th January 2016 and in order for Agents to be licenced by that time the forms should be completed and returned as soon as possible. Please note that the registration process takes a minimum of 21 days to complete and may take longer over the Christmas period.

I will conduct a review of the process in July 2016 and I welcome any feedback on the regulations and the process together with any improvements that you think can be made.

I have prepared a step by step guide as to how you complete the process.

Please read these application instructions carefully as any deviation from the prescribed process may cause delay in the process or render your application void.

Step 1

Complete the attached Players' Agent Application Form

Step 2

Read and sign the Players' Agent Declaration Form

Step 3

Complete and submit the Basic Disclosure on-line form which can be found at

<https://pvg.disclosurescotland.co.uk/dspvgwebui/faces/jsp/ap/personalDetails.jsp#>

This requires you to upload three forms of identification. You can do this by scanning and saving the documents to your PC and click the upload box contained within the Application Form to upload them. It is also possible to post or fax the copy of the documents. **To do this you must record the 18 digit reference number provided at the end of the on line application process.** The postal address is Disclosure Scotland, Basic EHU, PO Box 250, Glasgow, G51 1YU and the Fax number is 0870 609 6996. If you submit the documents electronically please do not send hard copy documents.

The instructions as to how to complete the Basic Disclosure form are accessed by the 'help' box at the top left of the on-line version.

The DRA requires the original Basic Disclosure Certificate relating to you to be sent to the DRA. To do this, please complete the 'Current Address' box as follows and show today's date in the 'resident from' box then click the 'Add address' box to complete your addresses for the last five years:

Current Address

Address Line 1*	C/O The DRA
Address Line 2	58 St Marys Crescent
Post Town*	Hendon
County	London
Post Code*	NW4 4LH
Country*	United Kingdom ▼
Resident From (MM/YYYY)*	07/2015

Please provide your address history for the last 5 years (most recent first). To add another address, click on Add Address History

If you put your own address in the current address box the original Basic Disclosure Certificate will be sent to you. This will delay the process and you will need to forward it on to the DRA.

At the end of the Form you are required to pay a fee of £25 for the Basic Disclosure Certificate. This is part of the overall DRA licence fee.

Step 4

Email the Players' Agent Application Form to The DRA at info@thedra.co.uk together with a passport style photo of you attached as a jpeg image.

Step 5

Post the signed Players' Agent Declaration Form together with a cheque payable to the Darts Regulation Authority for £475 plus VAT , a total of £570 (and a passport style photo if you were unable to email a jpeg image) to The DRA, 58 St Marys Crescent, Hendon, London NW44LH.

You can also pay by BACS as below, or by Paypal through the DRA website. Please use your name as the reference on the payment.

DRA Account	
Account name	The Darts Regulation Authority
Sort Code	16-23-15
Account number	10095792
IBAN	IBAN GB30 RBOS 1623 1510 0957 92
BIC	BIC RBOS GB 2L
Address	The Royal Bank of Scotland Leamington Spa Branch

Step 6

The DRA will complete all the necessary checks to ensure that you fulfil the requirements as set out in the Players' Agents' Regulations (the "Regulations"). Once this is complete and the Basic Disclosure Certificate has been received you will be notified of the decision as to whether your application has been successful. The process should take 21 days to complete [but may take longer].

Step 7

In the event that your application is unsuccessful there is an appeal process in the Regulations as extracted here:-

4. Appeal Process

- 4.1** *An applicant whose application is rejected may appeal such decision provided that he submits written notice of such appeal to the DRA within 14 days of the deemed date of receipt of the formal notification of the rejection decision. The sole valid ground for appeal shall be that the DRA has failed to apply the relevant registration requirements and criteria in making its rejection decision. An appeal panel consisting of the Chair of the DRA Appeals Committee will consider such appeal on the papers (unless in its sole discretion it wishes to hold a hearing in which event it is entitled to determine its own procedures) before making its decision by a majority vote of the appeal panel members.*
- 4.2** *If an application is rejected and the applicant does not appeal or makes an unsuccessful appeal, the applicant shall be prohibited from re-applying to become a Registered Agent for two years from the date of formal notification of the rejection decision.*

Please direct any queries regarding the process by email to the Chair of the Darts Regulation Authority at info@thedra.co.uk.

Nigel Mawer QPM
Chair of the Darts Regulation Authority
2nd November 2015