



DRA PLAYERS AGENT REGISTRATION PROCESS

Dear Applicant,

Thank you for applying to be a DRA Registered Agent please complete and return the application form and signed declaration as soon as possible. Please note that the registration process takes a minimum of 21 days to complete.

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

If you are resident outside the UK do not complete step 3 and go on to step 4

Complete and submit the Basic Disclosure on-line form which can be found at:
<https://www.gov.uk/request-copy-criminal-record>

To apply for a basic DBS check you'll need:

- all your addresses for the last 5 years and the dates you lived there
- your National Insurance number
- your passport
- your driving licence

At the end of the form you are required to pay a fee of £23 for the Basic Disclosure Certificate. This is part of the overall DRA licence fee.

Once you have received the Basic Disclosure Certificate please scan it in and email it to the DRA or send a photo of the certificate.

Step 4

Please scan in a signed copy of 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. If you are unable to scan the form in please see step 5 below.

Step 5

Scan in and send the Players Agent Declaration form to The DRA at info@thedra.co.uk.

Please supply a passport size photo if you are unable to email a jpeg image. (A copy of a drivers licence or passport photo will suffice).

The payment required is £475 plus VAT, a total of £570.

You can pay by BACS as below, or by Paypal through the DRA website using the “make a payment” link. Please use your name as the reference on the payment. Please note that the DRA longer accepts cheques.

DRA Account	
Account name	The Darts Regulation Authority
Sort Code	60-83-71
Account number	72638992
IBAN	IBAN GB14SRLG60837172638992
BIC	BIC SRLGGB2L
Bank	Starling Bank

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.

A handwritten signature in black ink, appearing to read 'Nigel Mawer', written in a cursive style.

Nigel Mawer QPM
Chair of the Darts Regulation Authority