



SECRETARIES & LICENSING OFFICERS

Due to issues that are arising from race meetings with regards to licences AKA Qld has introduced the following licence administration changes.

Licence requests will **NOT** be processed by the State Office on Saturday or Sundays.

Drivers with an email address logged in the system will also receive this information via the CM:S. Karting Australia regulations require all licence holders be a financial member of a club to hold a valid Karting Australia licence. Please ensure that all club memberships are updated and in order. If a club member pays his membership on a race weekend. The club must ensure that club membership details are updated in CM:S system prior to 8:00pm on the Tuesday following the race meeting.

New Licences

Applications for temporary licences **cannot** be processed by any club until club membership is valid with that club. Payment or credit card details must be received in conjunction with all relevant paper work. This includes photo, birth certificates and any relevant medical forms. New licences will be posted by the State Licensing Officer to the drivers nominated home club address. Please ensure that the new driver receives their Smartcard and KA Manual.

Please also ensure an email address is entered so information can be distributed to the licence holder. If no email address is available please input the club's email address.

Safety Training Assessment and Observed Licence Test are required to be completed and signed off as per current KA Manual requirements, prior to the driver's first race meeting. This date is then to be transferred to the Summaries report for input into CMS by the State licensing officer. Safety Training Assessment and Observed Licence Tests are available to download from the Karting Australia website.

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