

## Road / Trail Race Licence Application



Go to Run Britain website and click on **Race Directors' Portal**.  
[www.runbritain.com/rdp](http://www.runbritain.com/rdp)

Click on the **Register for access today** button if not already registered, and follow instructions. You can then login and use the system.

The main page gives you two alternative ways of applying for a race licence :-

- Click on the **Online race licence application** button to apply online.
- Download two forms and follow the instructions for applying by post.  
[pre event application 2009.doc](#)   [Post Race Return Forms](#)

### 1. Pre-event application form

Whether doing online or by post, the first step is to fill out the pre-event application form. This has sections on :-

**Race organisers details, Event details and Course measurement.**  
**Medical provisions and Police and Local authority.**  
**Additional information.**

### 2a. Online Submission

Click the **register now** button to submit the application form.

You will be asked to complete payment details (if applicable) for a deposit of up to £25, depending on race type.

A confirmation email will be sent to you following payment. This may request that you send a copy of the proposed entry form and a map of the course.

### 2b. Postal Submission

Send the application forms to the County **Licence Officer**, accompanied by :-

- A copy of the proposed entry form
- A map of the course
- A completed UKA course measurement form (for measured road race)
- Evidence of governing body affiliation status or other insurance cover
- £25 payable to Athletics Services (if applicable)

### 3. Requirements

It is understood that a **Risk Assessment** appraisal will have been undertaken by the date of the race, and if requested, will be available for inspection.

A minimum discount of £2 on the entry fee will be allowed to all entrants who are club members registered with a National Association.

### 4. Help

If you need any further help with the race application process, contact your area **Licence Officer**. Details of who this is can be found back on the initial **Race Directors' Portal** page under [Licence Officer contact details.pdf](#).

### 5. Permit

If your application is successful, your **Race Permit** and licence number will arrive by email or post, depending on how you applied. This number should be quoted on entry forms and other race literature. Until received, the words '*licence applied for*' should be stated.

### 6. Race Day

Display the **Race Permit** in a prominent place for competitors to see.

### 7. Post Race

Within one month after the event, you will need to fill in the **Post Race Return Forms**, either online or by downloading from the **Race Directors' Portal** page. These will need to be sent to the Licence Secretary with the balance of payment due for the race licence (less the deposit paid on registering). The amount is dependant on the number of entries for the race and needs to be accompanied by a list of entrants and a copy of the results.