

Application for a licence to hire out horses

The Animal Welfare (Licensing of Activities Involving Animals)
(England) Regulations 2018

Please complete all the questions in the form.

If you have nothing to record, please state "Not applicable" or "None"

| 1 Type of Application | |
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| 1.1 | Type of Application <input type="checkbox"/> New <input type="checkbox"/> Renewal If new, go to 1.3 |
| 1.2 | Existing licence number |
| Further information about the applicant | |
| 1.3 | Applicant's full name |
| 1.4 | Date of birth |
| 2 Establishment to be licensed | |
| 2.1 | Name of premises/trading name |
| 2.2 | Address of premises |
| 2.3 | Telephone number |
| 2.4 | Email address |
| 2.5 | Is the establishment open throughout the year? Yes/No |
| 2.6 | When is it normally open? |
| 2.7 | Do you have planning permission for this business use. Yes/No |
| 3 Accommodation and facilities | |
| Please describe the accommodation available for horses: | |
| 3.1 | Stalls (please give the number) |
| 3.2 | Boxes (please give the number) |
| 3.3 | Covered yard (please give dimensions) |
| 3.4 | Open yard (please give dimensions) |
| Please describe the land available for: | |
| 3.5 | Grazing |
| 3.6 | Instructing or demonstrating |
| 3.7 | Exercise |
| Please describe the accommodation available for: | |
| 3.8 | Forage and bedding |
| 3.9 | Equipment and saddlery |
| Please describe the arrangements in place for: | |
| 3.10 | Water supply and watering horses |
| 3.11 | Disposal of animal waste |
| 3.12 | Protection of horses in event of a fire, and fire precautions |

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| 4a | Horses | | |
| 4.1 | How many horses are kept under the terms of the Act at the present time? | | |
| 4.2 | How many horses is it intended to keep under the terms of the Act during the year? | | |
| | Please provide details of all the horses currently kept | | |
| 4.3 | Name of horse | | |
| 4.4 | Description including size | | |
| 4.5 | Sex | | |
| 4.6 | Age | | |
| 4.7 | Horse passport number | | |
| 4.8 | Purpose for which horse is kept | | |
| 4.9 | Age range of people who ride this horse | | |
| 4.10 | Add another horse? | Yes/No | If no, go to 5.1 |
| 4b | Horses 2 | | |
| 4.11 | Name of horse | | |
| 4.12 | Description including size | | |
| 4.13 | Sex | | |
| 4.14 | Age | | |
| 4.15 | Horse passport number | | |
| 4.16 | Purpose for which horse is kept | | |
| 4.17 | Age range of people who ride this horse | | |
| 4.18 | Add another horse? | Yes/No | If no, go to 5.1 |
| 4c | Horses 3 | | |
| 4.19 | Name of horse | | |
| 4.20 | Description including size | | |
| 4.21 | Sex | | |
| 4.22 | Age | | |
| 4.23 | Horse passport number | | |
| 4.24 | Purpose for which horse is kept | | |
| 4.25 | Age range of people who ride this horse | | |
| 4.26 | If you intend to hire out further horses please attach a separate list of these with the information requested in questions 4.3 to 4.10 for each. | | |
| 5 | Management of the establishment | | |
| 5.1 | Name & Address of the manager/person with direct control of the establishment | | |
| 5.2 | Does the manager have any of the following certificates? (tick all that apply) | | |

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| | Assistant Instructor's Certificate of the British Horse Society | | |
| | Intermediate Instructor's Certificate of the British Horse Society | | |
| | Instructor's Certificate of the British Horse Society | | |
| | Fellowship of the British Horse Society | | |
| | Fellowship of the Institute of the Horse | | |
| | None of the above | | |
| 5.3 | Please give details of the manager's experience in the management of horses | | |
| 5.4 | Does a responsible person live at the establishment? | | Yes/No |
| 5.5 | What are the arrangements in the event of an emergency? | | |
| 5.6 | Will a person who is under 16 years of age be left in charge of the establishment at any time? | | Yes/No |
| 5.7 | Will a responsible person (of 16 years or over) provide supervision at all times while horses from the establishment are used for riding instruction or are hired out for riding (except in the case of the hirer being competent to ride without supervision)? | | Yes/No |
| 6 | Veterinary surgeon | | |
| 6.1 | Name of usual veterinary surgeon | | |
| 6.2 | Company name | | |
| 6.3 | Address | | |
| 6.4 | Telephone number | | |
| 6.5 | Email address | | |
| 7 | Public liability insurance | | |
| 7.1 | Do you have public liability insurance? | Yes/No | If no, go to 7.10 |
| 7.2 | Please provide details of the policy | | |
| 7.3 | Insurance company | | |
| 7.4 | Policy number | | |
| 7.5 | Period of cover | | |
| 7.6 | Amount of cover (£) | | |
| | Does this policy: | | |
| 7.7 | Insure against liability for any injury sustained by those who hire a horse from you for riding and those who use a horse in the course of receiving instruction in riding, provided by you in return for payment? | Yes/N o | If yes to all, go to 8.1 |
| 7.8 | Insure against liability arising out of such hire or use of a horse? | Yes/N o | |

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| 7.9 | Insure such hirers or users in respect of any liability which may be incurred by them in respect of injury to any person caused by, or arising from, such hire or use? | Yes/No o | |
| 7.10 | Please state what steps you are taking to obtain such insurance | | |
| 8 | Disqualifications and convictions | | |
| | Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from: | | |
| 8.1 | Keeping a pet shop? | Yes/No | |
| 8.2 | Keeping a dog? | Yes/No | |
| 8.3 | Keeping an animal boarding establishment? | Yes/No | |
| 8.4 | Keeping a riding establishment? | Yes/No | |
| 8.5 | Having custody of animals? | Yes/No | |
| 8.6 | Has the applicant, or any person who will have control or management of the establishment, been convicted of any offences under the Animal Welfare Act 2006? | Yes/No | |
| 8.7 | Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled? | Yes / No | |
| 8.8 | If yes to any of these questions Please provide details, | | |

Before you check your application and sign the declaration, please tick that you:

- Have read the model licence conditions and guidance for the hiring of horses
- Have the following documents ready for the premises inspection which are required for the rating of the premises and the issue of the licence. You can attach these documents to speed up your application:
- A plan of the premises
 - Insurance policy
 - Operating procedures
 - Risk Assessments (including fire)
 - Infection and control procedure
 - Qualifications
 - Training Records

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| 9 | Additional details | | |
| | Please check local guidance notes and conditions for any additional information which may be required | | |
| 9.1 | Additional information which is required or may be relevant to the application | | |

Privacy notice

West Suffolk Council is a Data Controller and can be contacted at: West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU. Tel: 01284 763233. The Data protection Officer is Leah Mickleborough and can be contacted at the same address.

We are collecting your personal information in order to process your application under The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018.

Your data will not be shared with third parties unless used for Council purposes, in order to enquire and receive information relating to your licence, prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your data will be kept for 7 years post licence expiry/surrender in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addresses to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113.

If you do not provide the information required on the application form then we will not be able to process application for a licence. Your data must be kept up to date in accordance with the conditions of your licence.

For further information on our Data protection Policies please go to our website: [How we use your information](#) or email: data.protection@westsuffolk.gov.uk

Declaration and Signature

The information I have provided will be held by the Council on computerised and manual files (data will be made available on a public register as required by relevant legislation).

This section must be completed by the applicant, if you are an agent please ensure this section is completed by the applicant.

I am aware of the provisions of the relevant Act and model licence conditions. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.

I understand that it is an offence to make a false statement in this application or to omit relevant details.

| | | | |
|-----------------------------------|--|-------------|--|
| Signature: (applicant) | | Date | |
| Print Name: | | | |
| Capacity: | | | |

your application and fee should now be submitted with all supporting documents to:

| | |
|---|---|
| Licensing Department West Suffolk Council College Heath Road Mildenhall IP28 7EY | Licensing Department West Suffolk Council Western Way Bury St Edmunds IP33 3YU |
| Phone: 01284 758050 | Email: licensing@westsuffolk.gov.uk |

Cheques made payable to West Suffolk Council