

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

**Application for a licence to hire out horses**

Please complete all the questions in the form.  
If you have nothing to record, please state "Not applicable" or "None"

<b>APPLICANT INFORMATION</b>
Full Name:
Address:
Post Code:
Contact Number:
Email Address:

<b>REGISTERED BUSINESS INFORMATION (if applicable)</b>
Business Name:
Address of Head Office:
Post Code:
Contact Number:
Company Registration Number:

<b>1</b>	<b>Type of Application</b>				
1.1	Type of Application	New		Renewal	<b>If new, go to 1.3</b>
1.2	Existing licence number				
<b>Further information about the applicant</b>					
1.3	Date of birth				

<b>2</b>	<b>Establishment to be licensed</b>	
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?	<b>Yes/No</b>

2.6	When is it normally open?	
2.7	Do you have planning permission for this business use.	<b>Yes/No</b>

<b>3</b>	<b>Accommodation and facilities</b>	
	<b>Please describe the accommodation available for horses:</b>	
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)	
	<b>Please describe the land available for:</b>	
3.5	Grazing	
3.6	Instructing or demonstrating	
3.7	Exercise	
	<b>Please describe the accommodation available for:</b>	
3.8	Forage and bedding	
3.9	Equipment and saddlery	
	<b>Please describe the arrangements in place for:</b>	
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	

<b>4a</b>	<b>Horses</b>	
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?	
	<b>Please provide details of all the horses currently kept</b>	
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?	<b>Yes/No</b>
		<b>If no, go to 5.1</b>
<b>4b</b>	<b>Horses 2</b>	
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?	<b>Yes/No</b>
		<b>If no, go to 5.1</b>

<b>4c</b>	<b>Horses 3</b>	
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.	

<b>5</b>	<b>Management of the establishment</b>	
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)	
	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?	<b>Yes/No</b>
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?	<b>Yes/No</b>
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)?	<b>Yes/No</b>

<b>6</b>	<b>Veterinary surgeon</b>	
6.1	Name of usual veterinary surgeon	
6.2	Company name	
6.3	Address	
6.4	Telephone number	
6.5	Email address	

<b>7</b>	<b>Public liability insurance</b>		
7.1	Do you have public liability insurance?	<b>Yes/No</b>	<b>If no, go to 7.10</b>
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 (£)		
	<b>Does this policy:</b>		
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/No	If yes to all, go to 8.1
7.8	Insure against liability arising out of such hire or use of a horse?	Yes/No	
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	
7.10	Please state what steps you are taking to obtain such insurance		

<b>8</b>	<b>Disqualifications and convictions</b>		
	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,		

<b>9</b>	<b>Additional details</b>		
	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		

**GENERAL INFORMATION (please read in full):**

You should apply for a renewal of the licence in good time (at least 2 months prior to expiry of your current licence). Failure to renew in advance as suggested may lead to the delay of your renewal and will affect your ability to operate as a licensed riding establishment until your application is determined.

**It is an offence to operate a licensable animal activity if you are not in possession of a valid licence.**

**INSPECTION INFORMATION (please read in full):**

Submission of an application form & fee will be required to enable a veterinary inspection to be arranged. Inspections are conducted by a Council appointed veterinary surgeon. The applicant will be liable for the vet fees incurred.

**DECLARATION - please sign after reading the following:**

This authority is obliged to protect the public funds that it administers & therefore may use the information provided for the purposes of prevention & detection of crime. This information may also be shared with other bodies responsible for auditing or administering public funds for these purposes. In so far as required such processing will be done in accordance with the Data Protection Act 2018.

**Data Protection Privacy Notice**

The personal information you supply to Blaby District Council in this form will be processed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (when in force). We may share this information with other council departments, local authorities, government departments or law enforcement organisations to improve service delivery or for the prevention or detection of crime and fraud where the law allows this. Further information on how we handle your personal information can be found on the [Data Protection Notice web page](#).

The Council has a statutory duty to produce a public register of the current licences held. This register will be available for inspection at the Council Offices, it will also be published on the Council's website and hard copies will be disclosed to the public if requested. The register will contain your name, licence number and date of expiry of your licence.

1. I declare that the answers given in this application are true and correct to the best of my knowledge.
2. I have also read and understood the Data Protection Privacy notice above and give the Blaby District Council permission to share my data with other organisations necessary to process my application.
3. I understand that any licence issued will be subject to the provisions of
  - (a) the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018;
  - (b) any other relevant laws or regulations which come into force
4. I accept that the **licence issued to me remains the property of the Council** and that I shall be responsible for replacement of the licence if it becomes lost or damaged.
5. I/We hereby declare that I am/we are not at the present time disqualified under the following Legislation

Pet Animals Act 1951

Animal Boarding Establishments Act 1963

Riding Establishments Acts 1964 and 1970

Breeding of Dogs Act 1973

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

**Name:** .....

**Signature:** .....

**Date:**            /            /