



**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"

1a	First Applicant					
1.1	Title					
1.2	Name					
1.3	Address					
1.4	Contact phone number(s)					
1.5	Email address(es)					
1.6	Date of birth					
1b	Second Applicant (if any)					
1.7	Is there a second applicant	Yes		No		If no, go to section 1c
1.8	Title					
1.9	Name					
1.10	Address					
1.11	Contact phone number(s)					
1.12	Email address(es)					
1.13	Date of birth					
1c	Miscellaneous					
1.14	Are you applying as a business or organisation, including a sole trader	Yes		No		If no go to 1.26
1.15	Is your business registered with companies house	Yes		No		If no go to 1.18
1.16	Company registration number					
1.17	Registered business address					
1.18	Is your business VAT Registered	Yes		No		If no, go to section 2
1.19	VAT Number					

2 Premises to be licensed		
2.1	Name of premises/trading name	
2.2	Address of premises	
2.3	Telephone number(s) of premises	
2.4	Email address(es)	
2.5	Web address for premises (if available)	
2.6	Operating dates and hours of the premises	
2.7	Do you have planning permission for this business use.	Yes/No
2.8	Who will have control of the premises	

3 Type of Application			
1.1	Type of Application	New	If new, go to 3
1.2	Existing licence number		

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)
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	

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		
4.10	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)	
	Assistant Instructor's Certificate of the British Horse Society	<input type="checkbox"/>
	Intermediate Instructor's Certificate of the British Horse Society	<input type="checkbox"/>
	Instructor's Certificate of the British Horse Society	<input type="checkbox"/>
	Fellowship of the British Horse Society	<input type="checkbox"/>
	Fellowship of the Institute of the Horse	<input type="checkbox"/>
	None of the above	<input type="checkbox"/>
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/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		

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,		

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	
9.2	Please give any dates in the next 10 weeks when the premises will not be available for inspection	

10	Guidance & Additional Information	
<p>It is recommended that you read the procedural guidance notes published by the Department for Environment, Food and Rural Affairs (DEFRA) for Local Authorities. DEFRA has also published guidance in relation to all licensable activities which includes the conditions of that licence, that will be imposed if a licence is issued.</p> <p>The guidance documents can be found on the Bassetlaw District Council website.</p> <p>The guidance documents will be useful to applicants and operators as they explain the licensing requirements, conditions of licence, inspection of premises together with information relating to how the star rating and length of the licence to be issued will be determined by the Council.</p>		

Who will control my data?

The Data Controller for all the information you provide on this form, together with any supporting information or document requested as part of the application process is Bassetlaw District Council, Queens Buildings, Potter Street, Worksop, S80 2AH

If there is something you don't understand?

Please contact Bassetlaw District Council Licensing Department on 01909 533533 or licensing@bassetlaw.gov.uk

Who will we share your information with?

We will only use this information in conjunction with your application and any licence issued. This may include checks with a Veterinary Surgeon/Practitioner, DEFRA, RSPCA, UKAS-accredited body, Bassetlaw District Council Planning Department, Bassetlaw District Council Environmental Health Department, Trading Standards, Bassetlaw District Council Legal Services Department, Nottinghamshire Police and any referral to the Licensing Committee or Sub-Committee.

How long will we keep this information for?

Your information will be kept for 7 years from the date you last accessed the service of 7 years after any licence ceases to have effect

What are my data rights?

Your personal information belongs to you and you have the right to:

- Be informed of how we process it
- Request a copy of what we hold about you in commonly used electronic format, if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- Have it amended if it is incomplete or incorrect
- Have it deleted (where we do not have a legal requirement to retain it)
- Withdraw your consent if you no longer wish us to process it
- Restrict how we process it
- Object to us using it for marketing or research purposes
- Object to us using it in relation to a legal task or in the exercise of an official authority
- Request that a person reviews an automated decision where it has had an adverse effect on you

How do I exercise these rights?

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:

Information Governance Team, Bassetlaw District Council, Queens Buildings, Potter Street, Worksop, S80 2AH

Tel: 01909 533533

Email: Information.Governance@bassetlaw.gov.uk

ICO Reference Z560966

A full copy of the Bassetlaw District Council Privacy Notice can be viewed at <http://www.bassetlaw.gov.uk/privacy>

12	Declaration		
<p>This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.</p>			
<p>I/We agree to permit an officer/officers and/or a veterinary surgeon/veterinary practitioner authorised by Bassetlaw District Council to inspect the premises which are the subject of this application.</p> <p>I/We agree that in addition to the licence fee I must pay any costs relating to veterinary inspection as part of this application process</p> <p>I/we declare that the details contained in this application form and the attached documentation is/are correct to the best of my/our knowledge and belief</p> <p>I/we also confirm that I/we have read and understood the privacy notice and that I/we are aware of the provisions of the relevant legislation and the licence conditions which I/we will comply with at all times.</p>			
12a	First Applicant		
12.1	Signed		Signing this box indicates you have read and understood the above declaration
12.2	Capacity		
12.3	Printed		
12.4	Dated		
12b	Second Applicant		
12.5	Signed		Signing this box indicates you have read and understood the above declaration
12.6	Capacity		
12.7	Printed		
12.8	Dated		

13	Supporting Documentation		
<p>Please provide the following information with your application. Please note we will not be able to process your application without this information:</p> <ul style="list-style-type: none"> • Layout/outline plan of the premise (unless we already have this and the layout has not changed) • Insurance policy (as referred to at section 7, above) • Operating procedures • Risk assessment (including fire) • Infection control procedure • Qualifications (referred to at section 5.2, above) • Training records • Details/evidence of certification by a UKAS-accredited body with 3 or more years of compliance history 			
13.1	If you are unable to provide any of the above specified information please give reasons why?		

Please send your application form, together with the appropriate application fee to:

Licensing Department
Bassetlaw District Council
Queens Buildings
Potter Street
Worksop
S80 2AH

Alternatively, you can submit your application via email to:

Licensing@bassetlaw.gov.uk

Please read the information on fees carefully, especially if you are applying for more than one animal activity. Information on fees and charges can be found on the licensing section of the Bassetlaw District Council website.

Any cheques must be made payable to Bassetlaw District Council

Credit and debit card payment can be made over the telephone by calling 01909 533533 and speaking to a member of the licensing department or by attending at any of the Council offices.

NOTES

1. A Licence may be granted to an individual over the age of eighteen years or a body corporate.
2. It will be a condition of any Licence granted that the carrying on of the business of a riding establishment shall at no time be left in the charge of any person under 16 years of age
3. It will be a condition of any Licence granted that no horse will be let out on hire for riding or used for providing instruction in riding without supervision by a responsible person of the age of 16 years or over unless (in the case of a horse let out for hire for riding) the holder of the Licence is satisfied that the hirer of the horse is competent to ride without supervision.
 - a. "Horse" includes any mare, gelding, pony, foal, colt, filly or stallion and also any ass, mule or jennet.
 - b. The Act regulates riding establishments which let out horses on hire or use them for the purpose of providing, in return for payment, instruction in riding or for the purpose of demonstrating riding.
4. A Licence is valid from the date of issue or from the first day of January next. Please state preference.