



**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"

1	Reference number	
1.1	System reference Number (if known)	
1.2	Your reference (if known)	

2a	Agent					
2.1	Are you an agent acting on behalf of the applicant	Yes		No		If no, go to 3.1
2b	Further information about the Agent					
2.2	Name					
2.3	Address					
2.4	Email					
2.5	Main telephone number					
2.6	Other telephone number					

3	Applicant details					
3.1	Name					
3.2	Address					
3.3	Email					
3.4	Main telephone number					
3.5	Other telephone number					
3.6	Are you applying as a business or organisation, including a sole trader	Yes		No		
3.7	Are you applying as an individual	Yes		No		

4a	Applicant Business					
4.1	Is your company registered with companies house	Yes		No		If no, go to 4.3
4.2	Registration Number					
4.3	Is your business registered outside the UK					
4.4	VAT Number					
4.5	Legal status of the business					
4.6	Your position in the business					

4.7	The country where your head office is located.	
4b	Business Address – This should be your official address – The address required of you by law to receive all communication	
4.8	Building name or number	
4.9	Street	
4.10	District	
4.11	City or Town	
4.12	County or administrative area	
4.13	Post Code	
4.14	Country	

Application

1	Type of Application				
1.1	Type of Application	New		Renewal	If new, go to 1.3
1.2	Existing licence number				
	Further information about the applicant				
1.3	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	

3.1 2	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)	
	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/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	Yes/No

	offences under the Animal Welfare Act 2006?	
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	

Standard declaration section

1	Model Licence Conditions & Guidance	
	All applicants to tick that they have read the applicable model licence conditions & guidance	
1.1	Pet Vending	
1.2	Animal Boarding	
1.3	Performing Animals	
1.4	Riding Establishments	
1.5	The Breeding and Sale of Dogs	

2	Additional Information	
	Please attach the following Information	
2.1	A plan of the premises	
2.2	Insurance policy	
2.3	Operating procedures	
2.4	Risk Assessments (including Fire)	
2.5	Infection control procedure	
2.6	Qualifications	
2.7	Training records	

3	Declaration	
3.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
3.2	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.	
3.3	Signing this box indicates you have read and understood the above declaration	
3.4	Full Name	
3.5	Capacity	
3.6	Date	

Data Protection Privacy Notice

The personal information you provide will only be used by Rushcliffe Borough Council, the Data Controller, in accordance with General Data Protection Regulation 2016/ Data Protection Act 2018 to:

process your application, query or to provide a service that you are requesting
or
undertake a statutory function (also known as a 'public task')

The basis for processing this information is to enable the council to undertake a public task or to provide the service that you are requesting.

Your personal information will be included in a public register in accordance with our statutory responsibility.

Your personal data will be kept in accordance with the Council's retention policy and schedule. Details of which can be found on the Council's website at http://www.rushcliffe.gov.uk/retention_schedule/

In accordance with GDPR you have a right to:

- have a copy of the personal information that we hold about you. Details of how to obtain this are available at <http://www.rushcliffe.gov.uk/foi>
- Request that your personal data be corrected or completed.
- Complain to the Information Commissioner if you feel that your information is not being handled appropriately (<https://ico.org.uk/>)

You may also have a right to:

- have your personal data transferred (data portability).
- prevent automated processing and profiling.
- erasure (also known as the right to be forgotten).
- restrict processing.
- object to processing.

Your data protection rights are not absolute and in most cases are subject to the Council demonstrating compliance with other statutory legislation, for further information see <http://www.rushcliffe.gov.uk/privacy/>

For further details about how your personal information may be used or about your rights under data protection legislation, please contact the Council's Data Protection Officer at -

- By post: Data Protection Officer, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG.
- By email: customerservices@rushcliffe.gov.uk
- By Telephone: 0115 981 9911