

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

Application for a licence for Hiring out Horses

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

*** All new licence applications must be accompanied by the written procedures as required by the licence conditions.**

1	Type of Application					
1.1	Type of Application	New		Renewal		New (Retrospective existing operation)
1.2	Existing licence number					
Further information about the applicant						
1.3	Date of birth					

2	Responsible person to be licensed / Business to be licensed					
2.1	Name of person responsible					
2.1	Name of premises/trading name					
2.2	Address of premises					
2.3	Telephone number (landline)					
2.4	Mobile number					
2.5	Email address					
2.6	Is the establishment open throughout the year?	Yes / No				
2.7	When is it normally open?					
2.8	Do you have planning permission for this business use	Yes/No				
2.9	Details of Social Media Accounts used to advertise hiring out horses					
2.10	Details of online platforms used to advertise hiring out horses					
2.11	Details of other mediums used to advertise hiring out horses					

3	Accommodation and facilities					
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	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		

4	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	Microchip Number		
4.9	Purpose for which horse is kept		
4.10	Age range of people who ride this horse		
4.11	Add another horse?	Yes/No	If yes, repeat 4.3 to 4.9 on a separate sheet

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 question 7.9	
	If yes, please provide details of the policy			
7.2	Insurance company			
7.3	Policy number			
7.4	Period of cover			
7.5	Amount of cover (£m)			
	Does this policy:			
7.6	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	
7.7	Insure against liability arising out of such hire or use of a horse?	Yes / No		
7.8	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		
7.9	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	

10	Declarations and signature
<p>I/we understand that my application will not be processed until I have paid the requisite fees.</p> <p>I/we have read and understood the relevant guidance that has been issued by DEFRA.</p> <p>I/WE CERTIFY that to the best of my/our knowledge and belief, the above particulars are true and that I have not wilfully omitted any necessary material. I understand that if there are any wilful omissions, or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to immediate suspension or revocation.</p> <p>I/We consent to a person authorised by the Council inspecting the premises, including taking photographs, at any reasonable time on reasonable notice, by either an on-site visit, or via remote access software, at any time before or after any licence is granted.</p> <p>I/We consent to the Council undertaking such other investigations as in its absolute discretion is considered necessary for enforcement purposes, including but not limited to, covert intelligence gathering and/or surveillance of social media platforms used for business purposes.</p> <p>I/ we apply for a licence to operate a business of selling animals as pets.</p> <p>Written procedures enclosed with new licence application form (please tick) <input type="checkbox"/></p> <p><i>Your licence application will be rejected if you do not enclose written procedures.</i></p> <p>SIGNED.....DATE</p> <p>PRINT FULL NAME POSITION.....</p>	

11	Privacy Notice
	<p>I/we understand that the Council will store my/our personal data and share it with other agencies in accordance with Tendring District Council's privacy policy. The Council's full privacy notice, including how to exercise your Rights under Data Protection law, can be found on our website at www.tendringdc.gov.uk/privacy . Here you will also find full details of the lawful basis for processing, who we may share your data with and how long it will be retained. If a licence is granted your trading name and business address will be made available on a register on our website.</p> <p>SIGNED.....DATE</p> <p>PRINT FULL NAMEPOSITION.....</p>

Please return to the Food, Health & Safety Team, Environmental Health Services, Tendring District Council, Town Hall, Station Road, Clacton-on-Sea, Essex CO15 1SE. Alternatively, e-mail to fhsadmin@tendringdc.gov.uk.