

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



Application for a licence for “Hiring out Horses”

Please complete all the questions. If you have nothing to record, please state "N/A" or "None".

Standard applicant profile section 1

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				

4a	Applicant 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	

Licence type details section 2

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	
3.12	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		
4.9	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 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		

Veterinary Inspection Costs

The applicant/licence holder is responsible for paying the full cost(s) of inspections carried by the Council's appointed veterinary inspector. This applies to inspections required during the application process and during the licence period. [For hiring out horses in 2018/19 and 2019/20 the initial veterinary inspection is included in the licence fee].

Standard declaration section

1	General and Specific Licence Conditions & Guidance	
	All applicants to tick that they have read the applicable licence conditions & guidance	
1.1	Hiring Out Horses	

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 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	

Payments

Fees

Please refer to the animal licensing pages www.rother.gov.uk
From the home screen, select “business” tab then “licences & registers”.

Please pay online:

www.rother.gov.uk/pay and select the “Licence, Permits and Registrations” drop down option.

If you have paid on-line please complete this box:

Date paid:	
Card type:	
Amount	
Payment reference:	
Copy of receipt enclosed	Yes No

Please return this completed form and documentation to:

Rother and Wealden Councils shared Environmental Health Service
Rother District Council, Town Hall
Bexhill on Sea, East Sussex TN39 3JX
01424 787550

licensing@rother.gov.uk

Public Register

We publish a register of our animal licences on our website. This information includes the type of licence and the licensed address.

Data Protection

The Council will be Data Controller of the information you are providing and it will be responsible for looking after it as required by the Data Protection Act 2018. We will only use the information for the purpose of animal licensing. As required by the Data Protection Act 2018 the information will be kept safe, secure, processed and only shared for those purposes or where it is allowed by law. For more information on how we do this and your rights in regards to your personal information and how to access it, visit our website page www.rother.gov.uk/privacypolicy or email Data Protection Officer dataprotection@rother.gov.uk

If you are dissatisfied with how we have used your personal data you have a right to complain to the Information Commissioner's Office - <https://ico.org.uk/>