

**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)	

2	Type of Application					
2.1	Type of Application	New	<input type="checkbox"/>	Renewal	<input type="checkbox"/>	If new, go to 3.1
2.2	Existing licence number					

3a	Agent					
3.1	Are you an agent acting on behalf of the applicant	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no, go to 4.1

3b	Further information about the Agent				
3.2	Name				
3.3	Address				
3.4	Email				
3.5	Main telephone number				
3.6	Other telephone number				

4a	Applicant details				
4.1	Name				
4.2	Date of birth				
4.3	Address				
4.4	Email				
4.5	Main telephone number				
4.6	Other telephone number				
4.7	Are you applying as a business or organisation, including a sole trader	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
4.8	Are you applying as an individual	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

4b	Further details about the applicant					
4.9	Do you have any training certificates or qualifications?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no, go to 4.11
4.10	Please provide details of training certificates and qualifications					
4.11	Please provide details of relevant experience					

5a	Applicant Business					
5.1	Is your company registered with companies house	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no, go to 5.3
5.2	Registration Number					
5.3	Is your business registered outside the UK					
5.4	VAT Number					
5.5	Legal status of the business					
5.6	Your position in the business					
5.7	The country where your head office is located.					
5b	Business Address – This should be your official address – The address required of you by law to receive all communication					
5.8	Building name or number					
5.9	Street					
5.10	District					
5.11	City or Town					
5.12	County or administrative area					
5.13	Post Code					
5.14	Country					

6	Establishment to be licensed					
6.1	Name of premises/trading name					
6.2	Address of premises					
6.3	Telephone number					
6.4	Email address					
6.5	Is the establishment open throughout the year?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
6.6	When is it normally open?					
6.7	Do you have planning permission for this business use.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

7	Accommodation and facilities	
7a	Please describe the accommodation available for horses:	
7.1	Stalls (please give the number)	
7.2	Boxes (please give the number)	
7.3	Covered yard (please give dimensions)	
7.4	Open yard (please give dimensions)	
7b	Please describe the land available for:	
7.5	Grazing	
7.6	Instructing or demonstrating	
7.7	Exercise	
7c	Please describe the accommodation available for:	
7.8	Forage and bedding	
7.9	Equipment and saddlery	
7d	Please describe the arrangements in place for:	
7.10	Water supply and watering horses	
7.11	Disposal of animal waste	
7.12	Protection of horses in event of a fire, and fire precautions	

8a	Horses				
8.1	How many horses are kept under the terms of the Act at the present time?				
8.2	How many horses is it intended to keep under the terms of the Act during the year?				
8b	Please provide details of all the horses currently kept				
8.3	Name of horse				
8.4	Description including size				
8.5	Sex				
8.6	Age				
8.7	Horse passport number				
8.8	Purpose for which horse is kept				
8.9	Age range of people who ride this horse				
8.10	Add another horse?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/> If no, go to 9.1
8c	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	<input type="checkbox"/>	No	<input type="checkbox"/> If no, go to 9.1
8d	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.				

9	Management of the establishment				
9.1	Name & Address of the manager/person with direct control of the establishment				
9.2	Does the manager have any of the following certificates? (tick all that apply)				
9.2a	Assistant Instructor's Certificate of the British Horse Society	<input type="checkbox"/>			
9.2b	Intermediate Instructor's Certificate of the British Horse Society	<input type="checkbox"/>			
9.2c	Instructor's Certificate of the British Horse Society	<input type="checkbox"/>			
9.2d	Fellowship of the British Horse Society	<input type="checkbox"/>			
9.2e	Fellowship of the Institute of the Horse	<input type="checkbox"/>			
9.2f	None of the above	<input type="checkbox"/>			
9.3	Please give details of the manager's experience in the management of horses				
9.4	Does a responsible person live at the establishment?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
9.5	What are the arrangements in the event of an emergency?				
9.6	Will a person who is under 16 years of age be left in charge of the establishment at any time?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
9.7	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	<input type="checkbox"/>	No	<input type="checkbox"/>

10	Veterinary surgeon	
10.1	Name of usual veterinary surgeon	
10.2	Company name	
10.3	Address	
10.4	Telephone number	
10.5	Email address	

11a	Public liability insurance				
11.1	Please provide details of public liability insurance				
11.2	Insurance company				
11.3	Policy number				
11.4	Period of cover				
11.5	Amount of cover (£)				
11b	Does this policy:				
11.6	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	<input type="checkbox"/>	No	<input type="checkbox"/>
11.7	Insure against liability arising out of such hire or use of a horse?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
11.8	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	<input type="checkbox"/>	No	<input type="checkbox"/>

12	Disqualifications and convictions				
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:				
12.1	Keeping a pet shop?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
12.2	Keeping a dog?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
12.3	Keeping an animal boarding establishment?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
12.4	Keeping a riding establishment?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
12.5	Having custody of animals?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
12.6	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	<input type="checkbox"/>	No	<input type="checkbox"/>
12.7	Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
12.8	If yes to any of these questions, please provide details,				

13	Additional details	
	Please check local guidance notes and conditions for any additional information which may be required	
13.1	Additional information which is required or may be relevant to the application	

14	Application Checklist	
	PLEASE RETURN THE FOLLOWING ITEMS ALONG WITH THIS COMPLETED APPLICATION FORM. ANY MISSING ITEMS MAY CAUSE A DELAY IN PROCESSING YOUR APPLICATION.	
14.1	Application form completed in full.	<input type="checkbox"/>
14.2	Public Liability Insurance Certificate.	<input type="checkbox"/>
14.3	DBS Certificate.	<input type="checkbox"/>
14.4	Proof of Right to Work	<input type="checkbox"/>
14.5	Correct Fee	<input type="checkbox"/>
14.6	Premises Plan	<input type="checkbox"/>
14.7	Insurance Policy	<input type="checkbox"/>
14.8	Risk Assessments (including fire)	<input type="checkbox"/>
14.9	Infection control procedure	<input type="checkbox"/>
14.10	Qualifications	<input type="checkbox"/>
14.11	Training Records	<input type="checkbox"/>
14.12	Please give dates you are NOT available for inspection	

15	Declaration		
	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.		
<p>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.</p> <p>The information contained in this form is correct to the best of my knowledge and belief.</p> <p>I am entitled to work in the UK and am not subject to a condition preventing me from doing work relating to the carrying on of a licensable activity. I understand that my licence will become invalid if I cease to be entitled to live and work in the UK.</p> <p>It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant of a personal licence. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement). To do so could result in prosecution and a fine of any amount. It is an offence under section 24B of the Immigration Act 1971 to work illegally.</p>			
Print Name:		Date:	
Signature: (Signing this box indicates you have read and understood the above declaration)		Date:	

Why are we asking for your personal information?

We require your personal data to enable us to comply with a legal obligation and enable us to review your application to be provided with the requested licence. There are laws in place, (Riding Establishments Act 1970), that tell us what information we have to collect and keep. We may automate decisions and will inform you if we have done this as soon as reasonably practicable and provide you with access to our Data Protection Policy.

You hold the following rights with regard to the personal data you provide us:

- Right to Access – You have the right to access (receive a copy) of your personal data and supplementary information.
- Right to Rectification – You have the right to have any inaccurate or incomplete personal data rectified
- Right to Restriction – You have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the poses for which it was originally collected, or if a withdrawal of consent has been made.

Sharing your information

We may share your personal data with Local Partner Authorities, Police, Legal, Courts, Internal/External audit, Disclosure and Barring Service, HM Revenue & Customs, as required. We may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, credit reference agencies, audit or other external bodies for such purposes. We participate in the Governments National Fraud Initiative.

If any of the information we have about you is incorrect, please tell us, we are reliant on you assisting us to keep your information accurate and up to date.

Retention of your personal information

We only keep your information as long as necessary, for some items this will be dictated by law. You can find out more by looking at the Councils Retention Policy on the web site. We do not routinely process any information about you outside the UK. We will not transfer your personal data outside of the EU.

South Cambridgeshire District Council is a registered Data Controller with the Information Commissioners Office.

You can find out more about how we handle your data by visiting the Councils Privacy Notice page on the web site. If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing nfogov@3csharedservices.org or you can write to the Council and mark your letter for the attention of the Data Protection Officer. Alternatively you can call 07864 604221 or 01954 713318. You have the right to lodge a complaint with the Information Commissioners Office (ICO) should you believe any part of this statement to be unlawful.