

**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"

Section 1 Standard applicant profile

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

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

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				

4a	Applicant 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	

Section 2 Application for a licence to hire out horses

5	Type of Application				
5.1	Type of Application	New		Renewal	If new, go to 5.3
5.2	Existing licence number				
	Further information about the applicant				
5.3	Date of birth				

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/No			
6.6	When is it normally open?				
6.7	Do you have planning permission for this business use.	Yes/No			

7	Accommodation and facilities				
	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)				
	Please describe the land available for:				
7.5	Grazing				
7.6	Instructing or demonstrating				
7.7	Exercise				
	Please describe the accommodation available for:				
7.8	Forage and bedding				
7.9	Equipment and saddlery				
	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	
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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?	
	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/No If no, go to 9.1
8b	Horses 2	
8.11	Name of horse	
8.12	Description including size	
8.13	Sex	
8.14	Age	
8.15	Horse passport number	
8.16	Purpose for which horse is kept	
8.17	Age range of people who ride this horse	
8.18	Add another horse?	Yes/No If no, go to 9.1
8c	Horses 3	
8.19	Name of horse	
8.20	Description including size	
8.21	Sex	
8.22	Age	
8.23	Horse passport number	
8.24	Purpose for which horse is kept	
8.25	Age range of people who ride this horse	
8.26	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)	
	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	

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/No
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/No
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/No

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	

11	Public liability insurance		
11.1	Do you have public liability insurance?	Yes/No	If no, go to 11.10
11.2	Please provide details of the policy		
11.3	Insurance company		
11.4	Policy number		
11.5	Period of cover		
11.6	Amount of cover (£)		
	Does this policy:		
11.7	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 12.1
11.8	Insure against liability arising out of such hire or use of a horse?	Yes/No	
11.9	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	
11.10	Please state what steps you are taking to obtain such insurance		

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/No
12.2	Keeping a dog?	Yes/No
12.3	Keeping an animal boarding establishment?	Yes/No
12.4	Keeping a riding establishment?	Yes/No
12.5	Having custody of animals?	Yes/No
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/No

12	Disqualifications and convictions	
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 / No
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	

Section 3 Declarations

14	Model Licence Conditions & Guidance	
	All applicants to tick that they have read the applicable model licence conditions & guidance	
14.1	Riding Establishments	

15	Additional Information	
	Please attach the following Information	
15.1	A plan of the premises	
15.2	Insurance policy	
15.3	Operating procedures	
15.4	Risk Assessments (including Fire)	
15.5	Infection control procedure	
15.6	Qualifications	
15.7	Training records	

16	Declaration	
16.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
16.2	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.	
16.3	Signing this box indicates you have read and understood the above declaration	
16.4	Full Name	
16.5	Capacity	
16.6	Date	

DATA PROTECTION STATEMENT

The Council will use the information you provide in this form and in any supporting documents to process and determine your application for a licence. The information will be held on internal databases and electronic document management systems, and included in a public register. The information supplied may be passed to other bodies, including law enforcement agencies and government departments, as allowed by law. The Council may check information you have provided, or information about you that another person has provided, with other information we hold. The Council may also obtain information about you from, or provide information to, organisations such as government departments, law enforcement agencies, other local authorities, and private sector organisations such as banks, insurance companies or legal firms, to:

- Verify the accuracy of information,
- Prevent or detect crime, or
- Protect public funds.

Braintree District Council is the data controller. Further information about your Data Protection rights in line with the provisions of the General Data Protection Regulations and Data Protection Act 2018, for example how the Council will use your information, how we maintain the security of your information, your rights to access the information we hold on you, including correcting or removing your information, how to contact the Data Protection Officer, how long your information is held or how we process your personal information can be found at: [www.braintree.gov.uk/ Privacy](http://www.braintree.gov.uk/Privacy). The Data Protection Officer can be contacted at dpo@braintree.gov.uk or on 01376 552525.