

# APPLICATION FOR A LICENCE TO HIRE OUT HORSES



## THE ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS) REGULATIONS 2018

Please complete all the questions in the form.

If you have nothing to record, please state "Not applicable" or "None"

Please use additional sheets as necessary

1 Reference Information	
1.1	Premises 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	First Name				
	Family Name (Surname)				
3.2	Address				
3.3	Date of Birth of Applicant (s)				
3.4	Email				
3.5	Main Telephone Number				
3.6	Other telephone Number				
3.7	Are you applying as a business or organisation, including a sole trader	Yes		No	
3.8	Are you applying as an individual	Yes		No	

<b>4a</b>	<b>Applicant Business</b>					
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					
<b>4b</b>	<b>Business Address – This should be your official address – The address required of you by law to receive all communication.</b>					
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	County					

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

<b>6</b>	<b>Establishment to be licensed</b>					
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				

<b>7</b>	<b>Accommodation and facilities</b>		
	<b>Please describe the accommodation available for horses:</b>		
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)		
	<b>Please describe the land available for:</b>		
7.5	Grazing		
7.6	Instructing or demonstrating		
7.7	Exercise		
	<b>Please describe the accommodation available for:</b>		
7.8	Forage and bedding		
7.9	Equipment and saddlery		
	<b>Please describe the arrangements in place for:</b>		
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		

<b>8</b>	<b>Horses</b>		
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?		
	<b>Please provide details of all the horses currently kept</b>		
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 yes, repeat 8.3 to 8.9 please use an additional sheet

<b>9</b>	<b>Management of the establishment</b>		
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		

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

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

<b>12</b>	<b>Disqualifications and convictions</b>			
	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		
12.7	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,			

<b>13</b>	<b>Accreditation</b>			
13.1	Is your business certified by a UKAS accredited Body?	Yes/No		
13.2	Please provide details of the accreditation including date when the accreditation commenced, standard achieved and last inspection date			

<b>14</b>	<b>Business marketing</b>			
14.1	Do you advertise your business?	Yes/No		
11.2	Please provide details where you advertise your business activities, e.g. website, websites used. Apps used, newspapers, publication advertising			

<b>15</b>	<b>Additional details</b>			
	Please check local guidance notes and conditions for any additional information which may be required			
15.1	Additional information, which is required or may be relevant to the application. Please use additional sheets as necessary.			

<b>16</b>	<b>Additional Information</b>			
	Please attach the following Information			
16.1	A plan of the premises			
16.2	Insurance policy			
16.3	Operating procedures			

16.4	Risk Assessments (including Fire)	
16.5	Infection control procedure	
16.6	Qualifications	
16.7	Training records	

<b>17</b>	<b>Additional details</b>	
	Please check local guidance notes and conditions for any additional information which may be required	
17.1	Additional information, which is required or may be relevant to the application. Please use additional sheets as necessary.	

<b>18</b>	<b>Model Licence Conditions &amp; Guidance</b>	
	All applicants to tick that they have read the applicable model licence conditions & guidance	
18.1	Riding Establishments	

<b>19</b>	<b>Standard declaration and signature section</b>	
19.1	The applicant must complete this section. If you are an agent, please ensure the applicant completes this section.	
19.2	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.	
19.3	Signing this box indicates you have read and understood the above declaration	
19.4	Full Name	
19.5	Capacity	
19.6	Date	

The completed application form, associated documents and plans should be sent to:

Licensing Office

Plymouth City Council

Windsor House

Plymouth,

PL6 5UF

T: 01752 - 304141

E: [licensing@plymouth.gov.uk](mailto:licensing@plymouth.gov.uk)