

**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)	

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					
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					

Application

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	

Standard declaration section

1	Model Licence Conditions & Guidance	
All applicants to tick that they have read the applicable model licence conditions & guidance		
1.1	Pet Vending	
1.2	Animal Boarding	
1.3	Performing Animals	
1.4	Riding Establishments	
1.5	The Breeding and Sale of Dogs	

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 model 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	

Fee

Please tick the relevant box below to show which payment method you are using, the amount paid and the date of the payment (if made via the website or bank transfer):

Via the website		£	Date:
By bank transfer		£	Date:
Enclosing a cheque		£	

Data Protection Notice

How we will use your information: Your information will be used so that we can administer your application in accordance with the Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018.

It will be used by Maldon District Council and our partners to deliver and improve services and fulfil our statutory duties.

Some licence information will be published on the Council's website. More information about how we use personal data can be found on our website at www.maldon.gov.uk/terms