

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

## Application for a licence to operate a riding establishment

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

<b>1</b>	<b>Type of Application</b>					
1.1	Type of Application	New		Renewal		
1.2	Existing licence number					

<b>2</b>	<b>Agent</b>					
2.1	Are you an agent acting on behalf of the applicant	yes		No		If no go to 3
2.2	Name					
2.3	Address					
2.4	Email					
2.5	Main telephone number					
2.6	Other telephone number					

<b>3</b>	<b>Applicant details</b>					
3.1	Name (Please list names of all applicants)					
3.2	Name that you wish your boarding establishment to be known as (this will be the name that is put on the licence and also our website)					
3.3	Applicant(s) date(s) of birth – (Please give DOB for all applicants)					
3.4	Address of each applicant					
3.5	Email for each applicant					
3.6	Main telephone number					
3.7	Other telephone number Please include landlines and mobile numbers for all applicants					
3.8	Do you have planning permission for this business use?	Yes/No				
3.9	Is the premises rented?	Yes/No	If yes has permission been granted by the landlord Yes/No			

<b>3</b>	<b>Applicant details</b>						
3.10	Applying as a business or organisation, including a sole trader	Yes (if you have ticked this box please complete part 4		No			
3.11	Applying as an individual	Yes		No			

<b>4</b>	<b>Applicant details Business</b>						
4.1	Is your company registered with companies house	yes		No			
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 full address of where your head office is located.						
	<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	Country						

<b>5</b>	<b>Accommodation and facilities</b>						
	<b>Please describe the accommodation available for horses:</b>						
5.1	Stalls (please give the number and sizes)	Number			Sizes		
5.2	Boxes (please give the number and sizes)	Number			Sizes		

5.3	Covered yard (please give dimensions)	Number	Sizes	
5.4	Open yard (please give dimensions)	Number	Sizes	
<b>Please describe the land available for:</b>				
5.5	Grazing			
5.6	Instructing or demonstrating			
5.7	Exercise			
<b>Please describe the accommodation available for:</b>				
5.8	Forage and bedding			
5.9	Equipment and saddlery			
<b>Please describe the arrangements in place for:</b>				
5.10	Water supply and watering horses			
5.11	Disposal of animal waste			
5.12	Protection of horses in event of a fire, and fire precautions			
<b>Horses</b>				
5.13	How many horses are kept under the terms of the Act at the present time?			

5.14	How many horses is it intended to keep under the terms of the Act during the year?						
5.15	How many horses are kept in total						
<b>Please provide details of all the horses currently kept under the terms of the Act</b>							
5.16	Breed and name of horse	Description including size	Sex	Age	passport number	Purpose for which horse is kept	Age range of people who ride this horse

<b>6</b>	<b>Management of the establishment</b>		
6.1	Name & Address of the manager/person with direct control of the establishment		
6.2	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		
6.3	Please give details of the manager's experience in the management of horses		
6.4	Does a responsible person live at the establishment?	Yes / No	

6.5	What are the arrangements in the event of an emergency?		
6.6	Will a person who is under 16 years of age be left in charge of the establishment at any time?	Yes / No	
6.7	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>7</b>	<b>Veterinary surgeon</b>		
7.1	Company name		
7.2	Name of usual veterinary surgeon		
7.3	Address		
7.4	Telephone number		
7.5	Email address		

<b>8</b>	<b>Details of Emergency key holder</b>		
8.1	Name		
8.2	Position/job title		
8.3	Address		
8.4	Daytime telephone number		
8.5	Evening/other telephone number		
8.6	Email address		
8.7	Add another person?	Yes / No – Please provide same details as points 8.1-8.6 for each additional person.	

<b>9</b>	<b>Public liability insurance</b>			
9.1	Do you have public liability insurance?	Yes / No	If no, go to question 9.6	
	If yes, please provide details of the policy			
9.2	Insurance company			
9.3	Policy number			
9.4	Period of cover			
9.5	Amount of cover (£m)			
9.6	Liability insurance is a requirement for a licence. Please state what steps you are taking to obtain such insurance			

<b>10</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:			
10.1	Keeping a pet shop?	Yes/No		
10.2	Keeping a dog?	Yes / No		
10.3	Keeping an animal boarding establishment?	Yes/No		
10.4	Keeping a riding establishment?	Yes/No		
10.5	Having custody of animals?	Yes/No		
10.6	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		
10.7	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		
10.8	If yes to any of these questions, please provide details,			

11	<b>Additional details</b>	
	Please use this space to provide any further relevant information	

## Declaration statement

<b>12</b>	<b>Payment</b>
12.1	<p><b>Please DO NOT send in cheques or cash</b> - As soon as we have received your completed application we will send out an invoice to you. Invoices will be issued to the applicant unless you advise otherwise. Invoices should be paid within two weeks of receipt. Please follow instructions on the reverse of the invoice on how to pay.</p>

<b>13</b>	<b>Model Licence Conditions &amp; DEFRA Guidance Notes</b>	
	All applicants to tick that they have read the applicable model licence conditions & DEFRA guidance notes	
12.1	Selling of animals	
12.2	Animal Boarding	
12.3	Performing Animals	
12.4	Riding Establishments	
12.5	The Breeding and Sale of Dogs	

<b>14</b>	<b>Additional Information</b>	
	<b>You must enclose the following Information/documents with your application</b>	
14.1	A plan of the premises (this can be hand drawn)	
14.2	Current insurance policy	
14.3	Details of qualifications undertaken since last inspection (include copies of certificates) as per model licence conditions 4.2	
14.4	Up to date written training policy and training records as per model licence conditions 4.3	
14.5	<p>Written procedures for the each of the following areas as per model licence condition 9.0</p> <ul style="list-style-type: none"> <li>• feeding regimes,</li> <li>• cleaning regimes,</li> <li>• transportation,</li> <li>• the prevention of, and control of the spread of, disease,</li> <li>• monitoring and ensuring the health and welfare of all the animals,</li> <li>• the death or escape of an animal (including the storage of carcasses);</li> </ul> <p>the care of the animals following the suspension or revocation of the licence or during and following an emergency</p>	
14.6	Written emergency plan as per condition 10.1	
14.7	<p>The above are generic documents that are required for all of the licence types. Please read through the specific model licence conditions and the DEFRA guidance notes for the licence you applying for as in addition to the above each licence requires specific additional policies, documents and consent forms.</p> <p>Please list and send in copies of additional documentation required for the licence you are applying for.</p>	



<b>15</b>	<b>Public register</b>
15.1	<p>The authority are regularly sent requests for information on animal licenses. This can be from individuals for their own purpose i.e. if they are looking for a business to use and also from businesses under the freedom of information requests for marketing purposes.</p> <p>We will be creating a public register to fulfil these requirements.</p> <p>Please indicate whether you wish for a) all of your details including name, full address and telephone number on the register or b) your name and first part of your post code only</p> <p>a) <input type="checkbox"/>                      b) <input type="checkbox"/></p>

<b>16</b>	<b>Declaration</b>
16.1	This section must be completed by the applicant(s). If you are an agent please ensure this section is completed by the applicant(s).
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	Ticking this box indicates you have read and understood the above declaration
16.4	Full Name
16.5	Capacity
16.6	Date

### Check list

1	Applicant profile complete	
2	Application forms for each activity undertaken – Please tick forms enclosed	
	Selling of animals	
	Animal Boarding - Commercial boarding / home boarding / day care	
	Performing Animals	
	Riding Establishments	
	The Breeding and Sale of Dogs	
3	Additional Information	
	A plan of the premises	
	Current insurance policy	
	Details of qualifications undertaken since last inspection (including copies of certificates)	
	Up to date written training policy and training records as per condition 4.3	

	<p>Written procedures for the each of the following areas as per condition 9.0</p> <ul style="list-style-type: none"> <li>• feeding regimes,</li> <li>• cleaning regimes,</li> <li>• transportation,</li> <li>• the prevention of, and control of the spread of, disease,</li> <li>• monitoring and ensuring the health and welfare of all the animals,</li> <li>• the death or escape of an animal (including the storage of carcasses);</li> <li>• the care of the animals following the suspension or revocation of the licence or during and following an emergency</li> </ul>	
	Written emergency plan as per condition 10.1	
	Copies of additional documentation required for the licence you are applying for	
4	Declaration statement	

NB: An application is not complete unless all of the appropriate documentation (as above) and full payment has been received. As per the declaration document we will invoice you accordingly when we have received and assessed your application pack. If you have not received an invoice within 14 days of submitting your application pack please contact us on 01283 508548/508522

PLEASE RETURN COMPLETED FORM AND DOCUMENTS TO:

Environmental Health  
East Staffordshire Borough Council  
The Town Hall  
Burton upon Trent  
Staffordshire  
DE14 2EB