

Application for a Licence to Hire out Horses

- Before applying for a Hiring out Horses Licence, you must familiarise yourself with the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 (as amended) and their associated guidance.
- You may submit your application in the following ways:

Email: licensing@herefordshire.gov.uk

Post: Herefordshire Council
Licensing Team
Plough Lane
Hereford
HR1 2PJ

- Applications must be accompanied by the appropriate application fee and equine veterinary inspection fee.
Please call 01432 261761 (between 9:00am – 4:15pm) to make a card payment over the phone.
Alternatively, cheques can be sent to Herefordshire Council, Licensing Team, Plough Lane, Hereford, HR4 0LE, and made payable to Herefordshire Council.
- Once your application has been accepted and validated, you will be contacted by a Licensing Officer to arrange the necessary inspection(s).
- Once the Council is in receipt of the Inspecting Officers' report, and providing everything is satisfactory and the licence fee has been paid, the licence will be issued.

If any part of the application is incomplete, the required documentation detailed in section 15 of the application is not submitted, or the application fee is not paid, the application will not be processed. We will hold the application for a maximum of 28 days and if the missing information, documentation and/or fee is not submitted within the 28 day holding-period, the application will be rejected and the fee/s will be refunded, minus a £25.00 admin fee.

If you require further guidance we offer a chargeable Pre-Application Advice and Assistance Service. Please see our website for more details:

<https://www.herefordshire.gov.uk/business-1/changes-animal-related-licensing/2>



**The Animal Welfare (Licensing of Activities Involving Animals) (England)
Regulations 2018 (as amended)**

Application for a Licence to Hire our Horses

Please complete all the questions on the form.
If you have nothing to record, please state "Not Applicable", "N/A" or "None"

1	Type of Application					
1.1	New Grant		Renewal		Variation	If applying for a new grant, go to 2
1.2	Existing licence number					
1.3	Existing licence expiry date					

2	Agent					
2.1	Are you an agent acting on behalf of the applicant?	Yes		No		If No, go to 3a
2.2	Name					
2.3	Address					
2.4	Email					
2.5	Main telephone number					
2.6	Other telephone number					

3a	Individual Applicant Details 1			If applying as a business, go to 4a					
3.1	Name								
3.2	Address								
3.3	Email								
3.4	Main telephone number								
3.5	Other telephone number								
3.6	Date of birth								
3.7	Capacity (e.g. owner / manager / etc.)								

3b	Individual Applicant Details 2 (If more applicants wish to be a licence holder, please continue on a separate sheet of paper)					
3.8	Name					
3.9	Address					
3.10	Email					
3.11	Main telephone number					
3.12	Other telephone number					
3.13	Date of birth					
3.14	Capacity (e.g. owner / manager / etc.)					

4a	Business Applicant Details					
4.1	Is your company registered with Companies House?	Yes		No		If No, go to 5
4.2	Registration number					
4.3	Is your business registered outside the UK?	Yes		No		
4.4	VAT number					

4a	Business Applicant Details	
4.5	Legal status of the business	
4.6	Name of business owner	
4.7	Name of applicant	
4.8	Applicant's position in the business	
4.9	The country where your head office is located	

4b	Business Address – This should be the official address at which it is required of you by law to receive all communication	
4.10	Building name/number	
4.11	Street	
4.12	District	
4.13	City or town	
4.14	County or administrative area	
4.15	Postcode	
4.16	Country	

5	Premises to be Licensed				
5.1	Name of premises/trading name				
5.2	Address				
5.3	Telephone number				
5.4	Email				
5.5.a	Is the establishment open throughout the year?	Yes		No	
5.5.b	If No, when is the establishment normally open?				
5.6	Do you have planning permission for this business use?	Yes		No	

6	Accommodation, Land and Facilities Available for Horses						
6.1	Stalls	Yes		No		Maximum number	
6.2	Stables	Yes		No		Maximum number	
6.3	Covered yard	Yes		No		Dimensions in metric	
6.4	Open yard	Yes		No			
6.5	Grazing						
6.6	Exercise						
6.7	Instructing/demonstrating arena						
6.8	Equipment and saddlery						
6.9	Bedding						
6.10	Feeds and feed storage facilities						
6.11	Water supply to the premises and for the horses						

7	Please describe the arrangements in place for:	
7.1	Disposal of animal waste	
7.2	Protection of horses in event of a fire, and fire precautions	

8	Number of Horses	
8.1	How many horses are kept under the terms of the Act at the present time?	
8.2	How many horses are intended to be kept under the terms of the Act during the year?	

8a	Horse Details 1					
8.3	Name of horse (including pet name)					
8.4	Age and year/date of birth					
8.5	Colour					
8.6	Gender					
8.7	Height (approx. hands)					
8.8	Horse passport number					
8.9	Horse microchip number					
8.10	Purpose for which horse is kept					
8.11	Age range of people who ride this horse					
8.12	Add another horse?	Yes		No		If No, go to 9

8b	Horse Details 2					
8.13	Name of horse (including pet name)					
8.14	Age and year/date of birth					
8.15	Colour					
8.16	Gender					
8.17	Height (approx. hands)					
8.18	Horse passport number					
8.19	Horse microchip number					
8.20	Purpose for which horse is kept					
8.21	Age range of people who ride this horse					
8.22	Add another horse?	Yes		No		If No, go to 9

8c	Horse Details 3					
8.23	Name of horse (including pet name)					
8.24	Age and year/date of birth					
8.25	Colour					
8.26	Gender					
8.27	Height (approx. hands)					
8.28	Horse passport number					
8.29	Horse microchip number					
8.30	Purpose for which horse is kept					
8.31	Age range of people who ride this horse					
8.32	Add another horse?	Yes		No		If No, go to 9

8d	Horse Details 4	
8.33	Name of horse (including pet name)	
8.34	Age and year/date of birth	

8d	Horse Details 4					
8.35	Colour					
8.36	Gender					
8.37	Height (approx. hands)					
8.38	Horse passport number					
8.39	Horse microchip number					
8.40	Purpose for which horse is kept					
8.41	Age range of people who ride this horse					
8.42	Add another horse?	Yes		No		If No, go to 9

8e	Horse Details 5	
8.43	Name of horse (including pet name)	
8.44	Age and year/date of birth	
8.45	Colour	
8.46	Gender	
8.47	Height (approx. hands)	
8.48	Horse passport number	
8.49	Horse microchip number	
8.50	Purpose for which horse is kept	
8.51	Age range of people who ride this horse	
8.52	If you intend to hire out further horses please attach a separate list of these with the information requested in questions 8.3 to 8.11 for each horse.	

9	Management of the Establishment				
9.1.a	Is the applicant the manager/person with direct control of the establishment?	Yes		No	
9.1.b	If No, please provide the name and address details of the manager/person with direct control of the establishment				
9.2	Does the manager have any of the following certificates – please tick all that apply and provide the certificate award date:				
9.2.a	Assistant Instructor's Certificate of the British Horse Society				
9.2.b	Intermediate Instructor's Certificate of the British Horse Society				
9.2.c	Instructor's Certificate of the British Horse Society				
9.2.d	Fellowship of the British Horse Society				
9.2.e	Fellowship of the Institute of the Horse				
9.2.f	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 for the horses in the event of an emergency and/or if the premises becomes uninhabitable?				

9	Management of the Establishment					
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	

11	Emergency Key Holder – You must have at least one emergency key holder who lives within 30 minutes' drive of the premises	
11.1	Name	
11.2	Position/relationship to applicant	
11.3	Address	
11.4	Daytime telephone number	
11.5	Evening/other telephone number	
11.6	Email	

12	Public Liability Insurance – This is a mandatory requirement	
12.1	Please provide details of the policy	
12.2	Insurance company	
12.3	Policy number	
12.4	Period of cover	
12.5	Amount of cover (£)	

13	Disqualifications and Convictions			
Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:				
13.1	Keeping a pet shop?	Yes		No
13.2	Keeping a dog?	Yes		No
13.3	Keeping an animal boarding establishment?	Yes		No
13.4	Keeping a riding establishment?	Yes		No
13.5	Having custody of animals?	Yes		No
13.6	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
13.7	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

13	Disqualifications and Convictions	
13.8	If yes to any of these questions, please provide details	

14	Additional Details – Please check the statutory licence conditions and guidance notes for any additional information which may be relevant to the application	
14.1		

Declarations

15	Additional Information (Supporting Documents / Written Procedures)	
Please attach the following information to your application and tick to confirm it has been enclosed:		
15.1	Operating procedures (see Part A General Condition 9.0)	
15.2	Emergency procedures (see Part A General Condition 10.0)	
15.3	Preventative healthcare plan – signed by registered vet (see Part B Specific Condition 6.12)	
15.4	Relevant qualifications/experience for hiring out horses	
15.5	Training/continued professional development (CPD) records	
15.6	A plan of the premises (please provide measurements in metric)	
15.7	Valid public liability insurance certificate	
15.8	For renewal applications only – If you have previously submitted all of the aforementioned supporting documentation/written procedures (with the exception of the public liability insurance certificate) and there are no changes to any of these documents, please tick this option.	
15.9	For variation applications only – Equine Veterinary Inspection Report/s for all different horses to those previously licensed.	

16	Declaration	
This section must be completed by the applicant. If you are an agent, please ensure this section is completed by the applicant		
16.1	I/We have read the statutory licence conditions and guidance notes prior to making this application.	
16.2	I/We agree to allow an inspector and/or vet authorised by the Council to inspect the premises which are the subject of this application before any licence is granted.	
16.3	I/We enclose the receipt for payment of the appropriate application and equine veterinary fees.	
16.4	I/We declare that the details contained in the application form and any attached documentation are correct to the best of my/our knowledge and belief/s. I/We have read and understood the conditions of licence and will abide by them.	

If any person knowingly or recklessly makes a false statement or omits any material particulars in giving information, they shall be guilty of an offence.

17a	Signature – Applicant 1
This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	

17a	Signature – Applicant 1	
17.1	Signature Signing this box indicates you have read and understood the above declaration and privacy notice below	
17.2	Full Name (Please PRINT)	
17.3	Date	

17b	Signature – Applicant 2 (If more applicants wish to be a licence holder, please continue on a separate sheet of paper)	
This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.		
17.4	Signature Signing this box indicates you have read and understood the above declaration and privacy notice below	
17.5	Full Name (Please PRINT)	
17.6	Date	

General Data Protection Regulations and Data Protection Act 2018

This notice covers the treatment of personal data that Herefordshire Council may collect when you e-mail us, complete an application form, or when you complete and submit an online form on our web site.

When completing forms you may be asked for personal information such as name, address, postcode etc. from which you can be personally identified. Herefordshire Council is registered with the Information Commissioner's Office for the purpose of processing personal data in the performance of its legitimate business and is the Data Controller for the information that you supply. The legal basis for processing this data is our legal obligations under licensing legislation. We will keep your data for 6 years after the expiry of the licence.

We are obliged by legislation to make some of your information available as part of a public register. If you have valid reasons for your data not to be made public, please let us know. The data that is included in the public register is the Licence Holder, Licence Number, Licensable Animal Activity, Premises of Licensable Animal Activity, Species of Animals, Number of Animals, Star Rating and Licence Dates.

Where necessary we may have to share this personal data with partner organisations for the protection of public funds administered which may include the prevention or detection of fraud and auditing purposes.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Further information about the processing of your personal data by the council is available on the council web site at <https://www.herefordshire.gov.uk/info/200148/your-council/15/access-to-information/4> or you can contact the council's Data Protection Officer at Information Compliance & Equality, Herefordshire Council, Plough Lane, Hereford, HR4 0LE or email informationgovernance@herefordshire.gov.uk