

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

Application for a licence to carry out the activity of hiring out horses

1	Reference number	
1.1	System reference number	
1.2	Your reference	

Please complete all the questions in the form.
If you have nothing to record, please state 'not applicable' or 'none'

2	Agent				
2.1	Are you an agent acting on behalf of the applicant?	Yes		No	If 'no', go to 3
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	Applying as a business or organisation, including a sole trader?	Yes		No	
3.7	Applying as an individual?	Yes		No	

4	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.				

4	Applicant business	
4b	Business address – this should be your official address, i.e. 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	Postcode	
4.14	Country	

Please complete all the questions in the form.
If you have nothing to record, please state 'not applicable' or 'none'

5	Type of application				
5.1	Type of application	New		Renewal	If new, go to 5b
5.2	Existing licence number				
5b	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	

8	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	Are there other horses, donkeys, etc? If 'yes', provide the information required in 8.3 to 8.9 for all other horses on an additional sheet (provided on page 6)	Yes/No	

9	Management of the establishment		
9.1	Name and 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 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 (£5 million minimum required)		
	Does this policy:		
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		

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 disqualified or convicted of any offences under the: Animal Welfare Act 2006 Animal Welfare (Scotland) Act 2006 Dangerous Dogs Act 1991 Any other legislation listed in Schedule 8 of the LAIA Regulations 2018?	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		

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	

Standard payment and declaration section

14	Payment	
14.1	Payment must be made at the time of making the application	
14.2	Confirm date payment of fee made and how made e.g. online Include reference number	

15	Statutory guidance	
	All applicants to tick that they have read the applicable statutory guidance and conditions	
15.1	Selling of Animals as Pets	
15.2	Boarding of Cats	
15.3	Boarding of Dogs	
15.4	Dog Day Care	
15.5	Home Boarding of Dogs	
15.3	Exhibition of Animals	
15.4	Hiring Out Horses	
15.5	Breeding of Dogs	

16	Additional information	
	Please attach the following Information - ALL INFORMATION IS REQUIRED	
16.1	A Basic DBS (Dated within 3 months of the application date)	
16.2	Right to Work (Passport, Birth Certificate, ID Card or Home Office Document)	
16.3	Proof of Planning Permission (including GBC Reference number)	
16.4	A plan of the premises	
16.5	Insurance policy (minimum £5 million)	
16.6	Standard operating procedures	
16.7	Emergency response plan	
16.8	Infection control procedure	
16.9	Qualifications	
16.10	Training records	
16.11	Other documents may be required specific to the type of activity	

17	Declaration	
17.1	This section must be completed by the applicant. If you are an agent, please ensure this section is completed by the applicant.	
17.2	<p>I am aware of the provisions of the relevant Act, Regulations and Statutory Guidance.</p> <p>The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.</p> <p>I understand that a person authorised by the Council will inspect the premises before a licence is issued.</p> <p>I understand that a person authorised by the Council may inspect the premises either by appointment or unannounced at any reasonable time.</p> <p>I understand that a person authorised by the Council may take photographs or video footage whilst carrying out inspections or visits to the premises.</p> <p>I am aware that a fee is payable for this licence application.</p> <p>I accept that all veterinary fees incurred by the authority in respect to the licence application will be recoverable at cost.</p> <p>I accept that in the event of my application being refused or I withdraw it, I will not be refunded the application fee or any part thereof under any circumstances.</p> <p>I apply under the above legislation for a licence to carry on the activity of hiring out horses at the above premises.</p> <p>I accept that on occasion the Council has to provide information to third parties in response to requests made under the Environmental Information Regulations 2004, Data Protection Act 1998 and Freedom of Information Acts.</p>	
17.3	Signing this box indicates you have read and understood the above declaration	
17.4	Full name	
17.5	Capacity	
17.6	Date	

The information you provide on this form will be used by Guildford Borough Council for licensing purposes. We may share your information and make any other necessary enquiries regarding your application with other departments and statutory organisations in relation to the application. Your personal information will be processed in line with Data Protection legislation and we will not disclose information about you to anyone outside the Council unless the law permits or requires us to. We will retain your data for as long as it is required for our administrative use, after which it will be securely disposed of. If you believe the data we process on you is incorrect you may request to see this information and, if necessary have it corrected or deleted. If you wish to raise a complaint you can contact our Data Protection Officer at the address below. If you believe we are processing your data lawfully you can complain to the Information Commissioner's Office (<https://ico.org.uk/>). Further details are available on our website – [https:// www.guildford.gov.uk/dataprotection](https://www.guildford.gov.uk/dataprotection), or from the Information Rights Officer, Guildford Borough Council, Millmead House, Millmead, Guildford, Surrey, GU2 4BB (email: foi@guildford.gov.uk).

Additional Information

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							