

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

Application for a licence for HIRING OUT HORSES

Please complete all the questions in the form.

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

1	Applicant details	Reference No:
1.1	Name	
1.2	Date of birth	
1.3	Address	
1.4	Email	
1.5	Main telephone number	
1.6	Alternative contact number	
1.7	Legal status of your business e.g. limited company, partnership, sole trader or an individual	
1.8	Official business address if different to above	

2	Type of Application				
2.1	Type of Application	New		Renewal	
2.2	Existing licence number				

3	Establishment to be licensed	
3.1	Name of premises/trading name	
3.2	Address of premises	
3.3	Telephone number	
3.4	Email address	
3.5	Is the establishment open throughout the year?	Yes / No
3.6	When is it normally open?	
3.7	Do you have planning permission for this business use?	Yes / No
3.8	Is your business certified by a UKAS-accredited body? (If yes, specify date attained)	Yes / No Date Attained:

4	Accommodation and facilities	
	Please describe the accommodation available for horses:	
4.1	Stalls (please give the number)	

4.2	Boxes (please give the number)		
4.3	Covered yard (please give dimensions)		
4.4	Open yard (please give dimensions)		
Please describe the land available for:			
4.5	Grazing		
4.6	Instructing or demonstrating		
4.7	Exercise		
Please describe the accommodation available for:			
4.8	Forage and bedding		
4.9	Equipment and saddlery		
Please describe the arrangements in place for:			
4.10	Water supply and watering horses		
4.11	Disposal of animal waste		
4.12	Protection of horses in event of a fire, and fire precautions		

5	Horses		
5.1	How many horses are kept under the terms of the Regulations at the present time?		
5.2	How many horses is it intended to keep under the terms of the Regulations during the year?		
Please provide details of all the horses currently kept on the attached schedule A			

6	Management of the establishment		
6.1	Name & Address of the manager/person with direct control of the establishment		
6.2	Is the name, address and telephone number of this person prominently displayed on the premises?	Yes / No	
6.3	Does this person 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		
6.4	Please give details of this person's experience in the management of horses		
6.5	Does a responsible person live at the establishment?	Yes / No	
6.6	What are the arrangements in the event of an emergency?		
6.7	Will a person who is under 18 years of age be left in charge of the establishment at any time?	Yes / No	
6.8	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	

7	Veterinary surgeon		
7.1	Name of usual veterinary surgeon		
7.2	Company name		
7.3	Address		
7.4	Telephone number		
7.5	Email address		

8	Public liability insurance			
8.1	Do you have public liability insurance?	Yes / No		
	If yes, please provide details of the policy			
8.2	Insurance company			
8.3	Policy number			
8.4	Period of cover			
8.5	Amount of cover (£m)			
	Does this policy:			
8.6	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		
8.7	Insure against liability arising out of such hire or use of a horse?	Yes / No		
8.8	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		

9	Additional details		
9.1	Have you read the applicable licence conditions and guidance for hiring out horses	Yes / No	
	Please attach your written procedures covering the following areas:		
9.2	Feeding regime;		
9.3	Cleaning regime;		
9.4	Transportation;		
9.5	Disease prevention and control;		
9.6	Monitoring and ensuring the health and welfare of the animals;		
9.7	Death or escape of an animal;		
9.8	Plan for care of animals in the event of an emergency or following suspension or revocation of licence.		

10	Disqualifications and convictions			
	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	Standard declaration and signature section to be completed by the applicant only		
11.1	I am aware of the provisions of the relevant Regulations and associated guidance. The details contained in this application form and any attached documentation are correct to the best of my knowledge and belief		

11.2	Print Full name	
11.3	Signature	
11.4	Date	

In order for us to consider your application, you must pay the correct fee. You must pay the **consideration of application fee** when submitting your application. Following inspection, a risk rating is completed which determines the length of your licence and therefore the actual **licence cost**, which must be paid before your licence is issued.

In addition, you are required to have an **annual inspection by a listed veterinarian appointed by Kirklees Council**, the cost of which you are liable for. We accept payment by phone, please contact us on 01484 221000 ext 70671 to make your licence payment. Otherwise cheques should be made payable to Kirklees Council.

Applications can be returned by post to: FREE POST, Kirklees Council, Environmental Health or emailed to animal.health@kirklees.gov.uk

Please Note: New applications will always be rated as high risk as there is no compliance history to take into consideration.

Schedule A – Details of horses for hiring out

Number	Name	Description (incl. height)	Sex	Age	Passport Number	Purpose for hire	Age range of clients for horse
1							
2							
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