



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

### Application for a Licence for Hiring Out Horses

#### PRIVACY NOTICE

We will use your personal data to process any application you make for the grant or renewal of a licence under the Animal Welfare (Licensing of Activities involving Animals) (England) Regulations 2018 for the purpose of administering, processing and determining your application and securing compliance with and enforcement of relevant UK and international laws. Please note that the Council sub-contracts all inspection activities under the Animal Welfare (Licensing of Activities involving Animals) (England) Regulations 2018 to the City of London Corporation and your information will be shared with them for these purposes.

As one of the Council's public tasks, undertaken in the public interest, it is necessary to use your personal information in this way to provide our services and to keep our records up to date and to undertake the following:

Where appropriate we may share the information you provide to us with other parts of the Council in order to carry out the Council's statutory functions.

We may also, where required or permitted by law, pass information about you to third parties. This may include, but is not limited to, other local authorities, government departments, the National Fraud Initiative, HMRC, the UK Border Agency and the police carrying out their tasks in the public interest.

If a licence is issued, the applicant's name and address will be included in a public register on the Council's website containing details of the Licence granted.

Where appropriate some of the information you provide may also be made public as part of any hearing requirements to determine your application or to ensure compliance with any licence issued and related licensing laws.

For full details of how we will handle any personal data we collect, please see our privacy policy at [www.rushmoor.gov.uk/privacypolicy](http://www.rushmoor.gov.uk/privacypolicy). Further details on your rights can be found on our website <http://www.rushmoor.gov.uk/dataprotection>

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 – indicate all that apply</b>				
	Type of Application:	New		Renewal	
	Existing licence number				
<b>2.</b>	<b>Agent</b>				
	Are you an agent acting on behalf of the applicant?	Yes		No	If no go to 4
<b>3.</b>	<b>Further information about the Agent</b>				
	Name				
	Address				
	Email				
	Main telephone number				
	Other telephone number				
<b>4.</b>	<b>Applicant details</b>				
	Name				
	Address				
	Email				
	Main telephone number				
	Other telephone number				
	Date of birth				
	Are you applying as an individual	Yes		No	If yes, go to 7.
	Are you applying as a business or organisation, including a sole trader	Yes		No	
<b>5.</b>	<b>Applicant Business</b>				
	Company Name:				
	Is your company registered with companies house	Yes / No			
	Registration Number				
<b>6.</b>	<b>Business Address – This should be your official address – The address required of you by law to receive all communication</b>				
	Business Address				

<b>7.</b>	<b>UKAS Accreditation</b>			
	Are you a member of a UKAS accredited organisation	Yes /No Name of Organisation:		
<b>8.</b>	<b>Premises to be licensed</b>			
	Name of premises/trading name			
	Address of premises			
	Telephone number of premises			
	Email address			
<b>9.</b>	<b>Details of Current Horses</b>			
	How Many Horses are kept at the premise currently?			
	Total number of horses intended to be kept at the premise during the year?			
	<b>Type</b> (for additional Horses, please attach a separate document)	<b>Horse 1</b>	<b>Horse 2</b>	<b>Horse 3</b>
	Name of Horse			
	Description including size			
	Sex			
	Horse Passport Number			
	Purpose for which Horse is kept			
	Age range of people who ride this horse			
<b>10.</b>	<b>Accommodation and facilities</b>			
	Stalls (please give number)			
	Boxes (please give the number)			
	Covered yard (please give dimensions)			
	Open yard (please give dimensions)			
	Please describe the land available for: <ul style="list-style-type: none"> <li>Grazing</li> <li>Instructing or demonstrating</li> <li>Exercise</li> </ul>			

	Please describe the accommodation available for: <ul style="list-style-type: none"> <li>• Forage and bedding</li> <li>• Equipment and saddlery</li> </ul>	
	Heating arrangements:	
	Method of ventilation of premises	
	Lighting arrangements (natural & artificial)	
	Water supply and watering horses	
	Facilities for food storage & preparation	
	Arrangements for disposal of excreta, bedding and other waste material	
	Isolation facilities for the control of infectious diseases	
	Fire precautions/equipment and arrangements in the case of fire	
<b>11.</b>	<b>Management of Establishment</b>	
	Name & Address of the manager/person with direct control of the establishment	
	Does the manager have any of the following certificates? (tick all that apply)	<ul style="list-style-type: none"> <li>• Assistant Instructor's Certificate of the British Horse Society</li> <li>• Intermediate Instructor's Certificate of the British Horse Society</li> <li>• Instructor's Certificate of the British Horse Society</li> <li>• Fellowship of the British Horse Society</li> <li>• Fellowship of the Institute of the Horse</li> <li>• None of the above</li> </ul>
	Please give details of the manager's experience in the management of horses	
	Does a responsible person live at the establishment?	
	Will a person under the age of 16 be left in charge at any time?	Yes / No

	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>12.</b>	<b>Veterinary surgeon</b>		
	Name of usual veterinary surgeon		
	Company name		
	Address		
	Telephone number		
	Email address		
<b>13.</b>	<b>Emergency key holder(s)</b>		
	Do you have an emergency key holder?	Yes / No	If no, go to 13
	Name		
	Position/job title		
	Address		
	Daytime telephone number		
	Evening/other telephone number		
	Email address		
	<b>Emergency key holder 2</b>		
	Name		
	Position/job title		
	Address		
	Daytime telephone number		
	Evening/other telephone number		
	Email address		
<b>14.</b>	<b>Public liability insurance</b>		
	Do you have public liability insurance?	Yes / No	
	If yes, please provide details of the policy		

	Insurance company	
	Policy number	
	Period of cover	
	Amount of cover (£)	
	If No, please state what steps you are taking to obtain such insurance	
<b>15.</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:	
	Keeping a pet shop?	Yes / No
	Keeping a dog?	Yes / No
	Keeping an animal boarding establishment?	Yes / No
	Keeping a riding establishment?	Yes / No
	Having custody of animals?	Yes / No
	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
	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
	If yes to any of these questions, please provide details	
<b>16.</b>	<b>Mandatory Licence Conditions &amp; Guidance</b>	
	All applicants to tick that they have read the applicable mandatory licence conditions & guidance	
	Selling Animals as Pets	
	Boarding for Cats and Dogs	
	Exhibition of Animals	
	Hiring Out Horses	
	Breeding of Dogs	
<b>17.</b>	<b>Additional Information</b>	
	<b>Please attach the following information:</b>	
	A plan of the premises	
	Insurance policy	
	Operating procedures	
	Risk Assessments (including Fire)	

	Infection control procedure	
	Qualifications	
	Training records	
	Confirmation of Vet services	
<b>18.</b>	<b>Declaration</b>	
	This section must be completed by the applicant. If you are an agent, please ensure this section is completed by the applicant.	
	<p>If required by the nature of this variation application, I agree to permit an officer and/or a veterinary surgeon or veterinary practitioner authorised by the Council to inspect the premises which are the subject of this application.</p> <p>If granted, I agree to my licence information being included on the public list available on the website.</p> <p>I declare that the details contained in the application form and the attached documentation is correct to the best of my knowledge.</p> <p>I also confirm that I read and understand the privacy notice and that I am aware of the provisions of the relevant legislation and the model licence conditions which I will comply with at all times and that I have read and understand the privacy notice.</p>	
	Signing the box below indicates you have read and understood the above declaration	
	Signature	
	Full Name	
	Capacity	
	Date	
<b>19.</b>	<b>Payment</b>	
	<p>Current licence fees are available at <a href="http://www.rushmoor.gov.uk/animallicensing">www.rushmoor.gov.uk/animallicensing</a></p> <p>Payment must be made at the time of making the application using a debit or credit card by calling 01252 398855 or in person at the Council Offices.</p>	

<b>20.</b>	<b>Public List of Animal Activity Licences</b>
	<p>The DEFRA Guidance ( <a href="#">Defra - Procedural guidance note for local authorities</a> ) provides that local authorities should maintain a list of licensed businesses and their associated ratings on their websites. To comply with this guidance, as many other local authorities have already done, the Council will now publish a list of all Animal Welfare licence holders on its website. The list will contain the name of the licence holder (Company/Premise Holder), licensed activity, Licence number and star rating of the licence. The website will also include the risk-based approach used to arrive at the star rating to clarify that all licences meet the minimum welfare conditions.</p> <p>By signing this application form, you are agreeing</p> <p>This will be available to the public on our website at <a href="#">public-register-animal-licensing.pdf (rushmoor.gov.uk)</a>.</p> <p><b><u>Change of Details</u></b></p> <p>If your business contact details change, it is your responsibility to contact us to update this information. You can do this by emailing <a href="mailto:licensing@rushmoor.gov.uk">licensing@rushmoor.gov.uk</a> or by phoning 01252 398855. Please note, we will update the list monthly.</p>

If you have any queries, contact [licensing@rushmoor.gov.uk](mailto:licensing@rushmoor.gov.uk) or 01252 398855

Please return the completed application to:

The Licensing Team  
Rushmoor Borough Council  
Council Offices  
Farnborough Road  
Farnborough  
GU14 7JU