



Application for a licence to hire out horses

1. Applicant profile

Please complete all the questions in the form.

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

1	Applicant details	
1.1	Name The person who will be the licence holder	
1.2	Address	
1.3	Date of birth	
1.4	Email	
1.5	Main telephone number	
1.6	Other telephone number	
1.7	In what capacity are you making your application?	<input type="checkbox"/> Business or organisation, including a sole trader <input type="checkbox"/> Individual

2a	Applicant Business	
2.1	Is your company registered with companies house	<input type="checkbox"/> Yes <input type="checkbox"/> No - If no, go to 2.3
2.2	Registration Number	
2.3	Is your business registered outside the UK	
2.4	VAT Number	
2.5	Legal status of the business	
2.6	Your position in the business	
2.7	The country where your head office is located.	
2b	Business Address	This should be your official address – The address required of you by law to receive all communication
2.8	Building name or number	
2.9	Street	
2.10	District	
2.11	City or Town	
2.12	County or administrative area	
2.13	Post Code	
2.14	Country	

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2. Activity details

Please complete all the questions in the form.

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

1	Type of Application	
1.1	Type of Application	<input type="checkbox"/> New <input type="checkbox"/> Renewal
1.2	Existing licence number (if applicable)	

2	Establishment to be licensed	
2.1	Name of premises/trading name	
2.2	Address of premises	
2.3	Telephone number of premises	
2.4	Email address	
2.5	Is the establishment open throughout the year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.6	When is it normally open?	
2.7	Do you have planning permission for this business use?	<input type="checkbox"/> Yes <input type="checkbox"/> No

3	Accommodation and facilities	please continue on separate page if necessary
	Please describe the accommodation available for horses:	
3.1	Stalls (please give the number)	
3.2	Boxes (please give the number)	
3.3	Covered yard (please give dimensions)	
3.4	Open yard (please give dimensions)	
	Please describe the land available for:	
3.5	Grazing	
3.6	Instructing or demonstrating	
3.7	Exercise	
	Please describe the accommodation available for:	
3.8	Forage and bedding	
3.9	Equipment and saddlery	
	Please describe the arrangements in place for:	
3.10	Water supply and watering horses	
3.11	Disposal of animal waste	
3.12	Protection of horses in event of a fire, and fire precautions	

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4a	Horses	
4.1	How many horses are kept under the terms of the Act at the present time?	
4.2	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		
Horse 1	Name of horse	
	Description including size	
	Sex	
	Age	
	Horse passport number	
	Purpose for which horse is kept	
	Age range of people who ride this horse	
Horse 2	Name of horse	
	Description including size	
	Sex	
	Age	
	Horse passport number	
	Purpose for which horse is kept	
	Age range of people who ride this horse	
Horse 3	Name of horse	
	Description including size	
	Sex	
	Age	
	Horse passport number	
	Purpose for which horse is kept	
	Age range of people who ride this horse	
4.3	If you intend to hire out further horses please attach a separate list of these with the information requested above for each horse	

5	Management of the establishment													
5.1	Name & Address of the manager/person with direct control of the establishment													
5.2	Does the manager have any of the following certificates? (tick all that apply) <table border="0"> <tr> <td>Assistant Instructor's Certificate of the British Horse Society</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Intermediate Instructor's Certificate of the British Horse Society</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Instructor's Certificate of the British Horse Society</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Fellowship of the British Horse Society</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Fellowship of the Institute of the Horse</td> <td><input type="checkbox"/></td> </tr> <tr> <td>None of the above</td> <td><input type="checkbox"/></td> </tr> </table>		Assistant Instructor's Certificate of the British Horse Society	<input type="checkbox"/>	Intermediate Instructor's Certificate of the British Horse Society	<input type="checkbox"/>	Instructor's Certificate of the British Horse Society	<input type="checkbox"/>	Fellowship of the British Horse Society	<input type="checkbox"/>	Fellowship of the Institute of the Horse	<input type="checkbox"/>	None of the above	<input type="checkbox"/>
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None of the above	<input type="checkbox"/>													

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5	Management of the establishment	
5.3	Please give details of the manager's experience in the management of horses	
5.4	Does a responsible person live at the establishment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.5	What are the arrangements in the event of an emergency?	
5.6	Will a person who is under 16 years of age be left in charge of the establishment at any time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.7	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)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

6	Veterinary surgeon	
6.1	Name of usual veterinary surgeon	
6.2	Company name	
6.3	Address	
6.4	Telephone number	
6.5	Email address	

7	Public liability insurance	
7.1	Do you have public liability insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No - If no, go to 7.10
7.2	Please provide details of the policy	
7.3	Insurance company	
7.4	Policy number	
7.5	Period of cover	
7.6	Amount of cover (£)	
7.7	Please state what steps you are taking to obtain such insurance	
7.7	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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.8	Insure against liability arising out of such hire or use of a horse?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.9	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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.10	Please state what steps you are taking to obtain such insurance	

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8	Disqualifications and convictions	
Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:		
8.1	Keeping a pet shop?	<input type="checkbox"/> No <input type="checkbox"/> Yes
8.2	Keeping a dog?	<input type="checkbox"/> No <input type="checkbox"/> Yes
8.3	Keeping an animal boarding establishment?	<input type="checkbox"/> No <input type="checkbox"/> Yes
8.4	Keeping a riding establishment?	<input type="checkbox"/> No <input type="checkbox"/> Yes
8.5	Having custody of animals?	<input type="checkbox"/> No <input type="checkbox"/> Yes
8.6	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?	<input type="checkbox"/> No <input type="checkbox"/> Yes
8.7	Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?	<input type="checkbox"/> No <input type="checkbox"/> Yes
8.8	If yes to any of these questions, please provide details,	

Additional Details

9	UKAS Accreditation	
9.1	Is your business certified by a UKAS accredited Body?	<input type="checkbox"/> No <input type="checkbox"/> Yes - If Yes please go to Q 8.2
9.2	Please give your membership number	
9.3	Please provide details of the accreditation including:- <ul style="list-style-type: none"> • date when the accreditation commenced, • standard achieved • last inspection date. 	

10	Business marketing	
10.1	Do you advertise your business?	<input type="checkbox"/> No <input type="checkbox"/> Yes- If Yes please go to Q 9.2
10.2	Please provide details where you advertise your business activities. e.g. website, websites used, Apps used, newspapers, publication advertising	

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3. Declaration

1	Licence Conditions & Guidance	Please tick ✓ to confirm that you have read the applicable licence conditions & guidance
The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018		
1.1	Schedule 2 General conditions and relevant specific conditions below	
1.2	Schedule 5 Specific conditions: hiring out horses	
1.3	Guidance notes for conditions for hiring out horses	
2	Additional Information Please attach the following Information	Please tick ✓ to confirm that you attached the information If not please indicate why
2.1	A plan of the premises	
2.2	Public liability insurance policy (copy of certificate)	
Written operating procedures		
2.3	Training policy for all staff (Schedule 2 Condition 4) and Training records and qualifications (copies)	
2.4	Procedures for Protection of Pain and Suffering (Schedule 2 Condition 9) for - feeding regimes - cleaning regimes, - transportation, - the prevention of and control of the spread of disease, - monitoring and ensuring the health and welfare of all the animals - death or escape of an animal	
2.5	Emergency Plan (Schedule 2 Condition 10)	
3	Declaration by the licence holder	
3.1	I am aware of the provisions of the Regulations and licence conditions. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.	
3.2	Signing this box indicates you have read and understood the above declaration	
3.3	Full Name	
3.4	Capacity	
3.5	Date	

**Return to: Erewash Borough Council Environmental Health,
Town Hall, Wharnccliffe, Ilkeston, Derbyshire, DE7 5RP**

Tel 0115 907 2244 ext 27000

Email environmentalhealth@erewash.gov.uk

Your application fee must be paid before your application will be processed

The fee for a licence is paid in 2 parts as follows:-

- **£302** must be paid with your application.

£381 must be paid if you have 2 licensable activities that need checking e.g. hiring of horses and dog boarding.

This can be paid via the contact centre on 0115 907 2244. Advise that you want to make an animal welfare licence application. They will let us know you have paid – we will check this when we receive your application form.

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OR you can send a cheque payable to 'Erewash Borough Council' with your application.

A veterinary inspection is still required by the Regulations and will be arranged by Erewash Borough Council. The cost of the inspection plus an administration fee will be recharged for payment.

£125.00 is paid if your licence application is successful.

- You will be contacted to advise so you can make payment as detailed above. Your licence will not be issued until payment has been received.

A full list of fees is available on our website at: www.erewash.gov.uk/hiringhorses

Erewash Borough Council collects personal information when you contact us for any services we provide. We will use this information to provide these services. We may need to share your information with service providers and other departments within EBC to ensure that you receive the best possible service. If so, this will be made clear in our privacy notice. We will not share your information with third parties for marketing purposes or any other reason unless required to do so by law. For more information explaining how we protect and use your information please see our privacy policy at www.erewash.gov.uk/privacy