

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

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

Standard applicant profile section 1

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	Applicant Business		
4.6	Your position in the business		
4.7	The country where your head office is located.		
4b	Business Address – This should be your official address – 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	Post Code		
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 an additional sheet/spreadsheet	Yes/No	

9	Management of the establishment		
9.1	Name & 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		

9	Public liability insurance		
9.1	Do you have public liability insurance?	Yes / No	If no, go to question 9.9
	If yes, please provide details of the policy		
9.2	Insurance company		
9.3	Policy number		
9.4	Period of cover		
9.5	Amount of cover (£5million minimum required)		
	Does this policy:		
9.6	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 10.1
9.7	Insure against liability arising out of such hire or use of a horse?	Yes / No	
9.8	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	
9.9	Please state what steps you are taking to obtain such insurance		

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	Disqualifications and convictions		
10.6	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	
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	Additional details		
	Please check local guidance notes and conditions for any additional information which may be required		
11.1	Additional information which is required or may be relevant to the application		

Standard payment and declaration section

11	Payment		
11.1	Payment must be made in full at the time of making the application		
11.2	Confirmation of when and how payment made, including payment reference number, if applicable	Fee £483.00 + £325.00 Vets fee = £808.00 Payment can be made by cheque or by phone 01322 343434 quoting Ref H1380 9451 VAT 8	

12	Statutory Guidance		
	All applicants to tick that they have read the applicable statutory guidance and conditions		
12.1	Selling of Animals as Pets		
12.2	Boarding of Cats		
12.3	Boarding of Dogs		
12.4	Dog Day Care		
12.5	Home Boarding of Dogs		
12.3	Exhibition of Animals		
12.4	Hiring Out Horses		
12.5	Breeding of Dogs		

13	Additional Information		
	Please attach the following Information		
13.1	A plan of the premises		
13.2	Insurance policy (minimum £5million)		
13.3	Standard Operating procedures		
13.4	Emergency Response Plan		
13.5	Infection Control Procedure		
13.6	Qualifications		

13	Additional Information	
13.7	Training records	
13.8	Other documents may be required specific to the type of activity	

14	Declaration	
14.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
14.2	<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 once a licence has been issued 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 understand that I am liable for the all veterinary fees incurred by the Council in respect of the licence application.</p> <p>I understand that in the event of my application being refused or withdrawn, I will not be refunded the application fee or any part thereof.</p>	
14.3	Ticking this box indicates you have read and understood the above declaration	
14.4	Signature	
14.5	Full Name	
14.6	Capacity/Position of Signatory	
14.7	Date	

DATA PROTECTION - We will collect and use your personal information to administer our animal welfare licensing process.

Our **lawful bases** for processing your personal information are:

- our legal obligation(s) under the Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018
- necessary for the performance of a task in the public interest or in the exercise of official authority vested in us under the above legislation

Reasons for processing - some of the information that is collected and shared is classified as:

- special category personal data;
- criminal convictions and offences (including alleged offences).

This is processed for reasons of substantial public interest under the laws that apply to us (see above) where this helps to meet our broader social obligations such as where it is necessary for us to fulfil our legal obligations and regulatory requirements. We have a Data Protection Policy that sets out how this information will be handled.

Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR is the Data Controller dataprotection@dartford.gov.uk

Please refer to our Corporate Privacy Notice and the Privacy Notice for Environmental Health (joint service with Sevenoaks District Council) at www.dartford.gov.uk for further details of how we process your personal information and your rights.