



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

**Application for a Licence to hire out horses**

Please complete all the questions in the form.  
If you have nothing to record, please state "Not applicable" or "None"

<b>1 Type of Application</b>	
1.1	Type of Application
1.2	Existing licence number
<b>Further information about the applicant</b>	
1.3	Date of birth

<b>2 Establishment to be licensed</b>	
2.1	Name of premises/trading name
2.2	Address of premises
2.3	Telephone number
2.4	Email address
2.5	Is the establishment open throughout the year?
2.6	When is it normally open?
2.7	Do you have planning permission for this business use?

<b>3 Accommodation and facilities</b>	
<b>Please describe the accommodation available for horses:</b>	
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)
<b>Please describe the land available for:</b>	
3.5	Grazing
3.6	Instructing or demonstrating
3.7	Exercise
<b>Please describe the accommodation available for:</b>	
3.8	Forage and bedding
3.9	Equipment and saddlery
<b>Please describe the arrangements in place for:</b>	
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

<b>4a Horses</b>			
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?		
<b>Please provide details of all the horses currently kept</b>			
4.3	Name of horse		
4.4	Description including size		
4.5	Sex		
4.6	Age		
4.7	Horse passport number		
4.8	Purpose for which horse is kept		
4.9	Age range of people who ride this horse		
4.10	Add another horse?	<b>Yes/No</b>	<b>If no, go to 5.1</b>
<b>4b Horses 2</b>			
4.11	Name of horse		
4.12	Description including size		
4.13	Sex		
4.14	Age		
4.15	Horse passport number		
4.16	Purpose for which horse is kept		
4.17	Age range of people who ride this horse		
4.18	Add another horse?	<b>Yes/No</b>	<b>If no, go to 5.1</b>
<b>4c Horses 3</b>			
4.19	Name of horse		
4.20	Description including size		
4.21	Sex		
4.22	Age		
4.23	Horse passport number		
4.24	Purpose for which horse is kept		
4.25	Age range of people who ride this horse		
4.26	If you intend to hire out further horses please attach a separate list of these with the information requested in questions 4.3 to 4.10 for each.		

<b>5 Management of the establishment</b>		
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)	
	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	
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?	<b>Yes/No</b>

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?	<b>Yes/No</b>
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)?	<b>Yes/No</b>

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

<b>7</b>	<b>Public liability insurance</b>		
7.1	Do you have public liability insurance?	<b>Yes/No</b>	<b>If no, go to 7.10</b>
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 (£)		
	<b>Does this policy:</b>		
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?	<b>Yes/No</b>	<b>If yes to all, go to 8.1</b>
7.8	Insure against liability arising out of such hire or use of a horse?	<b>Yes/No</b>	
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?	<b>Yes/No</b>	
7.10	Please state what steps you are taking to obtain such insurance		

<b>8</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:	
8.1	Keeping a pet shop?	<b>Yes/No</b>
8.2	Keeping a dog?	<b>Yes/No</b>
8.3	Keeping an animal boarding establishment?	<b>Yes/No</b>
8.4	Keeping a riding establishment?	<b>Yes/No</b>
8.5	Having custody of animals?	<b>Yes/No</b>
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?	<b>Yes/No</b>

8 Disqualifications and convictions		
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?	Yes / No
8.8	If yes to any of these questions Please provide details,	

9 Additional details		
Please check local guidance notes and conditions for any additional information which may be required		
9.1	Additional information which is required or may be relevant to the application	

10 Standard declaration and signature section		
---	--	--

**Payment Details: Invoice to follow for the application fee**

### Declaration

I am aware of the provisions of The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018. I am not currently disqualified from keeping a pet shop or keeping animals. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to the Licensing Department Mansfield District Council, Civic Centre, Chesterfield Road South, Mansfield, Nottinghamshire. NG19 7BH.**

### Privacy Notice

We will use the information provided by you for assessing your application. The basis under which the Council uses personal data for this purpose is a Legal Obligation.

**The information provided by you includes the following special categories of personal data:**

- **criminal history**

**Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest, and in accordance with the provisions of the Data Protection Act 2018.**

The information that you have provided will be kept in accordance with the Council's retention schedule which can be found at <https://www.mansfield.gov.uk/privacy>

The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and the legal basis on which information is used by them, your rights and the Council's Data Protection Officer (DPO) can be found on the Council's detailed privacy notice which can be found at <https://www.mansfield.gov.uk/privacy> or requesting a copy by writing to:

The Data Protection Officer  
Mansfield District Council  
Chesterfield Road South,  
Mansfield,  
Nottinghamshire  
NG19 7BH.