

Tonbridge & Malling Borough Council The Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018

Application for a licence to operate a riding establishment

Please complete all the questions in this form.

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

Agent:			
Are you an agent acting on behalf of the applicant	Yes	No	If no, go to applicant details section
Further information about the Agent:			
Name			
Address			
Email			
Main telephone number			
Other telephone number			

Applicant details:			
Name			
Address			
Email			
Main telephone number			
Other telephone number			
Applying as a business or organisation (including a sole trader)	Yes	No	
Applying as an individual	Yes	No	

Applicant Business:			
Is your company registered with companies house	Yes	No	
Registration Number			
Is your business registered outside of the UK	Yes	No	
VAT Number			
Legal status of the business			
Your position in the business			
The country where your head office is located.			
Business Address			
This should be your official address – The address required of you by law to receive all communication:			
Building name or number			
Street			
District			
City or Town			
County or administrative area			
Post Code			
Country			

Type of Application:			
	New	Renewal	
Existing licence number for renewals only			
Date of birth			

Establishment to be licensed	
Name of premises/trading name	

Address of premises		
Telephone number		
Email address		
Is the establishment open throughout the year?	Yes	No
Opening hours:		
Do you have planning permission	Yes	No

Accommodation and facilities	
Please describe the accommodation available for horses	
Stalls (please give the number)	
Boxes (please give the number)	
Covered yard (please give dimensions)	
Open yard (please give dimensions)	
Please describe the land available for:	
Grazing	
Instructing or demonstrating	
Exercise	
Please describe the accommodation available for:	
Forage and bedding	
Equipment and saddlery	
Please describe the arrangements in place for:	
Water supply and watering horses	
Disposal of animal waste	
Protection of horses in event of a fire, and fire precautions	

Horses:	
How many horses are kept under the terms of the Act at the present time?	

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:	
A template is attached at the back of this application form, please fill this out and return with the application form.	

Management of the establishment:		
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)		
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		
Please give details of the manager's experience in the management of horses		
Does a responsible person live at the establishment?	Yes	No
What are the arrangements in the event of an emergency?		
Will a person who is under 16 years of age be left in charge of the establishment 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

Veterinary surgeon:	
Name of usual veterinary surgeon	
Company name	
Address	

Veterinary surgeon:	
Telephone number	
Email address	

Public liability insurance:		
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 (£m)		
Does this policy:		
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	
Insure against liability arising out of such hire or use of a horse?	Yes / No	
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	
Please state what steps you are taking to obtain such insurance		

Disqualifications and convictions:		
Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from (if yes to any of these questions please provide details)		
Keeping a pet shop?	Yes	No
Keeping an animal boarding establishment?	Yes	No
Keeping a dog?	Yes	No
Having custody of animals?	Yes	No
Keeping a riding establishment?	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

Disqualifications and convictions:

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

Additional details:

Additional information which is required or may be relevant to the application:

Declarations and signature:

All answers given on this form are true.

I authorise the Council to make enquiries of any person's etc. named on this form.

We must protect the public funds we handle and so we may use the information you have provided on this form to detect and prevent fraud. We may also share this information, for the same purposes, with other organisations which handle public funds.

Full name: _____

Capacity: _____

Signature: _____

Date: _____

Please enclose the following:

1. Plan of premises
2. Insurance policy
3. Operating procedures
4. Risk Assessment (including fire)
5. Infection control procedure
6. Qualifications
7. Training records

Failure to supply this information at the time of submitting this application may delay the inspection taken place.