

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

### Standard applicant profile section 1

Complete this section if you are an agent acting on behalf of a client

| Our question         | Your answer |
|----------------------|-------------|
| Agent name           |             |
| Agent address        |             |
| Agent email          |             |
| Agent main telephone |             |
| Other telephone      |             |

| Applicant details   | Your answer |
|---------------------|-------------|
| Name                |             |
| Date of birth       |             |
| Address             |             |
| Email               |             |
| Main telephone      |             |
| Other telephone     |             |
| Are you applying as |             |

| Business details                              | Your answer |
|---|-------------|
| Companies house registration number           |             |
| Is your business registered outside of the UK |             |
| VAT number                                    |             |
| Legal status of the business                  |             |
| Your position in the business                 |             |
| Country where your business is registered     |             |

| Business address                    |  |
|-------------------------------------|--|
| Companies house registration number |  |
| Building name or number             |  |
| Street                              |  |
| District                            |  |
| City or Town                        |  |
| County or administrative area       |  |
| Post Code                           |  |
| Country                             |  |

**For renewal applications only**

| <b>Our question</b>     | <b>Your answer</b> |
|-------------------------|--------------------|
| Existing licence number |                    |

| <b>Premises to be licenced</b>                         | <b>Your answer</b> |
|--|--------------------|
| Name of premise/trading name                           |                    |
| Address of premises                                    |                    |
| Email  |                    |
| Telephone  |                    |
| Is the establishment open throughout the year          |                    |
| When is it normally open                               |                    |
| Do you have planning permission for this business use? |                    |

| <b>Accommodation and facilities</b> | <b>Your answer</b> |
|-------------------------------------|--------------------|
| Number of stalls                    |                    |
| Number of boxes                     |                    |
| Dimensions of covered yard          |                    |
| Dimensions of open yard             |                    |

| <b>Describe the accommodation</b> | <b>Your answer</b> |
|-----------------------------------|--------------------|
| Forage and bedding                |                    |
| Equipment and saddlery            |                    |

| <b>Describe arrangements for</b>                              | <b>Your answer</b> |
|---|--------------------|
| Water supply and watering horses                              |                    |
| Disposal of animal waste                                      |                    |
| Protection of horses in event of a fire, and fire precautions |                    |

| <b>Describe the land for</b> | <b>Your answer</b> |
|------------------------------|--------------------|
| Grazing                      |                    |
| Instructing or demonstrating |                    |
| Exercise                     |                    |

| <b>Horses</b>   | <b>Your answer</b> |
|---|--------------------|
| How many horses are kept under the terms of the Act at the present time?            |                    |
| How many horses is it intending to keep under the terms of the Act during the year? |                    |

Please provide on a separate sheet/spreadsheet detail of all horses currently kept including:

- Name of horse
- Description including size
- Sex
- Age
- Horse passport number
- Equine life number
- Microchip number
- Purpose for which horse is kept
- Age range of people who ride this horse
- 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

| Management of the establishment  | Your answer |
|--|-------------|
| Name of the manager/person with direct control of the establishment    |             |
| Address of the manager/person with direct control of the establishment |             |

| Does the manager have any of the following  |  |
|---|--|
| 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?  |  |
| 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?  |  |
| 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>Veterinary Surgeon</b> | <b>Your answer</b> |
|---------------------------|--------------------|
| Name of usual vet surgeon |                    |
| Company name              |                    |
| Address                   |                    |
| Email                     |                    |
| Telephone                 |                    |

| <b>Our question</b>                    | <b>Your answer</b> |
|--|--------------------|
| Do you have public liability insurance |                    |
| Policy details                         |                    |
| Insurance company                      |                    |
| Policy number                          |                    |
| Period of cover                        |                    |
| Amount of cover (£5 Million required)  |                    |

| <b>Does this policy</b>  | <b>Your answer</b> |
|--|--------------------|
| 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? |                    |
| Insure against liability arising out of such hire or use of a horse?   |                    |
| 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?   |                    |
| Please state what steps you are taking to obtain such insurance  |                    |

## Additional Information

Please confirm the following Information is attached

| Question   | Your answer |
|--|-------------|
| A plan of the premises   |             |
| Insurance policy (minimum £5million)   |             |
| Standard Operating Procedures <ul style="list-style-type: none"><li>• Feeding regime</li><li>• Cleaning regime</li><li>• Transport regime</li><li>• Monitoring and ensuring health and welfare of animals</li><li>• Procedure for death of animal</li><li>• Procedure for escape of animal</li></ul> |             |
| Emergency Response Plan (including procedure for care of animals if premises uninhabitable).   |             |
| Prevention and control of spread of disease procedure  |             |
| Qualifications   |             |
| Training Records   |             |
| Other documents may be required specific to the type of activity   |             |
| Written permission from landlord if you are not owner of property  |             |

## Declaration

This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.

### Declaration statements

- I am aware of the provisions of the relevant Act, Regulations and Statutory Guidance.
- The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.
- I understand that a person authorised by the Council will inspect the premises before a licence is issued.
- I understand that a person authorised by the council may inspect the premises either by appointment or unannounced at any reasonable time.
- I understand that a person authorised by the council may take photographs or video footage whilst carrying out inspections or visits to the premises.
- I am aware that a fee is payable for this licence application.
- I accept that all veterinary fees incurred by the authority in respect to the licence application will be recoverable at cost.
- I accept that in the event of my application being refused I withdrawn it, I will not be refunded the application fee or any part thereof under any circumstances.
- Any inactivity on an application for more than six months will deem the application void and a new application is to be made
- I apply under the above legislation for a licence to carry on the activity of hiring out horses at the above premises.
- I accept that on occasion the council has to provide information to third parties in response to requests made under the Environmental Information Regulations 2004, Data Protection Act 1998 and Freedom of Information Acts.

| Declaration   | Your answer |
|---|-------------|
| Confirming you have read and understood the above declaration |             |
| Full Name   |             |
| Capacity/Position of Signatory                                |             |
| Date  |             |

Send your completed form to [animal.licensing@tmbc.gov.uk](mailto:animal.licensing@tmbc.gov.uk)