

Application for a licence to hire out horses

This form is for new and renewal applications for the single activity indicated above. If you require an application form for multiple activities please e-mail: environmentalhealth@runnymede.gov.uk or contact us on 01932 83 83 83 indicating which combination of activities you intend to apply for.

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

PART A - Applicant details

1	Reference number	
1.1	System reference Number (if known)	
1.2	Your reference (if known)	

2a	Agent			
2.1	Are you an agent acting on behalf of the applicant	Yes	No	If no, go to 3.1
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	Are you applying as a business or organisation, including a sole trader	Yes	No	
3.7	Are you applying as an individual	Yes	No	

4a	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			
4.6	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			

PART B – Activity Details

1	Type of Application			
1.1	Type of Application	New	Renewal	If new, go to 1.3
1.2	Existing licence number			
	Further information about the applicant			
1.3	Date of birth			

2	Establishment to be licensed			
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?	Yes	No	
2.6	When is it normally open?			
2.7	Do you have planning permission for this business use.	Yes	No	

3	Accommodation and facilities			
	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			

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			
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?	Yes	No	If no, go to 5.1

4b	Horses 2			
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?	Yes		No
				If no, go to 5.1
4c	Horses 3			
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.			

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)			
	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?	Yes		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?	Yes		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)?	Yes		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?	Yes		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 (£)					
	Does this policy:					
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?	Yes		No		If yes to all, go to 8.1
7.8	Insure against liability arising out of such hire or use of a horse?	Yes		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?	Yes		No		
7.10	Please state what steps you are taking to obtain such insurance					

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?	Yes		No		
8.2	Keeping a dog?	Yes		No		
8.3	Keeping an animal boarding establishment?	Yes		No		
8.4	Keeping a riding establishment?	Yes		No		
8.5	Having custody of animals?	Yes		No		
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?	Yes		No		
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,					

Now please complete Part C

PART C - Declaration section

1	Licence Conditions & Guidance	
	All applicants to tick that they have read the applicable licence conditions & guidance	
1.1	Hiring out of Horses	
	Licence conditions and the statutory guidance can be downloaded from www.runnymede.gov.uk/AAL	

2	Additional Information	
	Please attach the following Information (please use as a checklist, ticking to confirm the information is enclosed with the application)	
2.1	A plan of the premises	
2.2	Insurance policy	
2.3	Operating procedures	
2.4	Risk Assessments (including Fire)	
2.5	Infection control procedure	
2.6	Qualifications	
2.7	Training records	

3	Declaration	
3.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
3.2	I am aware of the provisions of the relevant Act and licence conditions. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.	
3.3	Signing this box indicates you have read and understood the above declaration	
3.4	Full Name	
3.5	Capacity	
3.6	Date	

PART D - Fee

1	Fee (valid until 31 March 2019)	
1.1	PAYABLE WITH THIS APPLICATION - A non-refundable application fee is required. Please select the correct fee for your application type and enter below: FEE due £_____ (If information is missing or the form is incomplete we will advise you allowing 14 days to supply any missing information or correct any errors)	New application £335.96 Renewal £227.67 Card payments by telephone on 01932 83 83 83, please select the option for Environmental Services. Once paid please provide: Payment reference: _____ Name: _____ (as appears on card) Date payment made: _____ Cheques: Payable to 'Runnymede Borough Council'
		PAYABLE LATER - A fee of £160.56 is payable before grant of the licence. For new applications a veterinary inspection is mandatory. The cost will be advised and collected when arranging a site visit.

Please send completed forms to:
 Environmental Health & Licensing
 Runnymede Borough Council, Station Road, Addlestone, Surrey, KT15 2AH

OFFICE USE		
(A):	(B):	(V):
FLRO 5866	FLRO 2390	FLR0 2390 (exp:FLRO 5870)

Data Protection Notice
We will store and may further process the information you provide. Applicant details will be displayed on our public register online. Our lawful basis for doing this enables us to carry out our public duty to administer animal welfare licensing legislation. Our privacy policy relating to our storage and sharing of information is published on our web site: www.runnymede.gov.uk