

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

1	Reference number	Where Known (Renewal Application)
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					
4.6	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	Applicant Business	
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
5.2	Existing licence number		If new go to 5b
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		

11	Public liability insurance			
11.1	Do you have public liability insurance?	Yes / No	If no, go to question 11.9	
	If yes, please provide details of the policy			
11.2	Insurance company			
11.3	Policy number			
11.4	Period of cover			
11.5	Amount of cover			
	Does this policy:			
11.6	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 12.1	
11.7	Insure against liability arising out of such hire or use of a horse?	Yes / No		
11.8	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		
11.9	Please state what steps you are taking to obtain such insurance			

12	Disqualifications and convictions			
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:			
12.1	Keeping a pet shop?	Yes/No		
12.2	Keeping a dog?	Yes / No		
12.3	Keeping an animal boarding establishment?	Yes/No		
12.4	Keeping a riding establishment?	Yes/No		
12.5	Having custody of animals?	Yes/No		
12.6	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		
12.7	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		
12.8	If yes to any of these questions Please provide details,			

13	Additional details			
	Please check local guidance notes and conditions for any additional information which may be required			
13.1	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 at the time of making the application
11.2	Confirm date payment of Part A fee made and how made e.g. online

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
13.7	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>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.</p> <p>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.</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 accept that all veterinary fees incurred by the authority in respect to the licence application will be recoverable at cost.</p> <p>I accept that in the event of my application being refused or I withdrawn it, I will not be refunded the Part A application fee, or veterinary fee or any part thereof under any circumstances.</p> <p>I apply under the above legislation for a licence to carry on the activity of Hiring Out Horses at the above premises.</p>
14.3	Ticking this box indicates you have read and understood the above declaration
14.4	Signature
14.5	Capacity/Position of Signatory
14.6	Date

Privacy Notice

The Council is the data controller for purposes of the Data Protection Act (2018) and EU General Data Protection Regulation as of May 2018 and is registered as a data controller with the Information Commissioner's Office (ICO)

Brighton & Hove City Council are committed to protecting your personal information. As a data controller we have a responsibility to make sure you know why and how your personal information is being collected in accordance with relevant data protection law.

Purposes and lawful basis of processing

We are collecting your data for the purpose of issuing animal activity licences in the following areas:

- Pet Vending Licence
- Dog Breeding Licence
- Zoo Licence
- Dangerous Wild Animals Licence
- Dog Boarding Licence
- Cat Boarding Licence
- Hiring of Horses Licence
- Exhibition of Animals Licence
- Dog Day Care Licence

Along with the application we will require certain supporting documentation as set out in the relevant guidance depending on the type of licence.

Information gathered in the application process may be used to determine whether a licence can be issued or refused. Contact details may also be used to communicate in regards to your application or the licence you hold. Successful applicants may have their trade name and contact number published on the council's website.

Data may also be used to investigate licensed premises in the event of a complaint. If necessary, investigations may lead to enforcement action.

We are collecting and processing your data because the council has a legal obligation under one of the following Acts:

- The Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018
- Zoo Licensing Act 1981
- Dangerous and Wild Animal Act 1972

Who we will share your data with

Your data may be shared internally with Legal Services, Planning and Housing. We may also share your data externally with a Veterinarian, Department of Environment, Food and Rural Affairs, Police, East Sussex Fire and Rescue and the courts.

How long we will hold your data (retention)

We will hold your data for six years from when you are no longer a licence holder. If your application is refused we would keep your information for six years from that decision.

Transferring data outside the European Economic Area

Your information is not processed outside of the European Economic Area.

Purposes & Consent

Under the Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018 we are encouraged to publish details of the licenses we issue, however, some business details contain personal data, for example, someone's full name. In these instances we would need the individual's consent to publish the details online.

I consent to the use of my data for the above purpose

Your information rights

Under GDPR you have certain rights concerning your information.

For further information on your rights visit <https://www.brighton-hove.gov.uk/privacy>

Further information

If you would like to discuss this further please contact our Information Governance Team on 01273 295959 or data.protection@brighton-hove.gov.uk

The council also has a Data Protection Officer, who can be contacted via <https://www.brighton-hove.gov.uk/dpo>

You can also contact the ICO for further information or to make a complaint:

Information Commissioner's Office

Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Phone: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

<https://ico.org.uk/global/contact-us/email/>

<https://ico.org.uk/make-a-complaint/>

Nov 2019