



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

## 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
<b>2b</b>	<b>Further information about the Agent</b>					
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					

<b>4</b>	<b>Applicant Business</b>		
4.7	The country where your head office is located.		
<b>4b</b>	<b>Business Address – This should be your official address – The address required of you by law to receive all communication</b>		
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		

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

<b>5</b>	<b>Type of Application</b>			
5.1	Type of Application	New	Renewal	If new go to 5b
5.2	Existing licence number			
<b>5b</b>	<b>Further information about the applicant</b>			
5.3	Date of birth			

<b>6</b>	<b>Establishment to be licensed</b>		
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	

<b>7</b>	<b>Accommodation and facilities</b>		
	<b>Please describe the accommodation available for horses:</b>		
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)		
	<b>Please describe the land available for:</b>		
7.5	Grazing		
7.6	Instructing or demonstrating		
7.7	Exercise		
	<b>Please describe the accommodation available for:</b>		
7.8	Forage and bedding		
7.9	Equipment and saddlery		
	<b>Please describe the arrangements in place for:</b>		
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		

<b>8</b>	<b>Horses</b>		
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?		
	<b>Please provide details of all the horses currently kept</b>		
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	

<b>9</b>	<b>Management of the establishment</b>		
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	

<b>10</b>	<b>Veterinary surgeon</b>		
10.1	Name of usual veterinary surgeon		
10.2	Company name		
10.3	Address		
10.4	Telephone number		
10.5	Email address		

<b>11</b>	<b>Public liability insurance</b>			
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			
	<b>Does this policy:</b>			
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			

<b>12</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:			
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,			

<b>13</b>	<b>Additional details</b>			
	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

<b>11</b>	<b>Payment (excludes Veterinarian's fees Part C Fee)</b>	
11.1	Payment of £172 (Part A Fee) must be made at the time of making the application. Please note a further £311 (Part B) will be due if your application is granted.	
11.2	Confirm date payment of Part A fee made and how made e.g. online	

<b>12</b>	<b>Statutory Guidance</b>	
	All applicants to tick that they have read the applicable statutory guidance and conditions	
12.4	<a href="#">Guidance Note for the Hiring out Horses</a>	

<b>13</b>	<b>Additional Information</b>	
	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	

<b>14</b>	<b>Declaration</b>	
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 <b>Hiring Out Horses</b> at the above premises.</p> <p>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 and Freedom of Information Acts.</p> <p>In providing us with your personal information you hereby acknowledge that Crawley Borough Council is the Data Controller for all the personal information you provide on this form (for the purpose of the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018 (DPA)).</p> <p>The personal data which we collect from you via this form will be used by the Council pursuant to it carrying out its various statutory and business functions. Please use this link for further information <a href="#">GDPR</a></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	

Please return this application form with attachments with Part A Fee to:

Crawley Borough Council  
Environmental Health and Licensing Team  
Town Hall  
The Boulevard  
Crawley  
West Sussex  
RH10 1UZ

Tel: 01293 438207

Email: [EnvironmentalServices@crawley.gov.uk](mailto:EnvironmentalServices@crawley.gov.uk)