

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



**Application for a licence for hiring out horses**

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

**Section 1**

<b>1.1</b>	<b>Agent</b>				
	Are you an agent acting on behalf of the applicant	Yes		No	If no go to 1.3
<b>1.2</b>	<b>Further information about the Agent</b>				
	Name				
	Address				
	Email				
	Main telephone number				
	Other telephone number				
	Is all correspondence to be sent to this Agent?				Yes/No

<b>1.3</b>	<b>Applicant details</b> (these will be the details of the licence holder)				
	Name				
	Address				
	Email				
	Main telephone number				
	Date of birth of Applicant				

**Section 2**

<b>2.1</b>	<b>Type of Application</b>				
	Type of Application	New		Renewal	
	Existing licence number (if applicable)	HART/			

<b>2.2</b>	<b>Establishment to be licensed</b>				
	Name of premises/trading name				
	Address of premises				
	Telephone number				
	Email address				
	Is the establishment open throughout the year?			Yes/No	
	When is it normally open?				
	Do you have planning permission for this business use.			Yes/No	

<b>2.3</b>	<b>Accommodation and facilities</b>	
	<b>Please describe the accommodation available for horses:</b>	
	Stalls (please give the number)	
	Boxes (please give the number)	
	Covered yard (please give dimensions)	
	Open yard (please give dimensions)	
	<b>Please describe the land available for:</b>	
	Grazing	
	Instructing or demonstrating	
	Exercise	
	<b>Please describe the accommodation available for:</b>	
	Forage and bedding	
	Equipment and saddlery	
	<b>Please describe the arrangements in place for:</b>	
	Water supply and watering horses	
	Disposal of animal waste	
	Protection of horses in event of a fire, and fire precautions	

<b>2.4</b>	<b>Horses</b>	
	How many horses are kept under the terms of the Act at the present time?	
	<b>Please provide details on the attached schedule of all horses currently kept</b>	





<b>2.5 Management of the establishment</b>	
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

<b>2.6 Veterinary surgeon</b>	
Name of usual veterinary surgeon	
Company name	
Address	
Telephone number	
Email address	

<b>2.7 Public liability insurance</b>	
Do you have public liability insurance?	Yes/No
If yes, please provide details of the policy	
Insurance company	

<b>2.7</b>	Policy number	
	Period of cover	
	Amount of cover (£m)	
	<b>Does this policy:</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?	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
	If you do not currently have public liability insurance, please state what steps you are taking to obtain such insurance	

<b>2.8</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:	
	Keeping a pet shop?	Yes/No
	Keeping a dog?	Yes/No
	Keeping an animal boarding establishment?	Yes/No
	Keeping a riding establishment?	Yes/No
	Having custody of animals?	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
	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
	If yes to any of these questions, please provide details,	

## Section 3

<b>3.1</b>	<b>Payment</b>
	Payment must be made at the time of making the application – please note, if your application is successful, an additional fee will be payable (please see attached fee structure)

<b>3.2</b>	<b>Additional Information</b>
	Please attach the following Information -
	A plan of the premises (where animals are being kept or accommodated)
	Insurance policy
	Operating procedures
	Risk Assessments (including Fire)
	Infection control procedure

<b>3.2</b>	<b>Additional Information</b>	
	Qualifications	
	Training records	

<b>3.3</b>	<b>Declaration</b>	
	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
	I am aware of the provisions of the relevant Regulations and model licence conditions. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.	
	Ticking this box indicates you have read and understood the above declaration	<input type="checkbox"/>
	Full Name	
	Signature	
	Capacity	
	Date	

This completed form must be returned together with the fee and additional documentation to the:-  
Licensing Team, Hartlepool Borough Council, Civic Centre, Victoria Road, Hartlepool, TS24 8AY

## Fee Structure

### New Animal Welfare Licence - Hiring out Horses

Application fee (non refundable) (which includes initial inspection)

<b>New Applications</b>	<b>Renewal Applications</b>
£105	£90

There is a further fee payable upon issue of the licence (if granted) that depends upon the length of the licence.

<b>New Applications</b>		<b>Renewal Applications</b>	
1 year licence	£110	1 year licence	£110
2 year licence	£220	2 year licence	£220
3 year licence	£330	3 year licence	£330

Therefore (Total fee payable): -

<b>New Applications</b>		<b>Renewal Applications</b>	
1 year licence	£215	1 year licence	£200
2 year licence	£325	2 year licence	£310
3 year licence	£435	3 year licence	£420

**Note:** It is a requirement of the regulations that premises licensed for the hiring out of horses receive a vet's inspection every year. The fees for these inspections are in addition to those listed above.