



Animal Welfare Act 2006  
Animal Welfare (Licensing of Activities Involving Animals (England) Regulations 2018

APPLICATION FOR A LICENCE TO  
HIRE OUT HORSES

Please ensure that you have read the 'general' and 'specific' licence conditions contained within the regulations as well as the DEFRA guidance that relates to your application before completing this form. These documents can be accessed via the Council's website.

APPLICANT DETAILS		
(Applicant must be the individual(s) who will carry on the licensable activity)		
Please complete all the questions in this form using BLACK ink		
Full Name of Applicant(s):	Please indicate title: (Mr, Mrs, Miss, Ms etc)	
Full Address Including Postcode of Applicant(s):		
Date of Birth for each Applicant:		
Contact Numbers for Applicant(s):		
Email Address for Applicant(s):		
	YES	NO
Has the applicant(s), or any person who will have control or management of the establishment, ever been disqualified from keeping a pet shop?		
Has the applicant(s), or any person who will have control or management of the establishment, ever been disqualified from keeping a dog?		
Has the applicant(s), or any person who will have control or management of the establishment, ever been disqualified from keeping an animal boarding establishment?		
Has the applicant(s), or any person who will have control or management of the establishment, ever been disqualified from keeping a riding establishment?		
Has the applicant(s), or any person who will have control or management of the establishment, ever been disqualified from having custody of animals?		
Has the applicant(s), or any person who will have control or management of the establishment, been convicted of any offences under the animal Welfare Act 2006?		
Has the applicant(s), or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?		
Has any person named in this application ever been convicted of a crime?		

If Yes, to any of the above then please provide details:-			
		<b>YES</b>	<b>NO</b>
Do you have planning consent for business use? If no, please check with the planning department whether it is required			
Is your business certified by a UKAS-accredited body with 3 or more years of compliance history?			
Do you have three or more years of compliance history with a Local Authority			
Do you have public liability insurance?			
If NO please state the steps you are taking to obtain public liability insurance			
If YES please provide the following details:-			
Insurance Company:			
Policy Number:			
Period of Cover:			
Amount to Cover (£m):			
Does this policy:-		<b>YES</b>	<b>NO</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?			
<b>PREMISES TO BE LICENSED</b>			
Name of Business/ Trading Name (if any)			
Address of Premises to be licensed (if different to applicant details)			
	Postcode		
Premises Contact Numbers (if different to applicant details)	Landline:  Mobile:		

Premises/Business Email (if different to applicant details)	
Website Address for Premises/Business	
Will the premises be operative throughout the year?	Please provide details:
What are the opening times of the premises?	
<b>ACCOMMODATION AND FACILITIES</b>	
How many horses are kept under the terms of the Act at the premises at the present time?	
How many horses is it intended to keep under the terms of the Act during the year time?	
Please describe the accommodation available for horses:-	
Stalls – Please give the number	
Boxes – Please give the number	
Covered yard – please give the dimensions	
Open yard – please give the dimensions	
Please describe the land available for:-	
Grazing	
Instruction and demonstration	
Exercise	
Please describe the accommodation available for:-	

Forage and bedding		
Equipment and saddlery		
Please describe the arrangements in place for:-		
Water supply and watering horses		
Disposal of animal waste		
Protection of horses in event of a fire, and fire precautions		
<b>MANAGEMENT OF THE PREMISES</b>		
Please provide the name and address of the manager/person with direct control of the establishment		
Does the manager have any of the following certificates? Please 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		
What are the arrangements in the event of an emergency?		
	<b>YES</b>	<b>NO</b>
Does a responsible person live at the establishment?		
Will a person who is under 16 years of age be left in charge of the establishment or the licensable activities 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 supervisions)?		

EMERGENCY KEY HOLDER		
	YES	NO
Do you have an emergency key holder? If <b>YES</b> please provide details below		
Name:		
Position/Job Title:		
Address:		
	Postcode:	
Daytime Telephone No:		
Evening Telephone No:		
Email Address:		
VETERINARY SURGEON		
Name of usual veterinary surgeon:		
Company name:		
Full address:		
	Postcode:	
Telephone number:		
Email address:		
HORSES CURRENTLY KEPT		
<b>Horse 1:-</b>		
Name:		
Description including size:		
Sex:		
Age:		
Horse passport number:		
Purpose for which horse is kept:		
Age range of people who ride this horse:		

<b>Horse 2:-</b>	
Name:	
Description including size:	
Sex:	
Age:	
Horse passport number:	
Purpose for which horse is kept:	
Age range of people who ride this horse:	
<b>Horse 3:-</b>	
Name:	
Description including size:	
Sex:	
Age:	
Horse passport number:	
Purpose for which horse is kept:	
Age range of people who ride this horse:	
<b>Horse 4:-</b>	
Name:	
Description including size:	
Sex:	
Age:	
Horse passport number:	
Purpose for which horse is kept:	
Age range of people who ride this horse:	
<b>Horse 5:-</b>	
Name:	
Description including size:	
Sex:	
Age:	
Horse passport number:	
Purpose for which horse is kept:	

Age range of people who ride this horse:	
<b>Horse 6:-</b>	
Name:	
Description including size:	
Sex:	
Age:	
Horse passport number:	
Purpose for which horse is kept:	
Age range of people who ride this horse:	
<b>Horse 7:-</b>	
Name:	
Description including size:	
Sex:	
Age:	
Horse passport number:	
Purpose for which horse is kept:	
Age range of people who ride this horse:	

**If you intend to hire out further horses please attach a separate list including all the information requested above.**

## DECLARATION

- 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 granted.
- 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 a fee is payable for this application.
- I accept that all veterinary fees incurred by the Council in respect of this application will be recoverable at cost.
- I accept that the licence fee is subject to change.
- I accept that in the event of my application being refused or withdrawn, the application fee will not be refunded.
- I apply under the legislation above to carry on the activity of **Hiring out Horses** at the above premises.
- I accept that on occasions the Council is required to provide information to third parties made under the Environmental Information Regulations 2004, the Data Protection Act 1998 and the Freedom of Information Act 2000.
- I agree by signing this application that I have read and understood this declaration.

Date		Signature of Applicant(s)	
<p><b>Please provide the following information with your application:</b></p> <ul style="list-style-type: none"><li>• Plan of the premises</li><li>• Insurance policy</li><li>• Standard Operating procedures</li><li>• Emergency Response Plan</li><li>• Infection Control Procedure</li><li>• Qualifications</li><li>• Training Records</li><li>• UKAS accredited certification</li></ul> <p>Please send your application, along with the required part of the fee, which can be found on the Council's website <a href="https://my.northtyneside.gov.uk/category/1340/animal-welfare-licences">https://my.northtyneside.gov.uk/category/1340/animal-welfare-licences</a> to:</p> <p>North Tyneside Council, Environmental Health, Cobalt Business Park, The Quadrant, 16 The Silverlink N, North Tyneside, NE27 0BY. Alternatively you can submit your application by email to: <a href="mailto:animal.licensing@northtyneside.gov.uk">animal.licensing@northtyneside.gov.uk</a></p> <p>To make payment of the required fee by credit or debit card over the phone please call admin Services on 0191 643 6100.</p>			



## **Guidance notes on applying for an Animal Activities Licence**

### **Guidance Note 1 – Application process**

The steps involved in the application process are set out below. Wherever possible, we aim to complete the application process within 10 weeks of receiving the application.

1. The applicant submits their application form and the relevant application fee to the local authority.
2. A suitably qualified inspector will arrange to visit the relevant premises and carry out an inspection to establish if a licence can be granted and what star rating will apply to the premises concerned (the length of licence to be issued will depend on the star rating awarded by the inspector).
3. The applicant is informed of the outcome of the inspection, the star rating that will apply and the length of licence that they have been deemed eligible for.
4. The applicant pays any invoice relating to vet inspection fees (if applicable)
5. Once the vet inspection fees have been received (if applicable), the licence will be issued for the relevant period of time.

### **Guidance Note 2 – Persons who may not apply for a licence**

Regulation 11 sets out details of those persons who may not apply for a licence in respect of any licensable activity. Regulation 11 states that the following persons may not apply:

- (a) a person listed as a disqualified person in paragraph 4 or any of paragraphs 6 to 17 of Schedule 8 where the time limit for any appeal against that disqualification has expired or where, if an appeal was made, that appeal was refused;
- (b) a person listed in any of paragraphs 1 to 3 and 5 of Schedule 8 as having held a licence which was revoked where the time limit for any appeal against that revocation has expired or where, if an appeal was made, that appeal was refused.

### **Guidance Note 3 – Refusal of licences**

If the applicant is failing to meet the required standards to enable a licence to be granted, we will work with them to explain the issues and assist them in meeting the standards. However if the required minimum standards are not subsequently met then the application will have to be refused. If an application for a licence is refused, the applicant has the right to appeal against the decision to the First-Tier Tribunal.