

**THE ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS
(ENGLAND) REGULATIONS 2018**
Application for a Licence to Hire Out Horses

Part 1 – Applicant Details

1. Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other (<i>please specify</i>)		
Surname:		
Other name(s):		
2. Private Address (or if a Body Corporate, name of Body and address of registered office):		
Postcode:		
3. Age:		
4. Telephone:	Daytime:	
	Mobile:	
	Evening:	
5. Email Address:		
<i>[please give as many contact details as possible in case we need to contact you]</i>		

Part 2 – Riding Establishment Details

6. Address of Riding Establishment:	
Postcode:	
7. Telephone Number:	

Part 3 – Particulars

8. Is the establishment operative throughout the year?	YES/NO*
If NO, state period when normally operative:	
9. Who will have direct control or management of the Establishment?	
10. If that person is the holder of any of the certificates shown below, tick against the name(s) of the one(s) held and enclose the certificate(s) with this application:	
Assistant Instructor's Certificate of the British Horse Society	<input type="checkbox"/>
Instructor's Certificate of the British Horse Society	<input type="checkbox"/>
Fellowship of the British Horse Society	<input type="checkbox"/>
Fellowship of the Institute of the Horse	<input type="checkbox"/>

Services Provided:

Animal Health
Building Control
Contaminated Land
Dog Warden
Food Safety

Gambling Licensing
Health and Safety
Liquor Licensing
Parking Services
Pollution Control

Private Sector Housing
Resilience Planning
Street Scene Enforcement
Taxis and Street Trading
Trading Standards

11. If the person named at question 9 above does not hold any of these certificates, give details of his/her experience in the management of horses.	
<i>[continue on a separate sheet if necessary]</i>	
12. Is the responsible person living on the Establishment?	YES/NO*
If NO, what arrangements are there in case of emergency?	
13. Will the carrying on of the business of the Establishment be left at any time in the charge of a person under 18 years of age?	YES/NO*
14. Will supervision by a responsible person of the age of 16 years or over be provided at all times while horses from the Establishment are used for provided instruction in riding or are let out on hire for riding? (except in the case of a horse let out for hire for riding, when the hirer is competent to ride without supervision)	YES/NO*
15. The applicant is required to answer YES or NO to the following questions:	
i) Are you, or any person, who will have control or management of the Establishment, disqualified for the time being from...	
a) Keeping a riding establishment?	YES/NO*
b) Keeping a dog?	YES/NO*
c) Keeping a pet shop?	YES/NO*
d) having the custody of animals?	YES/NO*
e) Keeping a boarding establishment for animals?	YES/NO*
f) or of any offence under any of Sections 4, 5, 6(1) and (2), 7 to 9 and 11 of the Animal Welfare Act 2006	YES/NO*
ii) Are you the holder of a current insurance policy which...	
a) Insures you against liability for any injury sustained by those who hire a horse from you for riding and those who use a horses in the course of receiving from you, in return for payment, instruction in riding;	
b) Insures you against liability arising out of such hire or use of a horse; and	
c) Insures 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?	
If YES, enclose with this application evidence that you hold such insurance. If NO, state below what steps you are taking to obtain such insurance.	
16. How many horses are kept under the terms of the Regulations at the present time?	
17. How many horses is it intended to keep under the terms of the Regulations during the year? <i>[see note 3]</i>	
18. What accommodation is available for:	
a) Horses	Stalls:
	Boxes:
	Covered yard:

<i>[please state number, or dimensions in the case of a yard]</i>	
b) Forage and bedding	
c) Equipment and saddlery	
19. Is land available for: -	
a) Grazing:	
b) Instruction or demonstrating riding:	
<i>[please give details]</i>	
20. What is the name, address and telephone number of your usual veterinary surgeon/practitioner?	

Part 4 – Declaration and Checklist (please tick)	
I AM AWARE OF THE PROVISIONS OF THE ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS) (ENGLAND) REGULATIONS 2018 AND I APPLY FOR A LICENCE/AN EXTENTION* TO HIRE OUT HORSES COMMENCING	
<i>[please enter date – see note 4]</i>	
21. I enclose the appropriate fee (cheques should be made payable to Newcastle City Council)	<input type="checkbox"/>
<i>[The cost of a veterinary officer's premises inspection will be charged at an hourly rate. You will be notified of the vet's cost once the inspection has been completed. This will become payable prior to grant of the Licence.]</i>	
22. The certificate(s) referred to at item 10 above	<input type="checkbox"/>
23. The policy or other evidence of insurance referred to at item 15.ii	<input type="checkbox"/>
24. Disclosure Barring Service clearance for all employer(s), and employee(s) over the age of 16, working with children.	<input type="checkbox"/>
I DECLARE MY ANSWERS TO THE ABOVE QUESTIONS TO BE CORRECT IN EVERY RESPECT	

Part 5 – Date of Licence Commencement
The City of Newcastle upon Tyne will determine whether to grant your Licence within three months of receiving your application and therefore if granted your Licence will commence within this period. Should you wish to specify another date that you wish your Licence to come into force, then please specify this below:

Part 6 – Signature
24. Signature of applicant or applicant's solicitor or other duly authorised agent. If signing on behalf of the applicant, please state in what capacity:

Signature:	
Print Name:	
Capacity:	
Date:	
<i>[Where the application is to be submitted in an electronic form, the signature should be generated electronically and should be a copy of the person's written signature.]</i>	

* Delete or select as appropriate.

Conditions subject and the related Guidance Notes to which Licence For the to Keep a Licence For the Hiring out of Horses is Granted acknowledged as having been read.
Yes/No.

The following persons **may not apply** for a Licence:

1. A person who has at any time held a licence which was revoked under regulation 15 of these Regulations.
2. A person who has at any time held a licence which was revoked under regulation 17 of the Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014.
3. A person who has at any time held a licence which was revoked under regulation 13 of the Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012.
4. A person who is disqualified under section 33 of the Welfare of Animals Act (Northern Ireland) 2011.
5. A person who has at any time held a licence which was revoked under regulation 12 of the Welfare of Racing Greyhounds Regulations 2010.
6. A person who is disqualified under section 34 of the Animal Welfare Act 2006.
7. A person who is disqualified under section 40(1) and (2) of the Animal Health and Welfare (Scotland) Act 2006.
8. A person who is disqualified under section 4(1) of the Dangerous Dogs Act 1991.
9. A person who is disqualified under Article 33A of the Dogs (Northern Ireland) Order 1983.
10. A person who is disqualified under section 6(2) of the Dangerous Wild Animals Act 1976 from keeping a dangerous wild animal.
11. A person who is disqualified under section 3(3) of the Breeding of Dogs Act 1973 from keeping a breeding establishment for dogs.
12. A person who is disqualified under section 4(3) of the Riding Establishments Act 1964 from keeping a riding establishment.
13. A person who is disqualified under section 3(3) of the Animal Boarding Establishments Act 1963 from keeping a boarding establishment for animals.
14. A person who is disqualified under section 5(3) of the Pet Animals Act 1951 from keeping a pet shop.
15. A person who is disqualified under section 1(1) of the Protection of Animals (Amendment) Act 1954 from having custody of an animal.
16. A person who is disqualified under section 4(2) of the Performing Animals (Regulation) Act 1925.
17. A person who is disqualified under section 3 of the Protection of Animals Act 1911 from the ownership of an animal.

NOTES

1. The **FEE** for the application consists of administration costs, payable at the time of application; as well as the veterinary costs. The cost of a veterinary officer's premises inspection will be charged at an hourly rate. You will be notified of the vet's

cost once the inspection has been completed. This will become payable prior to grant of the Licence.

THIS APPLICATION MUST BE ACCOMPANIED BY THE REQUISITE FEE.

New Licence: £

Renewal Licence: £

Return completed form to:

Trading Standards service

7th Floor

Civic Centre

Newcastle upon Tyne

NE1 8QH

Telephone: (0191) 2116102

DATA PROTECTION

Personal information provided in an application form and during the period of any subsequent Licence is normally held for a period of five years from the expiry of the last consecutive Licence held. It will be used primarily for the purpose of the licensing function concerned although it may also be used for data matching purposes across various licensing functions.

Personal information held for licensing purposes will be held and used in accordance with the requirements of the General Data Protection Regulation/Data Protection Act 2018. To assist the Council in the prevention and detection of fraud so that it can protect the public funds it administers the Council may use information provided for licensing purposes within this Authority for data matching purposes. It may also data match information provided for licensing purposes with other public bodies that regulate, administer or are in receipt of public funds for the purposes of the prevention and detection of fraud. If you do have any queries regarding any Data Protection, please contact the responsible officer.

FREEDOM OF INFORMATION

Information held by the Council may need to be disclosed in response to a request for it within the terms of the Freedom of the Information Act 2000. This information excludes that which is in any other way already in the public domain.

FOR OFFICIAL USE ONLY Date of Inspection

Recommendation

Date reported to Director of Operations and Regulatory Services.....

Decision.....

Entered on Schedule: – Date

**THE ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS)
(ENGLAND) REGULATIONS 2018
GENERAL CONDITIONS**

Licence display

1.—(1) A copy of the licence must be clearly and prominently displayed on any premises on which the licensable activity is carried on.

(2) The name of the licence holder followed by the number of the licence holder's licence must be clearly and prominently displayed on any website used in respect of the licensable activity.

Records

- 2.—(1) The licence holder must ensure that at any time all the records that the licence holder is required to keep as a condition of the licence are available for inspection by an inspector in a visible and legible form or, where any such records are stored in electronic form, in a form from which they can readily be produced in a visible and legible form.
- (2) The licence holder must keep all such records for at least three years beginning with the date on which the record was created.

Use, number and type of animal

- 3.—(1) No animals or types of animal other than those animals and types of animal specified in the licence may be used in relation to the relevant licensable activity.
- (2) The number of animals kept for the activity at any time must not exceed the maximum that is reasonable taking into account the facilities and staffing on any premises on which the licensable activity is carried on.

Staffing

- 4.—(1) Sufficient numbers of people who are competent for the purpose must be available to provide a level of care that ensures that the welfare needs of all the animals are met.
- (2) The licence holder or a designated manager and any staff employed to care for the animals must have competence to identify the normal behaviour of the species for which they are caring and to recognise signs of, and take appropriate measures to mitigate or prevent, pain, suffering, injury, disease or abnormal behaviour.
- (3) The licence holder must provide and ensure the implementation of a written training policy for all staff.

Suitable environment

- 5.—(1) All areas, equipment and appliances to which the animals have access must present minimal risks of injury, illness and escape and must be constructed in materials that are robust, safe and durable, in a good state of repair and well maintained.
- (2) Animals must be kept at all times in an environment suitable to their species and condition (including health status and age) with respect to—
- (a) their behavioural needs,
 - (b) its situation, space, air quality, cleanliness and temperature,
 - (c) the water quality (where relevant),
 - (d) noise levels,
 - (e) light levels,
 - (f) ventilation.
- (3) Staff must ensure that the animals are kept clean and comfortable.
- (4) Where appropriate for the species, a toileting area and opportunities for toileting must be provided.
- (5) Procedures must be in place to ensure accommodation and any equipment within it is cleaned as often as necessary and good hygiene standards are maintained and the accommodation must be capable of being thoroughly cleaned and disinfected.
- (6) The animals must be transported and handled in a manner (including for example in relation to housing, temperature, ventilation and frequency) that protects them from pain, suffering, injury and disease.
- (7) All the animals must be easily accessible to staff and for inspection and there must be sufficient light for the staff to work effectively and observe the animals.
- (8) All resources must be provided in a way (for example as regards frequency, location and access points) that minimises competitive behaviour or the dominance of individual animals.
- (9) The animals must not be left unattended in any situation or for any period likely to cause them distress.

Suitable diet

6.—(1) The animals must be provided with a suitable diet in terms of quality, quantity and frequency and any new feeds must be introduced gradually to allow the animals to adjust to them.

(2) Feed and (where appropriate) water intake must be monitored, and any problems recorded and addressed.

(3) Feed and drinking water provided to the animals must be unspoilt and free from contamination.

(4) Feed and drinking receptacles must be capable of being cleaned and disinfected, or disposable.

(5) Constant access to fresh, clean drinking water must be provided in a suitable receptacle for the species that requires it.

(6) Where feed is prepared on the premises on which the licensable activity is carried on, there must be hygienic facilities for its preparation, including a working surface, hot and cold running water and storage.

Monitoring of behaviour and training of animals

7.—(1) Active and effective environmental enrichment must be provided to the animals in inside and any outside environments.

(2) For species whose welfare depends partly on exercise, opportunities to exercise which benefit the animals' physical and mental health must be provided, unless advice from a veterinarian suggests otherwise.

(3) The animals' behaviour and any changes of behaviour must be monitored and advice must be sought, as appropriate and without delay, from a veterinarian or, in the case of fish, any person competent to give such advice if adverse or abnormal behaviour is detected.

(4) Where used, training methods or equipment must not cause pain, suffering or injury.

(5) All immature animals must be given suitable and adequate opportunities to—

(a) learn how to interact with people, their own species and other animals where such interaction benefits their welfare, and

(b) become habituated to noises, objects and activities in their environment.

Animal handling and interactions

8.—(1) All people responsible for the care of the animals must be competent in the appropriate handling of each animal to protect it from pain, suffering, injury or disease.

(2) The animals must be kept separately or in suitable compatible social groups appropriate to the species and individual animals and no animals from a social species may be isolated or separated from others of their species for any longer than is necessary.

(3) The animals must have at least daily opportunities to interact with people where such interaction benefits their welfare.

Protection from pain, suffering, injury and disease

9.—(1) Written procedures must—

(a) be in place and implemented covering—

(i) feeding regimes,

(ii) cleaning regimes,

(iii) transportation,

(iv) the prevention of, and control of the spread of, disease,

- (v) monitoring and ensuring the health and welfare of all the animals,
- (vi) the death or escape of an animal (including the storage of carcasses);
- (b) be in place covering the care of the animals following the suspension or revocation of the licence or during and following an emergency.
- (2) All people responsible for the care of the animals must be made fully aware of these procedures.
- (3) Appropriate isolation, in separate self-contained facilities, must be available for the care of sick, injured or potentially infectious animals.
- (4) All reasonable precautions must be taken to prevent and control the spread among the animals and people of infectious diseases, pathogens and parasites.
- (5) All excreta and soiled bedding for disposal must be stored and disposed of in a hygienic manner and in accordance with any relevant legislation.
- (6) Sick or injured animals must receive prompt attention from a veterinarian or, in the case of fish, an appropriately competent person and the advice of that veterinarian or, in the case of fish, that competent person must be followed.
- (7) Where necessary, animals must receive preventative treatment by an appropriately competent person.
- (8) The licence holder must register with a veterinarian with an appropriate level of experience in the health and welfare requirements of any animals specified in the licence and the contact details of that veterinarian must be readily available to all staff on the premises on which the licensable activity is carried on.
- (9) Prescribed medicines must be stored safely and securely to safeguard against unauthorised access, at the correct temperature, and used in accordance with the instructions of the veterinarian.
- (10) Medicines other than prescribed medicines must be stored, used and disposed of in accordance with the instructions of the manufacturer or veterinarian.
- (11) Cleaning products must be suitable, safe and effective against pathogens that pose a risk to the animals and must be used, stored and disposed of in accordance with the manufacturer's instructions and used in a way which prevents distress or suffering of the animals.
- (12) No person may euthanase an animal except a veterinarian or a person who has been authorised by a veterinarian as competent for such purpose or—
 - (a) in the case of fish, a person who is competent for such purpose;
 - (b) in the case of horses, a person who is competent, and who holds a licence or certificate, for such purpose.
- (13) All animals must be checked at least once daily and more regularly as necessary to check for any signs of pain, suffering, injury, disease or abnormal behaviour and vulnerable animals must be checked more frequently.
- (14) Any signs of pain, suffering, injury, disease or abnormal behaviour must be recorded and the advice and further advice (if necessary) of a veterinarian (or in the case of fish, of an appropriately competent person) must be sought and followed.

Emergencies

- 10.**—(1) A written emergency plan, acceptable to the local authority, must be in place, known and available to all the staff on the premises on which the licensable activity is carried on, and followed where necessary to ensure appropriate steps are taken to protect all the people and animals on the premises in case of fire or in case of breakdowns of essential heating, ventilation and aeration or filtration systems or other emergencies.
- (2) The plan must include details of the emergency measures to be taken for the extrication of the animals should the premises become uninhabitable and an emergency telephone list that includes the fire service and police.
 - (3) External doors and gates must be lockable.

(4) A designated key holder with access to all animal areas must at all times be within reasonable travel distance of the premises and available to attend in an emergency.

SPECIFIC CONDITIONS

Interpretation

1. In this Schedule, “client” means a person for whose use a horse is hired out.

Eligibility

2.—(1) The licence holder must—

(a) hold an appropriate formal qualification, or have sufficient demonstrable experience and competence, in the management of horses, and

(b) hold a valid certificate of public liability insurance which—

(i) insures the licence holder against liability for any injury sustained by, and the death of, any client, and

(ii) insures any client against liability for any injury sustained by, and the death of, any other person, caused by or arising out of the hire of the horse.

(2) The certificate mentioned in sub-paragraph (1)(b) must be clearly and prominently displayed on the premises.

Supervision

3.—(1) The activity must not at any time be left in the charge of a person aged under 18 years.

(2) No horse may be hired out except under the supervision of a person aged 16 years or more unless the licence holder is satisfied that the person hiring the horse is competent to ride without supervision.

(3) The following must be clearly and prominently displayed on the premises—

(a) the full name, postal address (including postcode) and telephone number of the licence holder or other person with management responsibilities in respect of the activity;

(b) instructions as to the action to be taken in the event of a fire or other emergency.

Suitable environment

4.—(1) It must be practicable to bring all the horses on the premises under cover.

(2) Suitable storage must be provided and used for feed, bedding, stable equipment and saddlery.

(3) All arena surfaces must be suitable for purpose, well drained, free of standing water and maintained regularly to keep them level.

Suitable diet

5.—(1) At all times when any horses are kept at grass, adequate pasture, shelter and clean water must be available for them.

(2) Supplementary feed and nutrients must be provided to any horse when appropriate.

(3) Each horse must be fed a balanced diet of a quantity and at a frequency suitable for its age, health and workload to enable it to maintain an appropriate physical condition.

Protection from pain, suffering, injury and disease

6.—(1) The horses must be maintained in good health and must be in all respects physically fit.

(2) A preventative healthcare plan agreed with the veterinarian with whom the licence holder has registered under paragraph 9(8) of Schedule 2 must be implemented

(3) A daily record of the workload of each horse must be maintained and available for inspection at any reasonable time.

(4) Each horse must be suitable for the purpose for which it is kept and must not be hired out if, due to its condition, its use would be likely to cause it to suffer.

- (5) Any horse found on inspection to be in need of veterinary attention must not be returned to work until the licence holder has, at the licence holder's expense, obtained from and lodged with the local authority a veterinary certificate which confirms that the horse is fit for work.
- (6) Each horse's hooves should be trimmed as often as is necessary to maintain the health, good shape and soundness of its feet and any shoes should be properly fitted and in good condition.
- (7) An area suitable for the inspection of horses by a veterinarian must be provided.
- (8) The following must not be hired out—
- (a) a horse aged under 3 years;
 - (b) a mare heavy with foal;
 - (c) a mare whose foal has not yet been weaned.
- (9) The licence holder must keep a register of all horses kept for the licensable activity on the premises, each such horse's valid passport showing its unique equine life number and a record of its microchip number (if any).

Equipment

7. All equipment provided to clients must be in good and safe condition and available for inspection at any reasonable time.