

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

### Application for a licence to operate a riding establishment

Please complete all the questions in the form.

If you have nothing to record, please state "Not applicable" or "None"

<b>1</b>	<b>Section 1 – Applicant Profile Section</b>	
1.1	Reference for office use only	
1.2	Your reference	

<b>2</b>	<b>Agent</b>				
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				

<b>3</b>	<b>Applicant details</b>				
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	

<b>4</b>	<b>Applicant Business</b>				
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				

<b>4</b>	<b>Applicant Business</b>			
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.			
<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			

<b>5</b>	<b>Type of Application</b>				
5.1	Type of Application	New		Renewal	If new, go to 5.3
5.2	Existing licence number				
	<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	Add another horse?	Yes/No	If yes, repeat 8.3 to 8.9	

<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 (£m)			
	<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	

<b>12</b>	<b>Disqualifications and convictions</b>		
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 convicted of any offences under the Animal Welfare Act 2006?	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		

<b>14</b>	<b>Payment</b>	
14.1	Payment must be made at the time of making the application	
14.2	Follow the instructions at the Animal Licensing page: <a href="http://leicester.gov.uk">leicester.gov.uk</a>	

<b>15</b>	<b>Model Licence Conditions &amp; Guidance</b>		
	All applicants to tick that they have read the <b>applicable</b> model licence conditions & guidance		
15.1	Pet Vending		
15.2	Animal Boarding		
15.3	Performing Animals		
15.4	Riding Establishments		
15.5	The Breeding and Sale of Dogs		

<b>16</b>	<b>Additional Information</b>		
	Please attach the following Information with the printed application		
16.1	A plan of the premises		
16.2	Insurance policy		
16.3	Operating procedures		
16.4	Risk Assessments (including Fire)		

<b>16 Additional Information</b>	
16.5	Infection control procedure
16.6	Qualifications
16.7	Training records
<b>Submit documents with application if applicable</b>	

<b>17 Declaration</b>	
	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.
17.1	I am aware of the provisions of the relevant Act 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.
17.2	Ticking this box indicates you have read and understood the above declaration
17.3	Full Name
17.4	Capacity
17.5	Date

**NOTE**

Any personal data that you provide will be processed in accordance with current data protection laws. It will be used by Leicester City Council and our partners to deliver and improve services and fulfil our legal duties. We will not disclose any personal information to anyone else unless required or allowed to do so by law. Read more about how we use personal data in our Privacy Notice on our website [leicester.gov.uk](http://leicester.gov.uk)