

**IMPORTANT INFORMATION BELOW
PLEASE READ CAREFULLY**

Data Protection Act 1998 – Fair Obtaining Notice

I understand that all information provided to Bolsover District Council and North East Derbyshire District Council will be held and treated in confidence in accordance with the Data Protection Act 1998. It will only be used for the purpose for which it is given and may be shared with other council departments or third party organisations. The information provided may be held electronically and/or in paper form and will be kept secure at all times.

The Council is required by legislation to keep public registers. This means that information provided will be made available to the public.

This authority is under a duty to protect the public funds it administers, and to this end may use information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information see <http://www.ne-derbyshire.gov.uk/nfi>

Equality Policy Statement

Bolsover District Council and North East Derbyshire District Council are committed to equalities as an employer and in all the services provided to all sections of the community. The Council believes that no person should be treated unfairly and is committed to eliminate all forms of discrimination in compliance with its Equality Policy. The Council also has due regard to eliminate racial discrimination and to proactively promote equality of opportunity and good relations between persons of different racial groups when performing its functions.

If you need help in understanding any of our documents or require a larger print, audio tape copy or translator to help you, we can arrange this for you. Please contact us on the telephone numbers at the bottom of this page.

For further information contact Sue Simmons on 01246 217873 or alternatively via e-mail at sue.simmons@ne-derbyshire.gov.uk

I hereby certify that I have read, understand, and agree to my information being used in accordance with the Fair Obtaining Notice and Equality Statement above.

Signature: _____ **Date:** _____

Print Name: _____

RIDING ESTABLISHMENT ACT 1964 & 1970
APPLICATION FOR LICENCE TO KEEP RIDING ESTABLISHMENT

Please complete all Sections 1 - 11 with as much information as possible. Any omissions or errors may delay the processing of your application.

NEW APPLICATION

RENEWAL

1. DETAILS OF APPLICANT

Status	[Sole Trader] <input type="checkbox"/> [Partnership] <input type="checkbox"/> [Limited Company] <input type="checkbox"/> [Other-state:] <input type="checkbox"/>
Name(s)/Company	
Address	
Telephone	
e-mail	

2. ESTABLISHMENT

Trading Name	
Address	
Telephone	
e-mail	

Is the establishment operative throughout the year?

YES / NO

If not state period when normally operative

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3. MANAGEMENT ARRANGEMENTS

Provide details of the manager or person with direct control of the establishment

Name	
Address	
Telephone	

4. MANAGEMENT EXPERIENCE

Does the manager have any of the following certificates?

- 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

Tick against the one(s) held and enclose the certificate(s) with this application.

Give details of any other experience in the management of horses
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Does a responsible person live at the establishment

YES / NO

If not what are the arrangements in 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 the carrying on of business of the establishment be at all times in the charge of a person of the age of a person of the age of 16 years or over?

YES / NO

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 providing 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

Give further details relating to any supervision by any person under 16 years of age

5. VETERINARY SURGEON

Provide details of your usual veterinary surgeon

Name	
Address	
Telephone	

6. INSURANCE

Are you the holder of a current licence policy which insures you against liability for the following?

- a) any injury sustained by those who hire a horse from you for riding and those who use a horse in the course of receiving from you, in return for payment, instruction in riding? YES / NO
- b) liability arising out of such hire or use of a horse? YES / NO
- c) 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 YES enclose a copy of the cover with your application:

If NO provide further details on what steps you are taking to obtain such insurance:

7. ACCOMMODATION AND FACILITIES

What accommodation is available for the following (please state number or dimensions)?

Horse stalls	
Boxes	
Covered yard	
Open yard	

What land is available for the following (please state dimensions)?

Grazing	
Instruction or demonstration	
Exercise	

Provide details and arrangements for the following matter:-

Forage and Bedding	
Equipment and Saddlery	
Water supply and watering horses	
Disposal of animal waste	
Protection of the horses in the case of fire?	

8. HORSES

How many horses are kept under the terms of the Act at the present time?

How many horses are intended to keep under the terms of the

Act during the year? Current horses:-

Name	Passport Number	Description and size	Sex	Age	Age range of people who will ride this horse

Please continue on separate sheet if necessary

9. DISQUALIFICATIONS AND CONVICTIONS

Has the applicant or any person who will have control or management of the establishment ever been:-

- a) disqualified from keeping a pet shop, dog, animal boarding establishment, riding establishment or custody of any animal? YES / NO
- b) convicted of any offence(s) under Animal Welfare or Wildlife Legislation? YES / NO
- c) refused a licence or had one revoked or cancelled? YES / NO

If YES provide further details

10. SUPPORTIVE INFORMATION

Please provide any additional supportive information you feel is relevant to your application:

11. DECLARATION

I/we certify that to the best of my/our knowledge and belief, the above particulars are true and apply for a licence [an extension to my provisional licence] to keep a riding establishment commencing the first day of issue [1st January 201*] under the Riding Establishments Act 1964 at the premises specified*

*see notes

I/we enclosed the sum of £..... being the amount of fee payable for the licence.

Signed

Date

Designation

Enclose a copy of any management/training certificates and/or certificate of liability insurance

This form should be completed and returned with the fee (cheques to be made payable to NEDDC) Joint Environmental Health Service, Bolsover District Council and North East Derbyshire District Council, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield S42 6NG.

NB. The Council will wish to be satisfied that the requirements contained in the model licence conditions are being complied before the licence is issued.

SHOULD THE COUNCIL DEEM IT NECESSARY TO CONSULT A VETERINARY SURGEON THE CHARGES INCURRED WILL BE RECOVERED FROM THE APPLICANT IN ADDITION TO THE LICENCE FEE

NOTES

- A licence may be granted to an individual over the age of eighteen years or a body corporate.
- It will be a condition of any licence granted that the carrying on of the business of a riding establishment shall at no time be left in the charge of any person under 16 years of age.
- It will be a condition of any licence granted that no horse will be let out on hire for riding or used for providing instruction in riding without supervision by a responsible person of the age of 16 years or over unless (in the case of a horse let out for hire for riding) the holder of the licence is satisfied that the hirer of the horse is competent to ride without supervision.
- "Horse" includes any mare, gelding, pony, colt, filly or stallion, and also any ass, mule or jennet.
- The act regulates riding establishments which let out horses on hire or use them for the purpose of providing, in return for payment, instruction in riding or for the purpose of demonstrating riding.
- A licence is valid from the date of issue or from the first day of January next (please state preference)

THE RIDING ESTABLISHMENTS ACTS 1964 AND 1970

FORM OF AGREEMENT TO PAY VETERINARY SURGEON FEES

This form should be completed and returned with your application form and appropriate fee to the Council at the address below

RE: APPLICATION FOR LICENCE TO OPERATE A RIDING ESTABLISHMENT

To: Joint Environmental Health Service
Bolsover District Council and North East Derbyshire District Council
District Council Offices
2013 Mill Lane
Wingerworth
Chesterfield
S42 6NG

Tel No. 01246 217873

Further to my application for licence to operate a riding establishment at:-

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I/We understand that the Council will appoint a veterinary surgeon, who they consider competent, to inspect the horses and the premises from which the riding establishment is operated.

I/We agree to pay the fees rightfully incurred in connection with my application.

I understand that the licence will not be determined until these fees have been paid.

Signature(s)

Date

Full Name(s)

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