

# Application for a licence to hire out horses

## Privacy statement



The banner features the logos for Bolsover District Council and North East Derbyshire District Council at the top. Below the logos, it lists several languages with their respective phrases: Polish (Mówimy Twoim językiem), French (Nous parlons votre langue), Spanish (Hablamos su idioma), Slovak (Rozprávame Vaším jazykom), and Chinese (我们会说你的语言). At the bottom, a black box with white text provides contact information for large print or other formats: call Bolsover District Council on 01246 242424 or North East Derbyshire District Council on 01246 231111.

Environmental Health and Licensing process personal data to carry out its functions and services. This privacy statement explains some important information about how we use your personal information. The Council also has a general privacy statement. Found at: [www.bolsover.gov.uk/www.ne-derbyshire.gov.uk](http://www.bolsover.gov.uk/www.ne-derbyshire.gov.uk)

### Using your personal information

#### What information do we collect?

We collect personal information when needed from individuals (and businesses) to provide our services and carry out our statutory functions. These include the processing of animal licence applications, including inspections and associated enforcement activities

Your personal information will be processed by Environmental Health and Licensing for the purpose it was given. Some of your personal information may also be shared with other council departments/service teams who need the information to provide a service that you have requested.

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

The Council is under a duty to protect public funds, and to this end we may use the information that you provide to us for the prevention and detection of fraud. To meet these obligations we take part in data matching exercises such as the National Fraud Initiative. For further information see [www.bolsover.gov.uk/www.ne-derbyshire.gov.uk](http://www.bolsover.gov.uk/www.ne-derbyshire.gov.uk)

We may also share information for data matching purposes with other bodies responsible for auditing or administering public funds such as the Police, HM Revenues and Customs, Department for Work and Pensions and other Local Authorities. For more information on how we use personal information please go to our privacy statement on our website [www.bolsover.gov.uk](http://www.bolsover.gov.uk) / [www.ne-derbyshire.gov.uk](http://www.ne-derbyshire.gov.uk) or use the contact details on the accompanying letter.

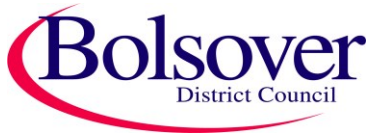
## Equality Policy Statement

Bolsover and North East Derbyshire District Councils are committed to equalities as employers and in delivering the services they provide to all sections of the community. We believe that no person should be treated unfairly and are committed

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to eliminating all forms of discrimination, advancing equality and fostering good relations between all groups in society.

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

### Applicant profile section 1

<b>1</b>	<b>Reference number</b>	
1.1	System reference Number (if known)	
1.2	Your reference (if known)	

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

<b>2a</b>	<b>Agent</b>				
2.1	Are you an agent acting on behalf of the applicant	Yes		No	If no, go to 3.1
<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	Are you applying as a business or organisation, including a sole trader	Yes		No	
3.7	Are you applying as an individual	Yes		No	

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<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				
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				

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

<b>1</b>	<b>Type of Application</b>					
1.1	Type of Application	New		Renewal		<b>If new, go to 1.3</b>
1.2	Existing licence number					
<b>Further information about the applicant</b>						
1.3	Date of birth					

<b>2</b>	<b>Establishment to be licensed</b>				
2.1	Name of premises/trading name				
2.2	Address of premises				
2.3	Telephone number				
2.4	Email address				
2.5	Is the establishment open throughout the year?				<b>Yes/No</b>
2.6	When is it normally open?				
2.7	Do you have planning permission for this business use.				<b>Yes/No</b>

<b>3</b>	<b>Accommodation and facilities</b>				
<b>Please describe the accommodation available for horses:</b>					
3.1	Stalls (please give the number)				
3.2	Boxes (please give the number)				
3.3	Covered yard (please give dimensions)				
3.4	Open yard (please give dimensions)				
<b>Please describe the land available for:</b>					
3.5	Grazing				
3.6	Instructing or demonstrating				
3.7	Exercise				
<b>Please describe the accommodation available for:</b>					
3.8	Forage and bedding				
3.9	Equipment and saddlery				
<b>Please describe the arrangements in place for:</b>					
3.10	Water supply and watering horses				

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3.11	Disposal of animal waste	
3.12	Protection of horses in event of a fire, and fire precautions	

<b>4a Horses</b>		
4.1	How many horses are kept under the terms of the Act at the present time?	
4.2	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>		
4.3	Name of horse	
4.4	Description including size	
4.5	Sex	
4.6	Age	
4.7	Horse passport number	
4.8	Purpose for which horse is kept	
4.9	Age range of people who ride this horse	
4.10	Add another horse?	<b>Yes/No</b>
		<b>If no, go to 5.1</b>
<b>4b Horses 2</b>		
4.11	Name of horse	
4.12	Description including size	
4.13	Sex	
4.14	Age	
4.15	Horse passport number	
4.16	Purpose for which horse is kept	
4.17	Age range of people who ride this horse	
4.18	Add another horse?	<b>Yes/No</b>
		<b>If no, go to 5.1</b>
<b>4c Horses 3</b>		
4.19	Name of horse	
4.20	Description including size	
4.21	Sex	
4.22	Age	
4.23	Horse passport number	
4.24	Purpose for which horse is kept	
4.25	Age range of people who ride this horse	
4.26	If you intend to hire out further horses please attach a separate list of these with the information requested in questions 4.3 to 4.10 for each.	

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<b>5 Management of the establishment</b>	
5.1	Name & Address of the manager/person with direct control of the establishment
5.2	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
5.3	Please give details of the manager's experience in the management of horses
5.4	Does a responsible person live at the establishment? <span style="float: right;"><b>Yes/No</b></span>
5.5	What are the arrangements in the event of an emergency?
5.6	Will a person who is under 16 years of age be left in charge of the establishment at any time? <span style="float: right;"><b>Yes/No</b></span>
5.7	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)? <span style="float: right;"><b>Yes/No</b></span>

<b>6 Veterinary surgeon</b>	
6.1	Name of usual veterinary surgeon
6.2	Company name
6.3	Address
6.4	Telephone number
6.5	Email address

<b>7 Public liability insurance</b>	
7.1	Do you have public liability insurance? <span style="float: right;"><b>Yes/No</b></span> <span style="float: right;"><b>If no, go to 7.10</b></span>
7.2	Please provide details of the policy
7.3	Insurance company
7.4	Policy number

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7.5	Period of cover	
7.6	Amount of cover (£)	

<b>Does this policy:</b>			
7.7	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?	<b>Yes/No</b>	<b>If yes to all, go to 8.1</b>
7.8	Insure against liability arising out of such hire or use of a horse?	<b>Yes/No</b>	
7.9	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>Yes/No</b>	
7.10	Please state what steps you are taking to obtain such insurance		

<b>8 Disqualifications and convictions</b>	
Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:	
8.1	Keeping a pet shop? <span style="float: right;"><b>Yes/No</b></span>
8.2	Keeping a dog? <span style="float: right;"><b>Yes/No</b></span>
8.3	Keeping an animal boarding establishment? <span style="float: right;"><b>Yes/No</b></span>
8.4	Keeping a riding establishment? <span style="float: right;"><b>Yes/No</b></span>
8.5	Having custody of animals? <span style="float: right;"><b>Yes/No</b></span>
8.6	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? <span style="float: right;"><b>Yes/No</b></span>
8.7	Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled? <span style="float: right;"><b>Yes / No</b></span>
8.8	If yes to any of these questions Please provide details,

<b>9 Additional details</b>	
Please check local guidance notes and conditions for any additional information which may be required	
9.1	Additional information which is required or may be relevant to the application



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## Declaration Section

<b>10 Model Licence Conditions &amp; Guidance</b>	
	All applicants to tick that they have read the applicable model licence conditions & guidance
1.1	Pet Vending
1.2	Animal Boarding
1.3	Performing Animals
1.4	Riding Establishments
1.5	The Breeding and Sale of Dogs

<b>10.2 Additional Information</b>	
	Please attach the following Information
2.1	A plan of the premises
2.2	Insurance policy
2.3	Operating procedures
2.4	Risk Assessments (including Fire)
2.5	Infection control procedure
2.6	Qualifications
2.7	Training records

<b>10.3 Declaration</b>	
3.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.
3.2	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.
3.3	Signing this box indicates you have read and understood the above declaration
3.4	Full Name
3.5	Capacity
3.6	Date

I/we enclose the sum of £ **Part A fee** being the amount of fee payable for applying for the licence. A subsequent fee will be payable at the determination of the application prior to the issue the licence.

**Please note that until payment has been received, your application is not valid**

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. Payment can be made by calling our Technical Support team on 01246 217873 and quoting your debit card details

NB. The Council will wish to be satisfied that the conditions and requirements in the regulations are complied with before the licence is issued.

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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