

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

<b>4a</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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**Activity - Section 2**  
**Application for a licence to hire out horses**

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	If new, go to 1.3
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?	Yes/No
2.6	When is it normally open?	
2.7	Do you have planning permission for this business use.	Yes/No

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

<b>4a</b>	<b>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	

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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</b>	<b>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</b>	<b>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.		

<b>5</b>	<b>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?		<b>Yes/No</b>
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?		<b>Yes/No</b>

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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)?	Yes/No
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<b>6</b>	<b>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</b>	<b>Public liability insurance</b>		
7.1	Do you have public liability insurance?	Yes/No	If no, go to 7.10
7.2	Please provide details of the policy		
7.3	Insurance company		
7.4	Policy number		
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?	Yes/No	If yes to all, go to 8.1
7.8	Insure against liability arising out of such hire or use of a horse?	Yes/No	
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?	Yes/No	
7.10	Please state what steps you are taking to obtain such insurance		

<b>8</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:	
8.1	Keeping a pet shop?	Yes/No
8.2	Keeping a dog?	Yes/No
8.3	Keeping an animal boarding establishment?	Yes/No
8.4	Keeping a riding establishment?	Yes/No
8.5	Having custody of animals?	Yes/No
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?	Yes/No
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?	Yes / No
8.8	If yes to any of these questions Please provide details,	

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9	Additional details	
	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	Basic criminal record certificate that is no less than three months old at the time of application.  A basic disclosure certificate only contains details of any unspent convictions as of the date the certificate is issued. It can be applied for online at <a href="https://www.gov.uk/request-copy-criminal-record">https://www.gov.uk/request-copy-criminal-record</a> .

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## Standard declaration - Section 3

<b>1</b>	<b>Model Licence Conditions &amp; Guidance</b>	
	All applicants to tick that they have read the applicable model licence conditions & guidance	
1.1	Selling Animals as Pets	
1.2	Animal Boarding	
1.3	Animals for Exhibition	
1.4	Hiring Out Horses	
1.5	Breeding Dogs	

<b>2</b>	<b>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>3</b>	<b>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	

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Basingstoke and Deane Borough Council is under a duty to protect the public funds it administers, and to this end may use the 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 the level 2 notice on Basingstoke and Deane Borough Council's website which can be found at:

<http://www.basingstoke.gov.uk/fraud> or contact the Internal Audit team on 01256 845761 (direct line) or email: [fraudinvestigators@basingstoke.gov.uk](mailto:fraudinvestigators@basingstoke.gov.uk)

Basingstoke and Deane Borough Council is the data controller for the personal information you provide on this form. You can contact the council by phone on 01256 844844, via email to [customer.service@basingstoke.gov.uk](mailto:customer.service@basingstoke.gov.uk) or by writing to us at Civic Offices, London Road, Basingstoke RG21 4AH. The council's Data Protection Officer can be contacted at [dpo@basingstoke.gov.uk](mailto:dpo@basingstoke.gov.uk)

The personal information you provide will be used for us to process your licence application. The information you provide and our processing is necessary under animal welfare legislation.

- We may share your information with other teams within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so
- Your information will be available as part of the public planning file and your name and address will be published on the on-line planning portal
- We will share details of your planning application with statutory consultees where we are obliged to
- we will not disclose your information to other organisations unless we are required by law to do so or to prevent fraud
- your personal details will only be held as long as is needed for this purpose and in accordance with our retention policy

For further details on how your information is used; how we maintain the security of your information and your rights, including how to access information we hold on you and how to complain if you have any concerns about how your personal details are processed, please visit [www.basingstoke.gov.uk](http://www.basingstoke.gov.uk) or email [dpo@basingstoke.gov.uk](mailto:dpo@basingstoke.gov.uk)