



## 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"

### Part 1 – Applicant Profile

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

<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				

<b>4a</b>	<b>Applicant Business</b>	
4.12	County or administrative area	
4.13	Post Code	
4.14	Country	

## Part 2 – Application Details

<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	
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		
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>

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 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?	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 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,		

<b>9</b>	<b>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	

## Part 3 - Declaration

<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	Riding Establishments	

<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	

### Using your personal information

We will process your personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We may use your personal information in a number of ways, but only for the purposes for which it was given, for example to provide you with the information or services requested or to administer and protect public funds. We may share your information with, and obtain information about you from, other departments of the Council or other organisations where it is lawful to do so, for example to check the accuracy of information or to prevent or detect crime. For further information on how we collect, use, share, secure and retain your personal information, and your legal rights, please see our Privacy Notice at [www.scarborough.gov.uk/gdpr](http://www.scarborough.gov.uk/gdpr) or by contacting Customer First. Our Data Protection Officer can be contacted at the Town Hall, St Nicholas Street, Scarborough, YO11 2HG (tel 01723 232323 or email [dataprotection@scarborough.gov.uk](mailto:dataprotection@scarborough.gov.uk)).

## Submission

Please submit your application to:

**Licensing Services, Scarborough Borough Council, Town Hall, St Nicholas Street, Scarborough, YO11 2HG**

e: [licensing.services@scarborough.gov.uk](mailto:licensing.services@scarborough.gov.uk) | t: 01723 232323 (payment can be made by card or cheque for emailed or postal application, cash is accepted if paid in at the Council's Customer First Offices in person).