



## 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				

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



## Application for a licence to hire out horses

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

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	
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 4.9 for each.		

<b>5</b>	<b>Management of the Establishment</b>	
5.1	Name and 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)?	<b>Yes/No</b>

<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?	<b>Yes/No</b>	<b>If no, go to 7.10</b>
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?	<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</b>	<b>Disqualifications and Convictions</b>		
	Has the applicant, or any person who will have control or management of the establishment, ever been <b>disqualified</b> from:		
8.1	Keeping a pet shop?	<b>Yes/No</b>	
8.2	Keeping a dog?	<b>Yes/No</b>	
8.3	Keeping an animal boarding establishment?	<b>Yes/No</b>	
8.4	Keeping a riding establishment?	<b>Yes/No</b>	
8.5	Having custody of animals?	<b>Yes/No</b>	
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?	<b>Yes/No</b>	
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?	<b>Yes / No</b>	
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	

## Standard Declaration Section

<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	Performing Animals	
1.4	Riding Establishments	
1.5	The Breeding and Sale of 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	



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

**Form of Agreement to Pay Veterinary Surgeon/Practitioner Fees:  
Application for a Licence to Hire out Horses**

To: Licensing  
West Lindsey District Council  
Guildhall  
Marshall's Yard  
Gainsborough  
Lincolnshire  
DN21 2NA

Further to my application for a licence to hire out horses at:

*Insert address* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/We understand that the Council will appoint a veterinary surgeon/practitioner, who they consider competent, to inspect the proposed premises.

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

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

**Signed:** .....

**Full Name:** .....

**Dated:** .....

**Once complete please return this form with the relevant fee\* and any supporting documents to [licensing@west-lindsey.gov.uk](mailto:licensing@west-lindsey.gov.uk) or:**

Licensing  
West Lindsey District Council  
Guildhall  
Marshall's Yard  
Gainsborough  
Lincolnshire  
DN21 2NA

\*There are 2 parts to the cost of a licence - 'Part A' fee which is due on application, a 'Part B' fee which is due after inspection. You can choose to pay 'Part A' and 'Part B' when applying or pay 'Part B' after inspection along with the vet fee. All premises will be inspected and licences will not be issued until the full amount of Parts A, B and the vet fee have been received.

**Hiring of Horses    Part A - £267    Part B - £118 plus vet fees**

**All establishments require a visit from a Vet and a Council Officer. The cost of the vet visit will be recharged to you separately and no licences will be issued until full payment has been received.**

Payment can be made by credit/debit card over the phone with customer services (01427 676676, option 6) or in person at the address above. If paying by cheque please make it payable to 'WLDC'. To pay by bank transfer please use the details below:

**Account name:** West Lindsey District Council

**Sort code:** 30-00-02

**Account number:** 04066818

**Ref:** LIC + (new applicants add your surname) (renewals add your licence number 'AWL...')

**Amount:** as applicable

*For office use: payment code 6007-40105-41162*

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