



# Northumberland

## County Council

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

### Application for a licence for Hiring out Horses

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

1. Type of Application						
1.1	Type of Application	New		Renewal		If new go to section 2
1.2	Existing licence number					

2. Agent						
2.1	Are you an agent acting on behalf of the applicant? (Put "no" if you are applying on your own behalf or on behalf of a business you own or work for).	Yes		No		If yes go to section 2.2 If no go to section 3

Further information about the Agent						
2.2	Name					
2.3	Address					
2.4	Email					
2.5	Main telephone number					
2.6	Other telephone number					

3. Applicant Type						
3.1	Applying as an individual	Yes		No		If yes go to section 4
3.2	Applying as a business or organisation, including a sole trader	Yes		No		If yes go to section 5

4. Applicant Details - Individual						
4.1	Name					

4.2	Address					
4.3	Email					
4.4	Main telephone number					
4.5	Other telephone number					
4.6	Date of birth					
<b>5. Applicant - Business</b>						
5.1	Is your company registered with companies house?	Yes		No		If no go to section 5.3
5.2	Registration Number					
5.3	Name of Business					
5.4	Is your business registered outside the UK?					
5.5	VAT Number					
5.6	Legal status of the business					
5.7	Name of Business Owner					
5.8	Name of Applicant					
5.9	Your position in the business					
5.10	The country where your head office is located					
<b>Business Address – This should be your official address – The address required of you by law to receive all communication</b>						
5.11	Building name or number					
5.12	Street					
5.13	District					

5.12	City or Town	
5.13	County or administrative area	
5.14	Post Code	
5.15	Country	

<b>6. Establishment to be licensed</b>	
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6.1	Name of premises/trading name		
6.2	Address of premises		
6.3	Telephone number		
6.4	Email address		
6.5	Is the establishment open throughout the year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.6	When is it normally open?		
6.7	Do you have planning permission for this business use?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>7. Accommodation and facilities</b>	
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<b>Please describe the accommodation available for horses:</b>	
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7.1	Stalls (please give the number)	
7.2	Boxes (please give the number)	
7.3	Covered yard (please give dimensions)	
7.4	Open yard (please give dimensions)	

<b>Please describe the land available for:</b>	
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7.5	Grazing	
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7.6	Instructing or demonstrating	
7.7	Exercise	
<b>Please describe the accommodation available for:</b>		
7.8	Forage and bedding	
7.9	Equipment and saddlery	
7.10	Water supply and watering horses	
7.11	Disposal of animal waste	
7.12	Protection of horses in event of a fire, and fire precautions	

<b>8. Horses</b>		
8.1	How many horses are kept under the terms of the Act at the present time?	
8.2	How many horses is it intended to keep under the terms of the Act during the year?	
8.3	Please provide details of all the horses currently kept on the attached form <b>Annex 1</b>	

<b>9. Management of the establishment</b>		
9.1	Name & Address of the manager/person with direct control of the establishment	
9.2	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				
9.3	Please give details of the manager's experience in the management of horses				
9.4	Does a responsible person live at the establishment?	Yes		No	
9.5	What are the arrangements in the event of an emergency?				
9.6	Will a person who is under 16 years of age be left in charge of the establishment at any time?	Yes		No	If yes please provide more information below
9.7	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	

<b>10. Veterinary surgeon</b>	
10.1	Name of usual veterinary surgeon
10.2	Company name
10.3	Address
10.4	Telephone number
10.5	Email address

11. Public liability insurance						
11.1	Do you have public liability insurance?	Yes		No		If no go to section 12 If yes, please provide details of the policy below
11.2	Insurance company					
11.3	Policy number					
11.4	Period of cover					
11.5	Amount of cover (£m)					
Does this policy:						
11.6	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		
11.7	Insure against liability arising out of such hire or use of a horse?	Yes		No		
11.8	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		
11.9	Please state what steps you are taking to obtain such insurance					

12. Disqualifications and convictions					
12.1	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:				
	Keeping a pet shop?	Yes		No	
	Keeping a dog?	Yes		No	
	Keeping an animal boarding establishment?	Yes		No	
	Keeping a riding establishment?	Yes		No	
	Having custody of animals?	Yes		No	

12.2	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	
12.3	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	
12.4	If yes to any of these questions Please provide details				

13. Additional details	
<b>Please check the statutory licence conditions and guidance notes for any additional information which may be relevant to the application</b>	
13.1	

14. Payment						
14.1	<p>Payment must be made at the time of making the application.</p> <p>The fees are as follows:</p> <p>£248.00 - Renewal application</p> <p>£275.00 - New application</p> <p>£ 83.00 - Re-inspection fee</p> <p>£ 88.00 - Additional host inspection fee</p> <p>£252.00 - Additional licensing activity fee</p> <p>Payment can be made using the link below:</p> <p><a href="https://paymentportal.northumberland.gov.uk/Payment/NCC/Misc/">https://paymentportal.northumberland.gov.uk/Payment/NCC/Misc/</a></p>					
14.2	<table border="1"> <tr> <td>Payment Made</td> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> </table>	Payment Made	Yes		No	
Payment Made	Yes		No			
14.3	<p><b>Veterinary Fee</b></p> <p>All applications require a veterinary inspection from one of our appointed vets, vet fees will be invoiced to the applicant once the inspection is complete. The applicant(s) is required to pay the veterinary fee in full before the grant of the licence.</p>					

<b>16. Additional Information</b>	
Additional Information (Supporting Documents / Written Procedures)	
16.1	Operating procedures (see Part A, General Condition 9.0)
16.2	Emergency procedures (see Part A, General Condition 10.0)
16.3	Relevant qualifications/experience for keeping or training animals for exhibition licensing (see Part A, General Condition 4.0)
16.4	Training/continued professional development (CPD) records (see Part A, General Condition 4.0)
16.5	Risk Assessments
16.6	Plan of the premises
16.7	Insurance policy ( <b>must be submitted with both new and renewal application</b> )
16.8	For <b>RENEWAL</b> applications only – All policies/procedures will be checked at the inspection therefore you do not need to re-submit these with your application

<b>17. Declaration</b>	
This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
17.1	I/We have read the statutory licence conditions and guidance notes ( <b>Hiring out of Horses</b> ) prior to making this application
17.2	I/We are aware that I/We will be liable for any and all veterinary charges in association with this application
17.3	I/We agree to allow an inspector and/or vet authorised by the Council to inspect the premises which are the subject of this application before any licence is granted.
17.4	I/We enclose the receipt for payment of the appropriate application fee/s.
17.5	I/We declare that the details contained in the application form and any attached documentation are correct to the best of my/our knowledge and belief/s. I/We have read and understood the conditions of licence and will abide by them.
<b>18. Signatures</b>	
This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
17.5	Signed
17.6	Full Name
17.7	Capacity
17.8	Date

**If any person knowingly or recklessly makes a false statement or omits any material particulars in giving information, they shall be guilty of an offence.**



Please return the completed application form, payment and supporting documents to:

Northumberland County Council  
Licensing Department  
West Hartford Fire Station  
West Hartford Business Park  
Cramlington  
Northumberland  
NE23 3JP

If you have any queries please contact the licensing section by telephone on 0345 600 6400 or by email at [licensing01@northumberland.gov.uk](mailto:licensing01@northumberland.gov.uk)







# Northumberland

## County Council

### Hiring out horses

**Please read the full DEFRA Guidance notes for all conditions required for the hiring out of horses enclosed with this information**

#### Pre-inspection information

##### **Veterinary Inspection(s)**

- All applications (New and Renewal) require a veterinary inspection from one of our appointed vets. The vet will carry out an inspection alongside one of our licensing officers and provide a written report as to the suitability of the premises and welfare conditions.
- An annual vet inspection is also required to assess the suitability of the horses to continue to work in the riding school once the licence has been issued. This inspection will usually take place on the anniversary of the date of issue of the licence.

##### **Notes:**

- The Licence holder must hold an appropriate qualification or have sufficient demonstrable experience, in the management of horses
- As a minimum, in stables each horse should have sufficient room to lie down readily rise up and turn around in comfort. Roofs should be high enough to provide adequate ventilation including good air circulation. There should be a minimum clear space to the eaves of 60-90cm (2-3ft) above the ears of the horse in its normal standing position. All passage ways should be sufficiently wide to enable horses to be led safely passed other horses.
- Where stalls are used (i.e. an individual compartment enclosed on three sides), stall positioning and dimensions must allow room for the horse to lie down but not turn around and have sufficient space behind the stall for the horse to back out with ease.
- Doors should be a suitable width for the occupying horse and must be bolted top and bottom.
- The height of the door must allow the horse to look out with the head comfortably over the door unless it can be shown that there is a valid reason not to allow heads out.
- Doors must open outwards or through slide mechanism.
- Appropriate isolation, in separate self-contained facilities, must be available for the care of sick, injured or potentially infectious animals.
- There must be a preventative healthcare plan in place agreed with the appointed veterinarian or appointed veterinary practitioner.
- Where instruction riding is taking place there must be a safe riding area (e.g. arena or field) suitable for the activity for which it is being used
- Where staff are employed a separate hand wash basin with an adequate supply of hot and cold water must be provided for them to wash their hands.

- Active and effective environmental enrichment must be provided to the animals in inside and any outside environments.
- There must be a human and equine first aid kit available for client use and an accident reporting procedure which complies with the health and safety executive

### **Procedures/policies required:**

- A written staff training policy (to include induction, annual appraisal, planned continued professional development, use of online courses and literature, should no staff be employed this should demonstrate the license holders own knowledge development. This must cover horse welfare, horse behaviour, horse handling, feeding and preparation, cleanliness and hygiene, disease prevention and control and recognition and treatment of sick/ injured animals. **NB: Applicable only if staff are employed at the premises**
- A written record of training, knowledge and experience must be kept
- A cleaning and disinfecting procedure (to include isolation provisions and bio-security)
- A procedure covering transportation
- A procedure covering feeding
- A procedure covering the prevention of, and control of the spread of, disease (Including the Control of substances Hazardous to Health assessments for management of infectious diseases including coverage for zoonoses and use of Process Operation management Systems)
- A procedure covering the monitoring and ensuring the health and welfare of the animals
- A procedure covering the death or escape of an animal
- A procedure covering the care of animals following suspension/revocation of the licence or during and following an emergency
- Preventative Fire Risk Assessment that includes location map re access/egress for people and horses.
- A written emergency plan
- A preventative plan to cover grassland management and include information about, use of current anthelmintics (treatment of parasitic worms) alongside faecal egg counts where needed
- Documented system of recording observations for illness, injury or abnormal behaviour for each horse and any actions taken
- Processes must be in place to meet the needs of young and new horses including appropriate training and slow introduction to different noises and sights that will be part of their daily routine or workload.
- A policy must be in place for monitoring the introduction of new horses to existing groups.
- There must be a contingency plan for extremes of weather

### **Records:**

- A plan/record of the type, quantity, frequency of food each horse receives must be kept.
- Body condition records of each horse
- Any medication given must be prescribed/recommended for the individual horse by a veterinarian, and each instance must be recorded.
- Records of POMs (Prescription only medications) administered must be recorded in horse passports by the veterinarian or owner where required.

- A record of all animals euthanased, the carcass disposal route and the identity of the individual that carried it out must be kept for 36 months.
- A record will be kept to demonstrate that each horse workload/regime is balanced to meet the needs of each individual horse including maximum weight of rider.
- There must be a register of all horses kept for the licensable activity on the premises and each horse's valid passport showing its unique equine life number and microchip number (if any).
- A documented system of recording observation for illness, injury or behavioural problems must be maintained.

### **Star ratings:**

As part of the new regulations each premises will receive a star rating following their formal inspection. In order to achieve the best star rating possible each premises will need to have covered all of the standard conditions and have all consents, policies and procedures in place.

In order to meet the highest possible rating for both the high and low risk categories in the rating matrix certain extra conditions will need to be met. The higher standards are classified in to two types: **required** and **optional** and are outlined below. **Higher standards that appear in blue text are required**, whereas **those that appear in red text are optional**. To qualify as meeting the higher standards, the business needs to achieve all of the required higher standards as well as a minimum of 50% of the optional higher

### **REQUIRED HIGHER STANDARDS**

- There must be an option for a permanent individual turnout paddock or pen. This will give horses their own area for grazing or turnout if needed because of ill-health or domination by other horses.
- All horses must have a structured management and care programme to include their exercise needs. It should include suitable alternatives for those not able to exercise, such as extra grooming or physiotherapy.
- Each horse will have its own specific care plan detailing their age and any health related conditions.
- Records must show individual monitoring and training plans for horses with training needs to improve their use within a riding school. This must be accompanied with evidence of regular and effective checks with the saddler for comfort and fit.
- Initial assessments must be carried out for new riders. The details of the assessment must be recorded.
- A documented risk assessment must be available for all equipment. Examples include:
  - Horse clippers
  - Horse walker
  - Yard blowers
  - Arena levelling equipment
  - Any extra therapy based machines or equipment
- A documented risk assessment must be available for activities, including Personal Protective Equipment (PPE) needs. It must include the need for PPE for different tasks and situations.

### **OPTIONAL HIGHER STANDARDS**

- There must be a separate secure, clean, and well-lit veterinary inspection area for safe access to inspect a horse.
- There must be a separate feed room that:
  - Is purpose-built, well lit, and lockable
  - Has water available and extra storage for supplements
- A competent person must be on site at all times.
- Records must show individual health plans and monitoring of the dietary needs of horses. Monthly body condition scoring must be recorded – if it is not optimum, advice must be sought from a vet or expert equine nutritionist. This advice must be documented.
- There must be a legible and up to date feed chart on display. It must show the correct feeding amounts for individual horses.

Scoring Matrix		Welfare Standards		
		Minor Failings (existing business that are falling to meet minimum standards)	Minimum Standards (as laid down in the schedules & guidance)	Higher Standards (as laid down in the guidance)
Risk	Low Risk	<b>1 Star</b> 1 yr. licence Min 1 unannounced visit within 12 month period	<b>3 Star</b> 2 yr. licence Min 1 unannounced visit within 12 month period	<b>5 Star</b> 3 yr. licence Min 1 unannounced visit within 12 month period
	High Risk	<b>1 Star</b> 1 yr. licence Min 1 unannounced visit within 12 month period	<b>2 Star</b> 1 yr. licence Min 1 unannounced visit within 12 month period	<b>4 Star</b> 2 yr. licence Min 1 unannounced visit within 12 month period