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

Application for a licence to operate a riding establishment

This form should be fully completed, signed and sent to:

Hammersmith & Fulham Council

London Borough of Hammersmith and Fulham,
 Food and Safety Team
 Hammersmith Town Hall
 King Street
 London W6 9JU

☎ **020 8753 1081**

✉ foodandsafet@lbhf.gov.uk

I/we hereby apply to the London Borough of Hammersmith and Fulham for a riding establishment licence.

This box is for office use only.

Licence number

Date Received

Fee Paid £

Chq / debit card/
 credit card / BAC's

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

1	Applicant Details		
	State the capacity in which you are applying		
Individuals or Individuals	<input type="checkbox"/>	please complete (Section A)	
A company	<input type="checkbox"/>	please complete (Section B)	
SECTION A. To be completed ONLY if you are applying as an individual(s)			
Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss <input type="checkbox"/> Other (please state)
Surname			
Forenames			
Full Home Address			
Contact Details			
Daytime			
Mobile (optional)			
Email (optional)			

Additional individual applicant	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other (please state)
Surname	
Forenames	

Home Address

Contact Details	
Daytime	
Mobile (optional)	
E-mail (optional)	

B. To be completed ONLY if you are applying as a Company	
Company Name	
Full Address	
Description of company <i>i.e. limited or partnership</i>	
Company Number	
Telephone Number	
E-mail (optional)	

2	Type of Application			
2.1	Type of Application	New	Renewal	If new, go to 2.3
2.2	Existing licence number			
Further information about the applicant				
2.3	Date of birth			

3	Establishment to be licensed	
3.1	Name of premises/trading name	
3.2	Address of premises	
3.3	Telephone number	
3.4	Email address	
3.5	Is the establishment open throughout the year?	Yes / No

3.6	When is it normally open?		
3.7	Do you have planning permission for this business use.	Yes/No	

4	Accommodation and facilities		
	Please describe the accommodation available for horses:		
4.1	Stalls (please give the number)		
4.2	Boxes (please give the number)		
4.3	Covered yard (please give dimensions)		
4.4	Open yard (please give dimensions)		
	Please describe the land available for:		
4.5	Grazing		
4.6	Instructing or demonstrating		
4.7	Exercise		
	Please describe the accommodation available for:		
4.8	Forage and bedding		
4.9	Equipment and saddlery		
	Please describe the arrangements in place for:		
4.10	Water supply and watering horses		
4.11	Disposal of animal waste		
4.12	Protection of horses in event of a fire, and fire precautions		

5	Horses		
5.1	How many horses are kept under the terms of the Act at the present time?		
5.2	How many horses is it intended to keep under the terms of the Act during the year?		
	Please provide details of all the horses currently kept		
5.3	Name of horse		
5.4	Description including size		
5.5	Sex		
5.6	Age		
5.7	Horse passport number		
5.8	Purpose for which horse is kept		
5.9	Age range of people who ride this horse		
5.10	Add another horse?	Yes/No	If yes, repeat 5.3 to 5.9

6	Management of the establishment		
6.1	Name & Address of the manager/person with direct control of the establishment		
6.2	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			
6.3	Please give details of the manager's experience in the management of horses			
6.4	Does a responsible person live at the establishment?	Yes / No		
6.5	What are the arrangements in the event of an emergency?			
6.6	Will a person who is under 16 years of age be left in charge of the establishment at any time?	Yes / No		
6.7	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		

7	Veterinary surgeon			
7.1	Name of usual veterinary surgeon			
7.2	Company name			
7.3	Address			
7.4	Telephone number			
7.5	Email address			

8	Public liability insurance			
8.1	Do you have public liability insurance?	Yes / No	If no, go to question 8.9	
	If yes, please provide details of the policy			
8.2	Insurance company			
8.3	Policy number			
8.4	Period of cover			
8.5	Amount of cover (£m)			
	Does this policy:			
8.6	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	If yes to all, go to 9.1	
8.7	Insure against liability arising out of such hire or use of a horse?	Yes / No		
8.8	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		
8.9	Please state what steps you are taking to obtain such insurance			

9	Disqualifications and convictions			
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:			

9 Disqualifications and convictions			
9.1	Keeping a pet shop?	Yes/No	
9.2	Keeping a dog?	Yes / No	
9.3	Keeping an animal boarding establishment?	Yes/No	
9.4	Keeping a riding establishment?	Yes/No	
9.5	Having custody of animals?	Yes/No	
9.6	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	
9.7	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	
9.8	If yes to any of these questions Please provide details,		

10 Additional details			
Please check local guidance notes and conditions for any additional information which may be required			
10.1	Additional information which is required or may be relevant to the application		

11 Declaration and signature section	
<p>The details in the application form and any attached documentation are correct to the best of my knowledge and belief.</p> <p>Signature..... Print Name.....</p> <p>Capacity..... Date.....</p> <p>Address to be used for correspondence</p> <p>.....</p> <p>.....</p> <p>Post Code.....</p> <p>The application should be returned with the application fee to:</p>	
<p>How to Make Payment:</p> <p>Cheques are to be made</p> <p>London Borough of Hammersmith and Fulham,</p> <p>Food and Safety Team</p> <p>Hammersmith Town Hall</p> <p>King Street</p> <p>London W6 9JU</p>	

payable to the London Borough of Hammersmith and Fulham.
(see our website for the most up to date fees and charges www.lbhf.gov.uk)

For payment by Credit or Debit card contact the Licensing Technical Support on
020 8753 1081. If paying by BACS please make payment to:

Name on account:	London Borough of Hammersmith & Fulham
Sort Code	60 50 06
Account Number:	1140 2598
Bank:	Natwest (Hammersmith Branch)