FOR CIS USE ONLY

Environmental Health & Trading Standards

West Lothian Civic Centre

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Livingston

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**Environmental Health &**

**Trading Standards Manager**

Craig Smith

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| --- | --- |
| Cost Code | 20211 |
| Subjective Code | 590600 |
| Licence Amount |  |
| Method of payment |  |
| Person receiving payment |  |
| Receipt Number |  |

RIDING ESTABLISHMENT ACT 1964 and 1970

APPLICATION FORM

The term ‘riding establishment’ means the carrying on of a business of keeping horses to let them out on hire for riding, or for use in providing instruction in riding for payment, or both.

Once you have completed the form, please post it to the address above with the licence fee.

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| APPLICANT DETAILS |  |
| Applicant Name | Title:  Forename:  Surname: |
| Business Name & Address  (if different to postal) |  |
| Postal Address  (including post code) |  |
| Telephone Number |  |
| Website address |  |
| Email address |  |

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| MANAGEMENT OF THE ESTABLISHMENT | |  |
| Is the Establishment operative throughout the year? (If not state period when normally operative) |  | |
| Who will have direct control or management of the business? |  | |
| If that person is the holder of any of the certificates shown opposite, circle each of those held and enclose copies of the certificates(s) with this application. | British Horse Society Assistant Instructor’s Certificate  British Horse Society Intermediate Instructor’s Certificate  British Horse Society Instructor’s Certificate  Fellowship of the British Horse Society | |
| If the person named above does not hold any of these certificates, give details of his/her experience in the management of horses |  | |
| Is a responsible person living on the establishment?  If not, what arrangements are there in case of  emergency? |  | |
| Will the carrying on of the business of the establishment be left at any time in charge of a person under 16 years if age? |  | |
| Will supervision by a responsible person of the age of 16 years or over be provided at all times while horses from the Establishment are used for providing instruction in riding or let out on hire for riding (except in the case of a horse let out for hire for riding when the hirer is competent to ride without supervision)? |  | |
| What is the name and address of your vet? |  | |
| Are you the holder of a current insurance policy which:   * Insures you 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 from you, in return for payment, instruction in riding. * Insures you against liability arising out of such hire or use of a horse and * Insures 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 derived from such hire or use? |  | |

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| ACCOMMODATION |  |
| Description of accommodation available for horses:   * Include number of stalls & boxes * Covered yard / open yard (include the dimensions of them both) |  |
| Describe the land available for use in the following:   * Grazing * Instructing or demonstrating * Exercise |  |
| Describe the accommodation available for:   * Forage and bedding * Equipment and Saddlery |  |
| Describe the type of lighting used |  |
| Describe the water supply used for the horses |  |
| Describe the arrangements in place for animal waste disposal |  |
| Describe the arrangements in place for protection of horses in event of a fire and fire precautions. |  |

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| Horses |  |
| Total number of horses on the premises |  |
| Number of horses on the premises used wholly or partly (part livery) for hire, teaching, escort or demonstration purposes? |  |
| How many horses is it intended to keep under the terms of the Act during the year? |  |
| Number of horses not used for hire etc (ie full livery or for sale) |  |
| Number of horses 3 years old or younger? |  |

Please use the form on the following page to detail each horse

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of horse** | **Passport number** | **Colour & Size** | **Sex** | **Age** | **Microchip No** | **Purpose for which horse is kept** | **Scoring – condition (to be completed by vet on inspection)** | **Condition of Feet and shoeing (to be completed by vet on inspection)** | **Tack condition / illness (to be completed by vet on inspection** |
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| APPLICANT’S PREVIOUS CONVICTIONS / DISQUALIFICATIONS |  | |
| Are you or any person who will have control or management of the establishment got convictions under the following? (If yes please provide details)   * Riding Establishment Act 1964 * Protection of Animals Act 1911 * Protection of Animals (Scotland) Act 1912 * Pet Animals Act 1951 * Animal Boarding Establishments Act 1963 * Section 28C or 28F (16) of the Animal Health Act 1981 * Section 19 to 24, 25(7), 29 or 40(11) of the Animal Health and Welfare (Scotland) Act 2006 | |  |
| Are you or any person who will have control or management of the establishment been disqualified under any of the following Acts? (If yes please provide details)   * Riding Establishment Act 1964 * the Protection of Animals (Cruelty to Dogs) Act 1933, from keeping a dog; * the protection of Animals (Cruelty to Dogs) (Scotland) Act 1934, from keeping a dog; or * the Pet Animals Act 1951, from keeping a pet shop; * under the Protection of Animals (Amendment) Act 1954, from having the custody of animals; * under the Animal Boarding Establishments Act 1963, from keeping a boarding establishment for animals; * 28F(1) and (2) of the Animal Health Act 1981 * section 40(1) and (2) of the Animal Health and Welfare (Scotland) Act 2006 | |  |

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| Please include copies of the following documentation with your application. This is required for new applications and renewals. | INCLUDED |
| * Insurance Certificate * Fire Action Plan * Qualification certificates if applicable |  |

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| DECLARATION | |
| I am applying for a licence under the Riding Establishments Act 1964 and 1970 and have paid the relevant fee online at ‘Pay for It’ (<https://www.westlothian.gov.uk/article/65485/Animal-Welfare>).  I agree that an officer or veterinary surgeon authorised by the council, may inspect the premises which are subject of this application before and / or after any licence is granted. Vet fees incurred in assessing compliance will be fully recharged to myself.  I declare my answers to the above questions to be correct in every respect. | |
| Signature |  |
| Date |  |

Notes

Vet Inspection Costs

The inspection of your premises is carried out with a vet. A separate invoice will be issued to cover the vet’s cost once the inspection has taken place, and is payable whether or not the licence is approved. On receipt of this being paid and the licence conditions being met, your new licence will be sent out.

48 hours’ notice is required for the cancellation of a veterinary appointment, if less than 48 hours’ notice a cancellation fee will be charged.

Making the Application

Please send your completed application form to the address on the front of this application form.

Payment should be made online via the council’s ‘Pay for it’ web page at <https://www.westlothian.gov.uk/article/65485/Animal-Welfare>. Please use our service request number (on the top of renewal or enquiry letter) if you have one to help us tie up your payment and your application.

Data Protection

The security and correct use of your personal information is important to us. We do not sell personal data to external organisations. Our Privacy Statement explains what information we hold, how we manage it, who we may share it with and how we manage its disposal. Please visit <https://www.westlothian.gov.uk/media/20760/Privacy-Statement-for-Environmental-Health-and-Trading-Standards/pdf/Privacy_Statement_-_Environmental_Health_and_Trading_Standards_(A8860595).pdf>

The information on this form may be held on an electronic register which may be available to members of the public.

Fraud Detection and Prevention

This authority has 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.