



RIDING ESTABLISHMENTS PROCEDURE NOTES

- Fill the application form in and send to your nearest Licensing Department (office addresses detailed below).
- Enclose fee of £120 (this does not include the veterinary surgeon's fee for the required inspection)
- An acknowledgement letter and receipt of payment will be issued.
- You will be contacted by a Veterinary Surgeon to arrange the necessary inspection.
- Once the Council have received the report and invoice from the Veterinary Surgeon, you will then be sent a letter requesting the outstanding vets fee.
- On receipt of this fee and providing everything is satisfactory the licence will then be issued.

Licensing Office Addresses				
Central Licensing Shirehall Abbey Foregate Shrewsbury SY2 6ND	North Licensing Edinburgh House New Street Wem SY4 5DB	North Licensing Castle View Oswestry SY11 1JR	South Licensing Westgate Bridgnorth WV16 5AA	South Licensing Stone House Corve Street Ludlow SY8 1DG



**APPLICATION FOR A RIDING ESTABLISHMENT LICENCE*/EXTENSION
OF PROVISIONAL LICENCE***

(*delete at applicable)

Riding Establishments Act 1964 and 1970

1	Mr/Mrs/Miss/Ms/Other: (delete as applicable) Surname: Forname: Age (if under 18 years): (See Note 1)
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2	Private Address: (or, if a Corporate, name of Body and address of Registered Office)
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3	Address of Riding Establishment: (if different from above) Tel No:
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4	Is the establishment operative throughout the year? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, state the period when normally operative.
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5	Who will have direct control or management of the Establishment?
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6	If that person is the holder of any of the certificates shown below, tick against the name(s) of the one(s) held and enclose the certificate(s) with this application: Assistant 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 • Trek Leader Certificate of the British Horse Society •
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7	If the person named above does not hold any of these certificates, give details of his or her experience in the management of horses:
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8	Is a responsible person living on the Establishment? If no, what arrangements are there in case of an emergency (including fire)? (See Note 1)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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9	Will the carrying on of the business at the Establishment be left at any time in the charge of a person under 16 years of age? (See Note 1)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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10	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 are 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)? (See note 2)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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11	Are you, or any person who will have control or management of the Establishment, disqualified for the time being from:		
	(a) Keeping a riding establishment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	(b) Keeping a dog?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	(c) Keeping a pet shop?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	(d) Having the custody of animals?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	(e) Keeping a boarding establishment for animals?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

12	Are you the holder of a current insurance policy which:		
	(a) 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 for riding?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	(b) Insures you against liability arising out of such hire/use of a horse?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	(c) 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 arising from, such hire or use?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	If the answer to all three questions is YES, enclose with this application a copy of such insurance.		
	If the answer to any of the three questions is NO, state below what steps you are taking to obtain such insurance:		

13	How many horses are kept under the terms of the Act at the present time?	<input style="width: 90%; height: 20px;" type="text"/>
	How many horses is it intended to keep under the terms of the Act during the year? (See note 3)	<input style="width: 90%; height: 20px;" type="text"/>

14	<p>What accommodation is available for:</p> <p>(a) Horses Stalls: Boxes: Covered yard: (please state number, or dimensions in the case of a yard)</p> <p>(b) Forage and bedding</p> <p>(c) Equipment and Saddlery</p>
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15	<p>Is land available for:</p> <p>(a) Grazing YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>(b) Exercising YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>(b) Instruction or demonstrating riding YES <input type="checkbox"/> NO <input type="checkbox"/> Please give further details</p>
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16	<p>Is there an appropriate supply of water? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Please give further details on the arrangements in place to ensure all horses have access to water</p>
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17	<p>What is the name and address of your usual veterinary surgeon/practitioner?</p>
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I am aware of the provisions of the Riding Establishments Acts 1964 and 1970 and I apply for a Licence*/an extension to my provisional licence* to keep a Riding Establishment commencing the day of issue*/1st January (See Note 4)
 (*Delete as applicable)

I enclose:

- (1) The appropriate Licence fee of £120 (Cheques made payable to Shropshire Council) (not applicable to an extension of a provisional licence).
- (2) The certificate(s) referred to in the application above (Question 6).
- (3) The copy of the insurance policy or other evidence of insurance referred to in the application above (Question 12).

Read the following statement carefully before signing it. A false statement may render you liable to prosecution.

I declare my answers to the above questions to be correct in every respect.

SIGNATURE DATE

If signing on behalf of a Company or partnership, state in what capacity:

Please return the completed form and relevant fee to the address below:

**Licensing Department
Shropshire Council
Shirehall
Abbey Foregate
Shrewsbury
SY2 6ND**

This Authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within this Authority for the prevention and detection of fraud. The Authority may also share this information with other bodies administering public funds for these purposes.

NOTES

- 1) A licence may be granted to an individual over the age of 18 years or a body corporate. It will be a condition of any licence granted that the carrying on of the business of a riding establishment shall at no time be left in the charge of any person under 16 years of age.
- 2) It will be a condition of any licence granted that no horse will be let out on hire for riding or used for providing instruction in riding without supervision by a responsible person of the age of 16 years or over unless (in the case of a horse let out for hire for riding) the holder of the licence is satisfied that the hirer of the horse is competent to ride without supervision.
- 3) "Horse" includes any mare, gelding, pony, foal, colt, filly or stallion and also any ass, mule or jennet.
The Act regulates riding establishments which let out horses on hire or use them for the purpose of providing, in return for payment, instruction in riding or for the purpose of demonstrating riding.
- 4) A licence is valid from the date of issue or from the first day of April next. Please state preference.

FOR OFFICIAL USE ONLY

ORDER NO:

Date of Inspection
Recommendation
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Date reported to Council, and Decision.....
No. of Licence issued
Entered in Register: Date: Ref: