



RIDING ESTABLISHMENTS ACTS 1964 AND 1970

FORM OF APPLICATION FOR LICENCE*

Or

EXTENSION OF PROVISIONAL LICENCE*

PLEASE COMPLETE IN CAPITAL LETTERS AND BLACK PEN ONLY

1 Full Name of Applicant Mr/Mrs/Miss*

Age (if under 18 years) (See Note 1)

Telephone No: Mobile:

Email:.....

2 Applicants home address (or, if a Body Corporate, name & address of Body or Registered Office)

.....

.....

3 Name and Address of Riding Establishment

.....

..... Telephone No

4 Secondary Keyholder

Contact Name Telephone No

5 Is the Establishment operative throughout the whole year?

.....

If not, state period when normally operative

.....

6 Who will have direct control or management of the Establishment?

.....

7 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 ()

8 If the person named at 5 above does not hold any of these Certificates, give details of his/her experience in the management of horses. *(Continue on a separate sheet if necessary)*

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.....

9 Is a responsible person living on the Establishment? * *delete whichever is inapplicable* YES/NO*
If not, what arrangements are there in case of emergency?

.....

.....

10 Will the carrying on of the business of the Establishment be at all times in the charge of a person of the age of 16 years or over *(see Note 1)*

.....

11 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)*.

.....

12 The applicant is required to answer "Yes" or "No" to the following questions:

- (i) 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/NO
 - (b) keeping a dog YES/NO
 - (c) keeping a pet shop YES/NO
 - (d) having the custody of animals YES/NO
 - (e) keeping a boarding establishment for animals YES/NO

- (ii) Are you the holder of a current licence 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 in riding YES/NO
 - (b) insures you against liability arising out of such hire or use of a horse YES/NO
 - (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/NO

IF “YES”, YOU *MUST* ENCLOSE WITH THIS APPLICATION EVIDENCE THAT YOU HOLD SUCH INSURANCE.

If “NO”, state below what steps you are taking to obtain such insurance

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.....

13 How many horses are kept under the terms of the Act at the present time?

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How many horses is it intended to keep under the terms of the Act during the year (*see Note 3*)

.....

14 What accommodation is available for:

- (a) horses stalls
boxes
covered yard
(Please state number, or dimensions in the case of a yard)

(b) forage and bedding

(c) equipment and saddlery

15 Is land available for:

(a) grazing

(b) instruction or demonstration riding (*please give details*)

.....

.....

(c) exercise

16 Are there adequate watering arrangements and is there a fresh water supply?

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17 What are the arrangements for the protection of horses in the case of fire?

.....

.....

.....

18 What is the name and address of your usual veterinary surgeon/practitioner?

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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 (see Note 4) THE FIRST DAY OF APRIL 20../DATE OF ISSUE*.

* delete whichever is inapplicable

I ENCLOSE (please tick):

LICENCE FEE OF (not required for extension to provisional licence) ()

CERTIFICATE(S) REFERRED TO AT ITEM 6 ABOVE* ()

POLICY OR OTHER EVIDENCE OF INSURANCE REFERRED TO AT ITEM 11(ii) ABOVE ()

Please 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.

Date

Signature

(If signing on behalf of a Body Corporate, state appointment held)

.....

Payment

Please return completed application form to:

Perth & Kinross Council
Housing & Environment
Pullar House
35 Kinnoull Street
Perth
PH1 5GD

Payment

Application will not be processed until appropriate application fee is paid.

Payment can be made by one of the following options (please tick which option you are using):

- Cheque** - made payable to Perth & Kinross Council. Please return cheque with application form to the address above.
- Credit/debit card** – by calling Perth & Kinross Council Customer Service Centre on 01738 476476. Please quote the type of licence you are applying for, and if renewing an existing licence, quote your licence no. detailed on covering letter.
- In person** - by visiting the cash office at Pullar House at the above address. Payment can be made by cash, cheque or credit card. Please quote the type of licence you are applying for, and if renewing an existing licence, quote your licence no. detailed on covering letter. You can return your completed application form at this time also.
- By EBACS** – Please quote the licence type and your licence no. as reference:
Account Name - Perth & Kinross Council Main Account
Sort code - 83-47-00
Account No - 11571138

Please note the fee charged is for the processing of the Licence. No refund will be given if an application is refused or is withdrawn.

The licence is issued for the period 1 April – 31 March, or the remainder of the year if the application is made part the way through the year. There will be no reduction in application fee for applications received part way through the year.

HOW WE USE YOUR PERSONAL INFORMATION

The information provided by you will be used by Perth & Kinross Council to assess your Application. The information may be shared with appropriate professionals or service providers to support your application.

The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, please look at our website www.pkc.gov.uk/dataprotection, email dataprotection@pkc.gov.uk or phone 01738 477933.

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. (a) "Horse" includes any mare, gelding, pony, foal, colt, filly or stallion and also any ass, mule or jennet.

(b) 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.