



Community and Enterprise Resources
Executive Director **David Booth**
Planning and Regulatory Services

Riding Establishment Acts 1964 and 1970

Application for a licence to operate a Riding Establishment

You can complete this application for a licence to operate a Riding Establishment form in Adobe Acrobat and print it out, or print it and complete by hand, using block capital letters. This form requires to be signed, please return the form to: South Lanarkshire Council, Planning and Regulatory Services, First Floor, Brandon Gate, 1 Leechlee Road, Hamilton, ML3 6AU.

For more information or if you want this information in a different format or language, please phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk.

Using your personal information

We, South Lanarkshire Council, will use the information that you have provided to us in connection with the statutory function of processing of your application. This includes checking the validity of the information provided and checking your suitability to be given and to hold a licence by sharing it with other public bodies.

If your application is successful, we will use the information in order to fulfil our management and regulation role as a licensing authority. We will place certain information from your application onto a public register as required by law. The register is publicly available to view.

We will share your information with South Lanarkshire Council's Planning and Regulatory Services in order to check the accuracy of information provided on your application. Your information will only be processed when it is lawful to do so.

Your rights

You have the right to ask us to

- confirm that we are using personal information about you, detail what that information, to whom we have disclosed your information and a copy of the information that we have about you (The right of access)
- correct any incorrect or misleading personal information that we have about you (The right to rectification)
- stop using any or all of your personal information (The right to object)
- to delete or destroy your personal information (The right to erasure) and
- stop using your personal information until we can look into correcting your personal information or our justification for using your personal information or to stop us deleting your personal data where you need it in connection with any legal claims (the Right of Restriction)

For more information on your rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice on the council's website at www.southlanarkshire.gov.uk/privacy or you can ask for a paper copy from the Data Protection Officer (details are below).

If you have any queries or are unhappy about the way that we use your personal information or have responded to you in relation to any of your rights, you can contact



The council's Data Protection Officer

The Data Protection Officer, Administrative and Legal Services,
Finance and Corporate Resources, Floor 11, Council Offices,
Almada Street, Hamilton ML3 0AA

Phone: 0303 123 1015 or by email to dp@southlanarkshire.gov.uk



The Information Commissioner

You also have the right to complain to the Information Commissioner about the way we have handled your rights, to enquire about any exercise of those rights or to complain about the way that the council has dealt with your rights (or any other aspect of data protection law) The Commissioner's Contact Details are:

Information Commissioner's Office, Wycliffe House, Water Lane
Wilmslow, Cheshire SK9 5AF

Phone: 0303 123 1113 (local rate) or 01625 545 745 (if you prefer to use a national rate number).
Alternatively fax to: 01625 524 510 or go online at: <https://ico.org.uk/concerns/handling/>

1 Applicant details:
Name of applicant

Address

Phone

Email

2. Type of application

New **Renewal**

Existing licence number

Further information about the applicant

Date of birth

3 Establishment to be licensed

Name of premises/trading name

Address of premises

Phone

Email

Is the establishment open throughout the year?

Yes **No**

If no, go to 4

When is it normally open?

4 Accommodation and facilities

Please describe the accommodation available for horses

Stalls (please give the number)

Boxes (please give the number)

Covered yard (please give dimensions)

Open yard (please give dimensions)

Please describe the land available for:

Grazing

Instructing or demonstrating

Exercise

Please describe the accommodation available for:

Forage and bedding

Equipment and saddlery

Please describe the arrangements in place for:

Water supply and watering horses

Disposal of animal waste

Protection of horses in event of a fire, and fire precautions

5. Horses

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

How many horses is it intended to keep under the terms of the Act during the year

6. Management of the establishment

Name of the manager/person with direct control of the establishment

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

TRSS Centre Operator Certification

Please give details of the manager's experience in the management of horses

Does a responsible person live at the establishment?

Yes No

If no, what are the arrangements in the event of an emergency?

Will a person who is under 16 years of age be left in charge of the establishment at any time?

Yes No

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

Name of usual veterinary surgeon

Company name

Address

Phone

Email

8 Public Liability Insurance

Do you have public liability insurance?

Yes No

If no, please state what steps you are taking to obtain such insurance

If yes, please provide details of the policy

Insurance company

Policy number

Period of cover

Amount of cover (£m)

Does this policy:

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

Insure against liability arising out of such hire or use of a horse?

Yes No

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

If yes to all, go to 9

If no, 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

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

If yes to any of the above, please provide full details, including dates and circumstances

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

If yes, please provide full details, including dates and circumstance

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

If yes, please provide details, including the local authority applied to, dates and circumstances

10 Additional details

Please check local guidance notes and conditions for any additional information which may be required

Additional information which is required or may be relevant to the application

Standard declaration and signature section

I am aware of the provisions of the Riding Establishments Act 1964 and 170, and I apply for a licence/extension to my provisional licence to keep a Riding Establishment

I have enclosed a copy of the certificates referred to in Section 6 and a copy of my insurance documents.

I understand that a veterinary inspection fee will be payable prior to the granting of a licence.

Signature

Date