



APPLICATION FORM FOR A RIDING ESTABLISHMENT

Riding Establishments Act 1964 and 1970

Surname		Mr/ Mrs/ Miss (Please delete as applicable)	
First Names (in full)			
Full Address			
Telephone Number		Mobile Number	
Full Address of Premises if different from above			

Is the establishment operative throughout the year?	YES/*NO
If NO to the above, state period when normally operative	

Name of individual who will have direct control or management of premises			
Does the above person hold any of the following certificates:			
Assistant Instructors Certificate of the British Horse Society		YES/*NO	
Instructors Certificate of the British Horse Society		YES/*NO	
Fellowship of the British Horse Society		YES/*NO	
Fellowship of the Institute of the Horse		YES/*NO	
If YES to any of the above please enclose copies of the certificates			
If the person does not hold any of the certificates, please give details of experience in management of horses			
Will there be a responsible person living on the premises?			YES/*NO
If NO what arrangements will there be in place in case of emergency			

Are you or any person who will have direct control or management of the establishment disqualified for the time being from:	
Keeping a riding establishment	YES/*NO
Keeping a Pet Shop	YES/*NO
Keeping a Dog	YES/*NO
Having the custody of Animals	YES/*NO
Keeping a Boarding Establishment for animals	YES/*NO

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?	YES/*NO
Insures you against liability arising out of such hire or use of horse?	YES/*NO
Insures such riders 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 any of the above please enclose evidence that you hold such insurance	
If NO please state what steps you are taking to obtain such insurance	

How many horses are kept at the present time?		
What accommodation is available for:		
Horses	Number of Stalls	
	Number of Boxes	
	Covered Yard (dimensions)	
Forage and Bedding		
Equipment and Saddlery		

Is land available for:	
Grazing	YES/*NO
Instruction or demonstration riding	YES/*NO
If YES to the above please give details	
Name and address of usual Veterinary surgeon or practitioner	

Schedule of Horses to be used for Hire:

<u>Name</u>	
<u>Age</u>	
<u>Description</u>	
<u>Height</u>	
<u>Name</u>	
<u>Age</u>	
<u>Description</u>	
<u>Height</u>	
<u>Name</u>	
<u>Age</u>	
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<u>Description</u>	
<u>Height</u>	
<u>Name</u>	
<u>Age</u>	
<u>Description</u>	
<u>Height</u>	

Guidance Notes

Who needs to apply?

Anyone carrying on the business of keeping horses to be let out on hire for riding or anyone keeping horses to be used in providing instruction in riding in return for payment.

How to apply

If you are going to keep horses for hire or for giving lessons in Bracknell Forest, you must first apply on the appropriate application forms which can be obtained from the Licensing Department. You will need to complete the application form and return it together with the fee to the Council offices in Bracknell.

There is an application fee. These licences need to be renewed annually.

How your application will be processed

Once your completed application for the grant of a licence is received, the Council will send an authorised officer of the Council and a Veterinary Surgeon/Practitioner to inspect your premises. If an acceptable report is received from the authorised vet, then we will be able to let you know the conditions that we propose to attach to your licence before it is issued.

When we receive an application to renew of licence, the Council will usually send an authorised officer of the Council and a Veterinary Surgeon/Practitioner to inspect your premises. If the inspecting officer's report is satisfactory, we will be able to let you know the conditions that we propose to attach to your licence before it is issued.

What happens if my application is not successful?

On certain occasions a vet may recommend that a licence should not be issued, after consideration the Council may agree and decide not to give you a licence. If that happens you, as the applicant, have a right of appeal to the Magistrates Court against that decision.

Riding Establishments Acts 1964 and 1970

Applications are made under the relevant legislation and it is a condition of the licence to abide by that legislation.

A licence may be granted to an individual over the age of 18 years or a corporate body.

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.

A licence is valid from the date of issue or from the first day of January next.

Fees for licences 2008/2009

Type of Licence	£
Riding Establishment	394.00
Renewal for Riding Establishment	203.00

Payment Information

Payment can be made in the following ways:

By Cash or Cheque (made payable to Bracknell Forest Borough Council) at Time Square. Please allow 28 days for the cheque to clear.

By Credit or Debit card at Time Square or over the phone on 01344 352000

Please tick to confirm you have enclosed the following with your application:

Available at www.bracknell-forest.gov.uk

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	A receipt showing payment of the fee (non-refundable) or a cheque made payable to Bracknell Forest Borough Council.
	A Copy of the Planning Permission for the Premises
	Copies of any Certificates where applicable
	Copy of Insurance Policy

The completed form, fees and any enclosures should be handed into the Environment and Leisure reception, Time Square, Market Street, Bracknell

An applicant commits an offence if they knowingly or recklessly make a false statement or omit any relevant information and any licence issued may be revoked.

Information provided on application forms will only be disclosed to other agencies, for example Police, where there is a legal requirement to do so, for the investigation of an offence.

PLEASE NOTE: This application form is open to inspection by the public.

Declaration:

I hereby certify that all statements in this application are correct and true to the best of my knowledge. I have read the guidance supplied, enclosed any required documentation and fees, and agree to abide by the conditions placed on the licence should it be granted.

Signature.....Print Name.....

Date signed.....