

RIDING ESTABLISHMENTS ACTS 1964 & 1970

APPLICATION FOR THE GRANT / RENEWAL OF A RIDING ESTABLISHMENT LICENCE

This application form is in several parts for different things. Which parts you need to complete depends on what you are applying for:

Part A	About you (the applicant)	p1
Part B	Day to Day Manager	p3
Part C	Grant or Renewal of a licence	p3
Part D	Declaration	p4

Part A – About the applicant

To be completed if a natural person (individual)

Surname (include any other surname you have been known by)

Forename _____

Home Address _____

_____ Postcode _____

Tel. No. _____ Email address _____

Date of birth _____ Age _____

Place of birth _____

Is applicant to carry out day-to-day management of the activity?

YES NO

To be completed if a non-natural person (organisation, company, partnership etc)

Name _____

Address of Principal registered office _____

_____ Postcode _____

Telephone number of principal registered office _____

Email address of principal registered office _____

Names, home addresses and dates of birth of all directors, partners or other persons responsible for management:

Part B – Day to Day Manager

To be completed by the day-to-day manager of the activity

Surname (include any other surname you have been known by)

Forename _____

Home Address _____

_____ Postcode _____

Tel. No. _____ Email address _____

Date of birth _____ Age _____

Place of birth _____

Part C – Grant or Renewal of Licence

What type of licence are you applying for? GRANT RENEWAL

Where will you trade? Provide names and / or addresses of all business premises

Is the establishment operative throughout the year? YES NO

Who will have direct control and management of the establishment?

TRAINING

Detail any certificate held by the person who has direct control and management, issued by the British Horse Society, Association of British Riding Schools or Trekking and Riding Society of Scotland

If the person named above does not hold any certificate, provide details of experience in the management of horses

Is a responsible person living on the establishment? YES NO

If No, what arrangements are there in case of an emergency?

Will the establishment be left at any time in the charge of a person under 16 years of age? YES NO

Are you, or any person who will have control or management of the Establishment, disqualified, for the time being from:

Keeping a Riding Establishment YES NO

Keeping a dog YES NO

Keeping a Pet Shop YES NO

Having custody of animals YES NO

Keeping a Boarding Establishment for animals YES NO

INSURANCE

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, instruction in riding in return for payment

YES NO

Insures you against liability arising out of such hire or use of a horse

YES NO

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

YES NO

How many horses are kept under the terms of the Act? _____

ACCOMMODATION

What accommodation is available for the horses? State dimensions and numbers

Stalls _____

Boxes _____

Covered yard _____

Forage and bedding _____

Equipment and saddles _____

Grazing _____

Instruction riding _____

Water supply arrangements _____

Arrangement in the case of a fire _____

Name and address of usual Veterinary Surgeon _____

Part D – Declarations

Subject to the provisions of the Rehabilitation of Offenders Act 1974, has any party name in this form ever been convicted of any crime or offence?

YES NO

If Yes, provide particulars below. NB – All crimes and offences must be declared:

NAME	DATE	COURT	OFFENCE	SENTENCE

I/We declare that the particulars given by me on this form are correct to the best of my/our knowledge and belief

Signature of applicant _____

Signature of day to day manager _____

Any person who in, or in connection with the making of this application makes any statement which he/she knows to be false or recklessly makes any statement which is false in a material particular shall be found guilty of an offence and liable, on summary conviction

Please return the completed application form, relevant documents and fee to Licensing Office, East Lothian Council, John Muir House, Haddington, EH41 3HA. This application form must be lodged, together with the appropriate fee not less than 6 weeks before the proposed commencement date of the licence. Please note that the application fee is non-returnable.

DATA PROTECTION ACT 2018

Please note that the information given on this form may be stored electronically by this Authority for the purpose of licensing.

The Identity of the Data Controller under the Data Protection Act 2018 ("the Act").

East Lothian Council, John Muir House, Haddington, East Lothian EH41 3HA ("the Council")

The purpose or purposes for which the data are intended to be processed.

The Data will be processed in order for East Lothian Council to fulfil its statutory duty under the Civic Government (Scotland) Act 1982 in receiving, registering, determining and granting applications for licenses under the said Act. The Data will be shared with public bodies who require to be consulted about the application, such as the Police. It will also be shared with internal East Lothian Council services, particularly within the Environment Department who give advice to the Council as Licensing Authority, in respect of the application.

East Lothian Council 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 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.

Further information can be obtained from:

Data Protection Officer
Licensing, Administration and Democratic Services
John Muir House
Haddington
dpo@eastlothian.gov.uk