

RIDING ESTABLISHMENTS ACTS 1964 and 1970

APPLICATION FOR A LICENCE

	Licence Applied For:	PROVISIONAL / FULL (delete as appropriate) NEW / RENEWAL (delete as appropriate)	
1	Title:		
	Forename(s):		
	Surname (inc. former / any other):		
	Date of Birth: <i>(See Note 1)</i>		Place of Birth:
2	Private Address (or, if a Body Corporate, name of Body and address of Registered Office):		
	Postcode:		
	Telephone number:		Mobile number:
	Email address:		
3	<u>Name & Address of Establishment</u> (if different from Private Address):		
	Postcode:		
4	Is the Establishment operative throughout the year? If 'No', state period when normally operative:	YES / NO	
5	Who will have direct control or management of the Establishment?		
6	If that person is the holder of any of the Certificates shown opposite please tick the box 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	<input type="checkbox"/>
		Instructor's Certificate of the British Horse Society	<input type="checkbox"/>
		Fellowship of the British Horse Society	<input type="checkbox"/>
		Fellowship of the Institute of Horse	<input type="checkbox"/>
7	If the person named at 5 does not hold any of these Certificates, give details of their experience in the management of horses. <i>(continue on a separate sheet if necessary)</i>		
8	Is a responsible person living on the Establishment?	YES / NO	
	If 'No' what arrangements are there in case of emergency?		
9	Will the carrying on of the business of the Establishment be left at any time in the charge of a person under 16 years of age? <i>(See Note 1)</i>	YES / NO	

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)?	YES / NO
11	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:	
	Keeping a riding establishment?	YES / NO
	Keeping a dog?	YES / NO
	Keeping a pet shop?	YES / NO
	Having the custody of animals?	YES / NO
	Keeping a boarding establishment for animals?	YES / NO
	(ii) 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 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 arising from, such hire or use?	YES / NO*
	* If 'Yes' enclose with this application evidence that you hold such insurance. If 'No' state below what steps you are taking to obtain such insurance.	
12	How many horses are kept under the terms of the Act at present?	
	How many horses is it intended to keep under the terms of the Act during the year? (See Note 3)	
13	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	
14	Is land available for:	
	Grazing	YES / NO
	Instruction of demonstrating riding (please give details)	
15	What is the name and address of your usual veterinary surgeon/ practitioner?	

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I enclose:

1. The certificate(s) referred to at item 6.
3. The Policy or other evidence of insurance referred to at item 11 (ii).

Payment should be made by calling 01467 539546 once this form has been submitted.
Forms should be emailed to dog.warden@aberdeenshire.gov.uk

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

DECLARATION			
»»	I am aware of the provisions of The Riding Establishments Acts 1964 and 1970.		
»»	I agree to an authorised veterinary surgeon to carry out an inspection at my premises and provide a report to Aberdeenshire Council, and I agree to pay all costs in respect to this Veterinary Inspection.		
»»	I confirm that the details I have given are to the best of my knowledge true in every respect and I will notify the Council of any change in the details provided on the application form.		
Name:		Date:	
Signature:			
If signing on behalf of a Body Corporate, state appointment held:			

Please complete and sign the above declaration and read the attached Privacy Notice before dating, signing and submitting your application form. Aberdeenshire Council will manage your personal data in accordance with the requirements of the General Data Protection Regulations (GDPR) as set out in the Privacy Notice.

ADMIN USE ONLY

Date Application Form received:Date fee received & By:

Receipt No:

NOTES

1. A licence may be granted to an individual over the age of eighteen 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. (i) 'Horse' includes any mare, gelding, pony, foal, colt, filly or stallion, and also any ass, mule or jennet.

(ii) 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 January next. Please state preference.

Please return completed application form, licence fee and a copy of your Public Liability Insurance Policy to:

Email: dog.warden@aberdeenshire.gov.uk

Telephone payments can be made by phoning 01467 539546, Cheque and cash payments are no longer accepted.

Alternatively, by post to Environmental Health, Aberdeenshire Council, Gordon House, Blackhall Road, Inverurie, AB51 3WA

Privacy Notice

In relation to processing of licence applications and similar applications

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- Assessment of licence applications.
- Regulatory, licensing and law enforcement, including prosecution of offenders.
- Research, education, raising awareness, promoting the services provided by the environmental health service.

Your information is:

Being collected by Aberdeenshire Council	X
Has been provided to Aberdeenshire Council by	n/a

The Legal Basis for collecting the information is:

Personal Data	Special categories of personal data
Consent	The data subject has given explicit consent to the processing
Performance of a Contract	Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment, social security social protection law
Legal Obligations	Where processing of an individual's personal data is for the purpose of meeting a legal obligation of the data processor. X
Vital Interests	Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent
Task carried out in the Public Interest	Processing relates to personal data which are made public by the data subject X

Legitimate Interests (Please see the Privacy Notice Guidance for details of limited use of this ground for processing personal data)	Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
	Processing is necessary for reasons of substantial public interest
	Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment, or the management of health or social care systems
	Processing is necessary for reasons of public interest in the area of public health
	Processing is necessary for archiving purposes in the public interest , scientific or historical research purposes or statistical purposes

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

The Environmental Health Service may not be able to determine compliance with relevant legislation and issue the appropriate licence, certificate or approval. The business and/or activities may not comply with relevant legislation. Persons acting in the course of their trade or business are under an obligation to provide assistance and information when officers are exercising a power for which they are duly authorised. An offence is committed if this requirement is breached. This does not require a person to answer any question or give information which may incriminate them.

Your information will be shared with the following recipients or categories of recipient:

Other law enforcement and health based agencies such as-
 Food Standards Scotland
 Scottish Environment Protection Agency
 Health & Safety Executive
 NHS Grampian
 Police Scotland
 Other Local Authorities
 Animal & Plant Health Agency
 SSPCA
 Government and Scottish Government Departments
 Also, any other relevant body or agency that may be of assistance.

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

Not applicable

The retention period for the data is:

This will vary depending on type of licence but will be up to 6 years after licence is surrendered or revoked.

The following automated decision-making, including profiling, will be undertaken:

Not applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner’s Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.