

# MIDLOTHIAN COUNCIL

## Form for application for Licence or Extension of Provisional Licence

### RIDING ESTABLISHMENTS ACTS, 1964 & 1970

|                               |   |
|-------------------------------|---|
| <b><u>APPLICATION FOR</u></b> | <b>LICENCE*</b><br><b>EXTENSION OF PROVISIONAL LICENCE*</b> |
|-------------------------------|---|

1. SURNAME

CHRISTIAN NAMES

\_\_\_\_\_

\_\_\_\_\_ Block Capitals

(State whether Mr/ Mrs/Ms)

\_\_\_\_\_

Age (if under 18 years)

(See note 1) \_\_\_\_\_

2. Private Address (or, if a Body corporate, name of Body and address of Registered office)

\_\_\_\_\_  
\_\_\_\_\_

3. Address of Riding Establishment (if different from 2)

\_\_\_\_\_  
\_\_\_\_\_

Telephone Number

\_\_\_\_\_

4. Is the Establishment operative throughout the year?

\_\_\_\_\_

If not, state period when normally operative

\_\_\_\_\_

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, 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                        | ( ) |

7. If the person named at 5. above does not hold any of these Certificates, give details of his or her experience in the management of horses

\_\_\_\_\_  
\_\_\_\_\_

(Continue on a separate sheet if necessary)

**\* Delete whichever is inapplicable**

8. Is a responsible person living on the Establishment? \_\_\_\_\_  
 If not, what arrangements are there in case of an emergency? \_\_\_\_\_  
 \_\_\_\_\_
9. Will the carrying on of the business of the Establishment be at all times in the charge of someone 16 years or over? (See Note 1) \_\_\_\_\_  
 \_\_\_\_\_
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)? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
11. The applicant is required to answer "YES" or "NO" to the following questions:-
- (i) Are you, or any other person who will have control or management of the Establishment, disqualified for the time being from:-
- |   |               |
|---|---------------|
| (a) keeping a riding establishment?               | <b>YES/NO</b> |
| (b) keeping a dog?                                | <b>YES/NO</b> |
| (c) keeping a pet shop?                           | <b>YES/NO</b> |
| (d) having the custody of animals?                | <b>YES/NO</b> |
| (e) keeping a boarding establishment for animals? | <b>YES/NO</b> |
- (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 for those who use a horse in the course of receiving from you, in return for payment, instruction in riding; | <b>YES/NO</b> |
| (b) insures you against liability arising out of such hire or use of a horse; and   | <b>YES/NO</b> |
| (c) insures such hirers or users in respect of liability which may be incurred by them in respect of injury to any person caused by, or arising from, such hire or use  | <b>YES/NO</b> |

(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)

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12. How many horses are kept under the terms of the Act at the present time? \_\_\_\_\_
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: \_\_\_\_\_
- (a) grazing \_\_\_\_\_
- (b) instruction or demonstration riding  
(Please give details) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (c) exercise \_\_\_\_\_
15. Are there adequate watering arrangements, and is there a fresh water supply? \_\_\_\_\_
16. What are the arrangements for the protection of horses in the case of fire? \_\_\_\_\_  
\_\_\_\_\_
17. What is the name and address of your usual Veterinary Surgeon/Practitioner? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **NOTE**

New applicants must obtain planning permission in terms of the Town and Country Planning (Scotland) Act 1997.

- (a) To use the premises as a Riding Establishment.
- (b) To erect new stables or other buildings on the site.
- (c) For a change of use of all, or part, of the premises if either, all, or part, of a farm etc is to be used as a Riding Establishment.

I AM AWARE OF THE PROVISIONS OF THE RIDING ESTABLISHMENTS ACT 1964 & 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 JANUARY 20\_\_\_\_  
ISSUE

**N.B. SEE NOTE 4 BELOW**

I ENCLOSE:

CHEQUE FOR LICENCE FEE £147.00 + VETERINARY INSPECTION FEE ☐

THE CERTIFICATE(S) REFERRED TO AT ITEM 6 ABOVE ☐

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

(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 \_\_\_\_\_ Usual signature \_\_\_\_\_

Print Name \_\_\_\_\_

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

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\* **Delete as appropriate**

**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 at no time shall 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, colt filly or stallion, and also any ass, male 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 this form by email to:  
[environmenthealth@midlothian.gov.uk](mailto:environmenthealth@midlothian.gov.uk)

## **Midlothian Council Privacy Notice**

### **How your personal Information is used by Midlothian Council Protective Services including Environmental Health**

Under the Data Protection Act 2018, you have a right to know how we collect, use and share your personal data. The Environmental Health function carries out a wide range of regulatory functions for Midlothian Council. In doing so we collect information about individuals and businesses. We enforce the laws in areas such as private sector housing, food safety, workplace safety and environmental crime. We also issue various licences including Animal Welfare Licences. This privacy notice explains the information Environmental Health needs in order to carry out these functions.

Environmental Health is part of the Place Directorate Midlothian Council. More information about privacy notices can be found on the Councils website

### **Our Privacy Promise**

**We promise to collect, process, store and share your data safely and securely.**

### **What lets us collect your information?**

Environmental Health processes your personal information in accordance with the following data processing conditions:-

- Where processing is necessary for the exercise of official authority or for the performance of a task carried out in the public interest
- Where processing is required by law

The main laws under which Environmental Health can process your information in relation to animal health and welfare licences are listed below.

### **Animal Health and Welfare (Scotland) Act 2006**

### **The Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021**

### **Animal Boarding Establishments 1963**

### **Riding Establishments Act 1964 and Riding Establishments Act 1970**

### **Dangerous Wild Animals Act 1963**

### **Zoo Licensing Act 1981**

### **What kinds of personal data do we collect?**

The personal data we collect might include your **name, date of birth, address, National Insurance number, or other information that identifies you**. If necessary, we might also collect what is called 'special category' data – that is, sensitive information such as your gender and medical/health information.

### **How do we collect your personal data?**

We collect your personal data in many different ways. You might give us your personal data yourself, by entering your information in an application form, a contact form on the Council website or by contacting a Council officer in person, in writing or over the phone. We might also receive your personal data from other council services, other agencies or local authorities.

### **How do we use your personal data?**

The personal data collected from you may be used in different circumstances:-

- For the purposes of performing any of our statutory enforcement duties
- to contact you about a complaint, service request or application you have made to us
- to maintain any registers that the law requires us to keep
- If you have applied for a licence of some sort we may use your personal data to check that

you have not been disqualified from holding a licence, committed certain offences relating to fraud, violence or drugs, or contravened any laws, rules or agreements that may stop you being issued with a licence

- to determine if you are a fit and proper person in accordance with the Act or associated Regulation.
- for the collection of any fees due to the Council

### **Do we share your personal data?**

We will only share your personal data if it is necessary to do so and the appropriate conditions have been met to protect it. We will share your personal data if we are compelled to share it by law. If we share information regularly with another organisation, the conditions for sharing your personal data are set out in an Information Sharing Agreement or are permitted by legislation.

### **With whom do we share your personal data?**

Your Personal data may be shared with other Midlothian Council services where we are carrying out a regulatory function or where it is necessary for us to carry out a service you have asked us to. We may share your personal data with other persons authorised by Midlothian Council to act on our behalf in carrying out the requirements of the above legislation such as contractors. If necessary, we might share your personal data with other agencies and authorities, depending on the service being provided.

The external bodies with whom we might share information to carry out are functions include (organisations with a star are mandatory):

- Health and Safety Executive
- Scottish Environment Protection Agency
- The Procurator Fiscal Service\*
- Police Scotland
- HMRC
- Scottish Government
- Lothian and Borders Fire and Rescue Service
- Other local authorities
- Scottish Society for the Prevention of Cruelty to Animals (SSPCA)

### **How long do we keep your personal data?**

Your personal data is kept in line with Midlothian Council's Retention Schedule. The retention schedule sets out the kinds of information the Council creates and uses, how long it should be kept, and what should be done with it at the end of its 'life'. Our retention schedule

### **Further Information**

You can find out more about how we use your information, the rights you have under the Data Protection Act and how to contact us by referring to the overarching Midlothian Privacy Notice. This can be found on the Midlothian Council website. Search for "privacy"