Neath Port Talbot
Castell-nedd Port Talbot
County Borough Council Cyngor Bwrdeistref Sirol

RIDING ESTABLISHMENT ACTS 1964 AND 1970

{Licence*
Application for {Extension of Provisional Licence*

Name (BLOCK CAPITALS) ……

……

AGE (if under 18 years) ……

ADDRESS ……

……

Address of riding establishment if different from above. ……

Is the establishment operative throughout the year? ……

If not state period when normally operative ……..

Who will have direct control of Management of the establishment? ……...

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 [ ]

If the person named above does not hold any of these certificates, give details of his or her experience in the management of horses.
(continue of a separate sheet if necessary)

……...

……...

……...

Is a responsible person living on the Establishment? ……...

If not what arrangements are there in case of an emergency? ……..

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? ……...

……...

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)?	……... ……... ……..
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:	
(a) keeping a riding establishment?	YES/NO
(b) keeping a dog?	YES/NO
(c) keeping a pet shop?	YES/NO
(d) having the custody of animals?	YES/NO
(e) keeping a boarding establishment for animals?	YES/NO
(ii) Are you the holder of a current insurance policy which:	YES/NO
(a) 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:	(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) ……..
(b) insures you against liability rising out of such hire or use of a horse: and	……..
(c) 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?	…….. ……..
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?	……...
What accommodation is available for:	Stalls: ……
(a) Horses	Boxes: ……...
	Covered yard: …… (Please state number, or dimensions in the case of a yard.)

(b) Forage and Bedding …….

(c) Equipment and saddlery ……..

Is land available for :-

(a) Grazing ……..

(b) Instruction or demonstrating riding. (please give details) ……..

……...

What is the name and address of your usual veterinary surgeon/practitioner? ……...

I AM AWARE OF THE PROVISIONS OF THE RIDING ESTABLISHMENTS ACTS 1964 & 1970 AND I APPLY FOR {A LICENCE*

{ AN EXTENSION OF MY PROVISIONAL LICENCE* TO KEEP A RIDING ESTABLISHMENT COMMENCING THE FIRST DAY OF ISSUE* JANUARY 20

Planning Consent Declaration

It is likely that a riding establishment will also require planning permission, it is therefore essential that you make enquiries at the earliest opportunity with the planning department.

I am aware that planning permission may be required in addition to a riding establishment licence and that I will make the necessary enquiries with the planning department.

I understand I can not operate until I have been granted a riding establishment licence and a planning consent (if applicable).

Signed:…… Dated:……

This authority 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.

I also declare that I have read and understood the licensing privacy notice attached.

Signed: …… Dated:…….

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.**
(2) The Act regulates riding establishment, 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.

This form should be returned along with the licensing fee of £ ..... to:
Licensing Section, Neath Port Talbot CBC, Civic Centre
Port Talbot. SA13 1PJ
e.mail licensing@neath-porttalbot.gov.uk Tel No. 01639 763050
Cheques or Postal Orders should be made payable to Neath Port Talbot County Borough Council.

FOR OFFICIAL USE ONLY

Date received: ..... Fee received: YES/NO

Amount: £..... Receipt No: ..... Cash/Cheque

Licensing Privacy Notice

1. In providing us with your personal information you hereby acknowledge that Neath Port Talbot County Borough Council is the Data Controller for all the personal information you provide on this form (for the purpose of the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018 (DPA)).

2. The personal data which we collect from you via this form will be used by the Council (pursuant to it carrying out its various statutory and business functions) for the following purposes:
   Hackney Carriage (taxis) and Private Hire Licences
   Alcohol and entertainment licences, permits and notices
   Gambling licences, permits and notices
   Charitable collection licences and permits
   Boats and Boatmen licences
   Firework licences
   Hairdresser registrations
   Petroleum licences
   Scrap Metal Dealer licences
   Sex establishments and sexual entertainment venue licences
   Stage hypnotism registrations
   Street trading consents
   Tattooing, Cosmetic Piercing, Acupuncture, Electrolysis registrations

3. As a Data Controller the Council is required under GDPR to inform you which of the Article 6 GDPR "Data Processing Conditions" it is relying upon to lawfully process your personal data. In this respect please be advised that in regards to the data provided by you on this form we are relying on the following two Article 6 conditions;
   i. "The data processing is necessary for compliance with a legal obligation to which the controller is subject". (Article 6(c) GDPR).
   ii. "The data processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller." (Article 6(e) GDPR).

4. We may share your personal data securely with the following third parties (i.e. persons/bodies/entities outside the Council) in accordance with data sharing arrangements which we have in place with those third parties
   - The Fire & Rescue Service
   - The Police
   - Disclosure & Barring Services
   - NHS local health boards
   - Immigration services
   - Foreign Embassies if you are a foreign national or have lived abroad

- National Fraud Initiative
- Department for Work & Pensions
- HM Revenue & Customs
- DVLA
- Other local authorities

5. The personal information collected from you on this form will be held by the Council for as long as the licence, permit, consent, notification exists or up to 6 years after the it lapses.

6. Please note that we are required to collect certain personal data under statutory requirements and in such cases a failure by you to provide that information to us may result in the Council being unable to provide you with a service and/or could render you liable to legal proceedings.

7. We would inform you that under Article 21 GDPR you have the right at any time to object to the Authority about the fact that we are processing your personal data for the purposes of carrying out a public task or exercising our official authority.

8. The Council will not transfer any of your personal data outside of the European Union. All processing of your personal data by us will be carried out in the United Kingdom or other European Union countries.

9. The Council will not use your personal data for the purposes of automated decision making.

10. Please be advised that under GDPR individuals are given the following rights in regards to their personal data:
    i. The right of access to their personal data held by a data controller.
    ii. The right to have inaccurate data corrected by a data controller.
    iii. The right to have their data erased (in certain limited circumstances).
    iv. The right to restrict the processing of their data by a data controller (in certain limited circumstances).
    v. The right to object to their data being used for direct marketing.
    vi. The right to data portability (i.e. electronic transfer of data to another data controller).

    Further information on all the above rights may be obtained from the Information Commissioner's website: www.ico.org.uk.

11. In the event that you have any queries regarding our use of your personal data, you wish to have access to the same or you wish to make any complaint regarding the processing of your personal data please contact the Council's Data Protection Officer at the Directorate of Finance & Corporate Services, Civic Centre, Port Talbot, SA13 1PJ.

12. Please be advised that in the event that you make a request or a complaint to the Council's Data Protection Officer (see 9 above) and you are dissatisfied with the Council's response you are entitled to complain directly to the Information Commissioner's Office. Details of the Commissioner's Office contact details and further information on your rights may be obtained from the Commissioner's website – www.ico.org.uk.