BEDFORD BOROUGH COUNCIL

RIDING ESTABLISHMENTS

GUIDANCE NOTES

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

   It will be a condition of any licence granted that the management 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. (a) 'Horse' includes any mare, gelding, pony, foal, colt, filly or stallion, any also any ass, mule or jennet.

   (b) 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 until 31 December of the same year OR
   the first day of January next.

5. When completed this form, together with the appropriate fee, and any appropriate certificates, should be sent to:

   Cheques should be made payable to: BEDFORD BOROUGH COUNCIL

   FEE PAYABLE IS £294.00

   Return to: **BEDFORD BOROUGH COUNCIL**
   LICENSING UNIT
   3rd FLOOR BOROUGH HALL
   CAULDWELL STREET
   BEDFORD MK42 9AP

DATA PROTECTION

Personal information provided in an application form and during the period of any subsequent Licence is normally held for a period of five years from the expiry of the last consecutive Licence held. It will be used primarily for the purpose of the licensing function concerned although it may also be used for data matching purposes across various licensing functions. Certain personal data will be available on the licensing pages of the Council's internet.

Personal information held for licensing purposes will be held and used in accordance with the requirements of the Data Protection Act 1998. To assist the Council in the prevention and detection of fraud so that it can protect the public funds it administers the Council may use information provided for licensing purposes within this Authority for data matching purposes. It may also data match information provided for licensing purposes with other public bodies that regulate, administer or are in receipt of public funds for the purposes of the prevention and detection of fraud.

FREEDOM OF INFORMATION

Information held by the Council may need to be disclosed in response to a request for it within the terms of the Freedom of the Information Act 2005. This information excludes that which is in any other way already in the public domain.