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Hartpury University And College
Hartpury House
Hartpury
Gloucestershire
GL19 3BE

Our Ref: F/23/00285/ANIMAL

Date: 14th June 2023

Dear Hartpury University And College,

Animal Welfare (Licensing of Activities Involving Animals)(England) Regulations 2018 Application for an Animal Activity Licence

We are pleased to inform you that the application for the above licence has been granted under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018. Please find enclosed the Animal Activity Licence in respect of the following premises:-

Premises Name: Hartpury University And College
Address: Hartpury Equine
Hartpury College
Hartpury
Gloucestershire
GL19 3BE

Application Reference: F/23/00285/ANIMAL

Please can you check that the details contained within the Licence are correct. If there are any clerical errors please notify the licensing section immediately using the contact details above so that the errors can be rectified.

In accordance with the general conditions detailed in Schedule 2 of the Regulations, the licence must be clearly and prominently displayed on any premises on which the licensable activity is carried on. The name of the licence holder and the number of the licence holder's licence must also be clearly and prominently displayed on any website used in respect of the licensable activity.

Attached to the Licence, at Appendix 1, are the current Mandatory Conditions. These are subject to change and it is the licence holder's responsibility to ensure that they are aware of the most up-to-date Mandatory Conditions. These can be found on the Forest of Dean District Council website (www.fdean.gov.uk), under the licensing service area.

For all animal activity licences, except the keeping or training of animals for exhibition, the length of the licence is based on a star rating scheme. The star rating (1-5 stars) is assessed on a number of factors and determines the length of the licence (1-3 years). Both the risk and welfare standards are taken into account in the star rating. Further information on the star rating can be found in the Defra procedural guidance document which can be found on the Council's website.

The inspection report and risk rating assessment form (risk assessment form only applicable to renewals) is enclosed. This report includes:-

- **The general and specific conditions** that are to be met, together with the Officers notes taken during the inspection. This will also highlight whether the 'higher standards' have been achieved. Any recommendations listed may help you meet the 'Higher Standards' of welfare or obtain a 'Low' risk category (see risk management assessment table) or simply help ensure good practice.
- **A risk management assessment table** indicating the reasons why you are classed as 'Low' or 'High' risk.
- The **star rating matrix**.

Renewal applications must be made 10 weeks prior to the expiry of a licence, to ensure continuous, legal, animal licence activity. An inspection is required before the licence can be renewed. **You will not receive a reminder** so you must ensure that you make a note of when your licence is due to expire to ensure that you submit your renewal within the timescales required.

Forest of Dean District Council may share information provided to it with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud under Section 6 of the Audit Commission Act 1998.

Yours sincerely

Licensing Team
Environmental and Regulatory Services

RE-VISIT AND APPEALS OF THE RATING

REQUEST A RE-VISIT

If the star rating has been accepted and the necessary improvements made from the inspection report, a visit to re-inspect the premises can be requested. A separate fee is charged for such a re-visit. A re-visit is different to an appeal of your star rating. For a new rating a re-visit must be made in line with the Defra guidance which states a new rating will not be given on documentary evidence alone.

Before requesting a re-visit

Look carefully at the comments made about non-compliances in the full report from your last inspection. Ensure appropriate action has been taken to address any issues raised.

During a re-visit the standards will be reviewed in all areas of your business not just those previously commented on in the last inspection report. It is therefore important to know the licence requirements and maintain standards generally. Following a re-visit the star rating could go down as well as up. A reduced rating will not be reviewed before the next planned inspection unless another re-visit is requested.

How to request a re-visit

Re-visit requests must be made in writing. You must complete the request form (available on the website www.fdean.gov.uk), outlining the actions taken to improve the level of compliance or welfare since the last inspection. Any relevant supporting documentation to evidence any changes or actions should be included. Your form must be returned by email to ers@fdean.gov.uk or by post to Licensing, Environmental and Regulatory Services, Forest of Dean District Council, High Street, Coleford, Gloucestershire. GL16 8HG.

Payment

You should wait until your request form has been approved by an officer before making payment. If the request form is approved, you will be asked to pay the fee before the re-inspection can occur.

When will the re-inspection take place.

Re-inspection will take place within 3 months from receipt of a valid request form. Where an inspection does not occur within the three months, the business can raise the issue with the Service Leader for Licensing. If the matter cannot be resolved, the business has recourse to the council's complaints procedure.

APPEALS

If you believe the star rating awarded does not reflect the animal welfare standards and risk level of the business at the time of the inspection, an appeal can be lodged. If improvements have been made since the inspection, these are not taken into account on an appeal you need to apply for a re-visit instead.

How to appeal your star rating

You must raise your concern with the inspecting Officer at the earliest opportunity. These details can be found on the inspection report. The Officer may help you to understand why the score was given. Please note that raising your concern with the inspecting officer is not an appeal and there is a time limit of 21 days (including weekends and bank holidays) for lodging an appeal. If you think time may run out to lodge an appeal you should lodge your appeal as you can always withdraw it at a later date.

1. To lodge an appeal of the star rating, you must write to us. This can be by email to ers@fdean.gov.uk or by post to Licensing, Environmental and Regulatory Services, Forest of Dean District Council, High Street, Coleford, Gloucestershire. GL16 8HG. Please title documentation as 'Appeal against star rating'. You must include your licence number in all correspondence and clearly explain the reasons for your appeal.

2. The Council has 21 days (including weekends and bank holidays) from the date we receive the appeal to consider it and issue a decision. The appeal will be considered by the Service Business Manager. No officer involved in the production of the rating, or in the inspection, on which the rating is based, will consider the appeal. If the Service Business Manager has been involved in the production of the rating, the matter may be dealt with by an equivalent level in another Local Authority or the Director.
3. An appeal against the score considers both the paperwork associated with the inspection and the past record of the business. In some circumstances a further visit to the establishment may be required. If this is considered necessary and the rating stays the same or goes down, the cost will be passed onto the applicant. Where a higher rating is awarded, the cost is not passed on.

How to withdraw an appeal

Appeals can be withdrawn in writing at any time please email ers@fdean.gov.uk or write to Licensing, Environmental and Regulatory Services, Forest of Dean District Council, High Street, Coleford, Gloucestershire. GL16 8HG, clearly stating the licence number and your wish to withdraw the appeal.

What if I don't agree with the outcome of the appeal

If you disagree with our decision, it can be challenged by judicial review by application to a Magistrates' Court.

If you believe our service has not been properly delivered, you can also use our normal complaints procedure.


How long do I have to appeal?

There is a time limit of 21 days (including weekends and bank holidays) for lodging an appeal.



Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Forest of Dean District Council being the local authority under the above act, hereby licence the below establishment to carry out the requested licensable activity. The licence is issued subject to the provisions of the said Act and general and specific council conditions.

Licence Number:	F/23/00285/ANIMAL
Applicant Name(s):	Hartpury University And College
Trading Name:	Hartpury University And College
Address of Establishment:	Hartpury Equine Hartpury College Hartpury Gloucestershire GL19 3BE
Activities Authorised by the Licence and the Maximum Numbers Permitted:	
Hiring out horses	53
Star Rating:	5 Star
Duration of Licence:	13th June 2023 to 28th October 2024
Signature of Issuing Officer	 Group Manager
Licence Issue Date	14th June 2023
Issuing Authority	Forest of Dean District Council, High Street, Coleford, Gloucestershire. GL16 8HG

SCHEDULE OF HORSES (14/06/2023)
(FOR USE UNDER THE TERMS OF THE ANIMAL ACTIVITY LICENCE)

	HORSE NAME	UNIQUE EQUINE LIFE NO.	MICROCHIP NO. (if any)
1	Brelston Lady Isabella (Bella)	826073001214070	941000013552915
2	Brelston Nee En Etee (Summer)	826041/000159817	97720008127007
3	Bentley	372414005038757	372141405038757
4	Cash Cooper (Cash)	DE 433331121401	95310003817074
5	Carra Rock (Cara)	372414003283900	966000000215847
6	Conygar Ebony (Ebony)	826046010080373	953010005438215
7	Dali Solstice (Soli)	826046050025432	977200008427124
8	Fronarth Welsh Hero (Gambler)	826046010087462	977200007513017
9	Hartpury Acorn (Acorn was Harriet)	826073002205902	941000024104082
10	Hartpury Perry (Perry was Nicole)	826073002205900	941000024103997
11	Kovoe	372414004606682	372141404606682
12	Mackies Road (Brian)	372141404784111	372414004784111
13	Madges Lane Princess (Marnie)	372414005369816	372141405369816
14	Minstral	826073001211874	981000004679581
15	May Skealon (May)	372414005820063	372141405820063
16	Milo (Milo Huckle)	82600200802	953010100186007
17	Our Business (Jack)	2857	985113004687593
18	Penstrumbly Sods Law (Murphy)	826046060006176	953010005344885
19	Rowdown Gold Touch (Tiao)	826038NFY500189	981000006858228
20	SANDYMAN (Charlie)	372414005905088	372141405905088
21	Sir Galahad (Gally)	826069000180842	958000001760553
22	Sandro Sun (Jack Cole)	DE433330823507	981000008081946
23	Southover Shooting Star (Milo Armour)	826048000064723	985170002577944
24	Skateboard (Puzzle)	372006110202790	972270000156314
25	Sandstorm (Sandstone)	826067PHS036039	953010005438496
26	Satriani (Sonny)	826006003107011	981000004374727
27	Sparrow	372004100018177	372100400070926
28	Tireinon Drummer Boy (Drummer)	826046010063484	953010005438197
29	Transwales Ester (Ester)	826046020158000	981000002513870
30	Trivial Pursuits (Trivvy)	8260GB45253157T	985101045253157
31	Upper Graig Patch (Cochese)	826046040011449	977200007505928
32	Whos That Guy (Scooby)	372006110200806	952000000522043

33	Warwick Avenue (Duffy)	8260GB45088067N	985101045088067
34	Zilver Brenn (Teddy G)	826002100600542	205258500030411
35	Lundy Chase (McCoy)	372414005463753	372141405463753
36	Midnight Masquerade (Bob)	826073001429220	941000015243874

Annex I – Mandatory conditions

1. Schedule 5 Specific Conditions Hiring out Horses

1. Interpretation

1. In these conditions- "client" means a person for whose use a horse is hired out.

2. Eligibility

2.—(1) The licence holder must—

(a) hold an appropriate formal qualification, or have sufficient demonstrable experience and competence, in the management of horses, and

(b) hold a valid certificate of public liability insurance which—

(i) insures the licence holder against liability for any injury sustained by, and the death of, any client, and

(ii) insures any client against liability for any injury sustained by, and the death of, any other person, caused by or arising out of the hire of the horse.

(2) The certificate mentioned in sub-paragraph (1)(b) must be clearly and prominently displayed on the premises.

3. Supervision

3.—(1) The activity must not at any time be left in the charge of a person aged under 18 years.

(2) No horse may be hired out except under the supervision of a person aged 16 years or more unless the licence holder is satisfied that the person hiring the horse is competent to ride without supervision.

(3) The following must be clearly and prominently displayed on the premises—

(a) the full name, postal address (including postcode) and telephone number of the licence holder or other person with management responsibilities in respect of the activity;

(b) instructions as to the action to be taken in the event of a fire or other emergency.

4. Suitable environment

4.—(1) It must be practicable to bring all the horses on the premises under cover.

(2) Suitable storage must be provided and used for feed, bedding, stable equipment and saddlery.

(3) All arena surfaces must be suitable for purpose, well drained, free of standing water and maintained regularly to keep them level.

5. Suitable diet

5.—(1) At all times when any horses are kept at grass, adequate pasture, shelter and clean water must be available for them.

(2) Supplementary feed and nutrients must be provided to any horse when appropriate.

(3) Each horse must be fed a balanced diet of a quantity and at a frequency suitable for its age, health and workload to enable it to maintain an appropriate physical condition.

6. Protection from pain, suffering, injury and disease

6.—(1) The horses must be maintained in good health and must be in all respects physically fit.

(2) A preventative healthcare plan agreed with the veterinarian with whom the licence holder has registered under paragraph 9(8) of the general conditions must be implemented

(3) A daily record of the workload of each horse must be maintained and available for inspection at any reasonable time.

(4) Each horse must be suitable for the purpose for which it is kept and must not be hired out if, due to its condition, its use would be likely to cause it to suffer.

(5) Any horse found on inspection to be in need of veterinary attention must not be returned to work until the licence holder has, at the licence holder's expense, obtained from and lodged with the local authority a veterinary certificate which confirms that the horse is fit for work.

(6) Each horse's hooves should be trimmed as often as is necessary to maintain the health, good shape and soundness of its feet and any shoes should be properly fitted and in good condition.

(7) An area suitable for the inspection of horses by a veterinarian must be provided.

(8) The following must not be hired out—

- (a) a horse aged under 3 years;
- (b) a mare heavy with foal;
- (c) a mare whose foal has not yet been weaned.

(9) The licence holder must keep a register of all horses kept for the licensable activity on the premises, each such horse's valid passport showing its unique equine life number and a record of its microchip number (if any).

7. Equipment

7. All equipment provided to clients must be in good and safe condition and available for inspection at any reasonable time.

2. Schedule 2

General Conditions

see also Specific Conditions associated with the Licensable Activity

1. Licence display

1.—(1) A copy of the licence must be clearly and prominently displayed on any premises on which the licensable activity is carried on.

(2) The name of the licence holder followed by the number of the licence holder's licence must be clearly and prominently displayed on any website used in respect of the licensable activity.

2. Records

2.—(1) The licence holder must ensure that at any time all the records that the licence holder is required to keep as a condition of the licence are available for inspection by an inspector in a visible and legible form or, where any such records are stored in electronic form, in a form from which they can readily be produced in a visible and legible form.

(2) The licence holder must keep all such records for at least three years beginning with the date on which the record was created.

3. Use, number and type of animal

3.—(1) No animals or types of animal other than those animals and types of animal specified in the licence may be used in relation to the relevant licensable activity.

(2) The number of animals kept for the activity at any time must not exceed the maximum that is reasonable taking into account the facilities and staffing on any premises on which the licensable activity is carried on.

4. Staffing

4.—(1) Sufficient numbers of people who are competent for the purpose must be available to provide a level of care that ensures that the welfare needs of all the animals are met.

(2) The licence holder or a designated manager and any staff employed to care for the animals must have competence to identify the normal behaviour of the species for which they are caring and to recognise signs of, and take appropriate measures to mitigate or prevent, pain, suffering, injury, disease or abnormal behaviour.

(3) The licence holder must provide and ensure the implementation of a written training policy for all staff.

5. Suitable environment

5.—(1) All areas, equipment and appliances to which the animals have access must present minimal risks of injury, illness and escape and must be constructed in materials that are robust, safe and durable, in a good state of repair and well maintained.

(2) Animals must be kept at all times in an environment suitable to their species and condition (including health status and age) with respect to—

- (a) their behavioural needs,
- (b) its situation, space, air quality, cleanliness and temperature,

- (c) the water quality (where relevant),
- (d) noise levels,
- (e) light levels,
- (f) ventilation.

(3) Staff must ensure that the animals are kept clean and comfortable.

(4) Where appropriate for the species, a toileting area and opportunities for toileting must be provided.

(5) Procedures must be in place to ensure accommodation and any equipment within it is cleaned as often as necessary and good hygiene standards are maintained and the accommodation must be capable of being thoroughly cleaned and disinfected.

(6) The animals must be transported and handled in a manner (including for example in relation to housing, temperature, ventilation and frequency) that protects them from pain, suffering, injury and disease.

(7) All the animals must be easily accessible to staff and for inspection and there must be sufficient light for the staff to work effectively and observe the animals.

(8) All resources must be provided in a way (for example as regards frequency, location and access points) that minimises competitive behaviour or the dominance of individual animals.

(9) The animals must not be left unattended in any situation or for any period likely to cause them distress.

6. Suitable diet

6.—(1) The animals must be provided with a suitable diet in terms of quality, quantity and frequency and any new feeds must be introduced gradually to allow the animals to adjust to them.

(2) Feed and (where appropriate) water intake must be monitored, and any problems recorded and addressed.

(3) Feed and drinking water provided to the animals must be unspoilt and free from contamination.

(4) Feed and drinking receptacles must be capable of being cleaned and disinfected, or disposable.

(5) Constant access to fresh, clean drinking water must be provided in a suitable receptacle for the species that requires it.

(6) Where feed is prepared on the premises on which the licensable activity is carried on, there must be hygienic facilities for its preparation, including a working surface, hot and cold running water and storage.

7. Monitoring of behaviour and training of animals

7.—(1) Active and effective environmental enrichment must be provided to the animals in inside and any outside environments.

(2) For species whose welfare depends partly on exercise, opportunities to exercise which benefit the animals' physical and mental health must be provided, unless advice from a veterinarian suggests otherwise.

(3) The animals' behaviour and any changes of behaviour must be monitored and advice must be sought, as appropriate and without delay, from a veterinarian or, in the case of fish, any person competent to give such advice if adverse or abnormal behaviour is detected.

(4) Where used, training methods or equipment must not cause pain, suffering or injury.

(5) All immature animals must be given suitable and adequate opportunities to—

(a) learn how to interact with people, their own species and other animals where such interaction benefits their welfare, and

(b) become habituated to noises, objects and activities in their environment.

8. Animal handling and interactions

8.—(1) All people responsible for the care of the animals must be competent in the appropriate handling of each animal to protect it from pain, suffering, injury or disease.

(2) The animals must be kept separately or in suitable compatible social groups appropriate to the species and individual animals and no animals from a social species may be isolated or separated from others of their species for any longer than is necessary.

(3) The animals must have at least daily opportunities to interact with people where such interaction benefits their welfare.

9. Protection from pain, suffering, injury and disease

9.—(1) Written procedures must—

(a) be in place and implemented covering—

(i) feeding regimes,

(ii) cleaning regimes,

(iii) transportation,

(iv) the prevention of, and control of the spread of, disease,

(v) monitoring and ensuring the health and welfare of all the animals,

(vi) the death or escape of an animal (including the storage of carcasses);

(b) be in place covering the care of the animals following the suspension or revocation of the licence or during and following an emergency.

(2) All people responsible for the care of the animals must be made fully aware of these procedures.

(3) Appropriate isolation, in separate self-contained facilities, must be available for the care of sick, injured or potentially infectious animals.

(4) All reasonable precautions must be taken to prevent and control the spread among the animals and people of infectious diseases, pathogens and parasites.

- (5) All excreta and soiled bedding for disposal must be stored and disposed of in a hygienic manner and in accordance with any relevant legislation.
- (6) Sick or injured animals must receive prompt attention from a veterinarian or, in the case of fish, an appropriately competent person and the advice of that veterinarian or, in the case of fish, that competent person must be followed.
- (7) Where necessary, animals must receive preventative treatment by an appropriately competent person.
- (8) The licence holder must register with a veterinarian with an appropriate level of experience in the health and welfare requirements of any animals specified in the licence and the contact details of that veterinarian must be readily available to all staff on the premises on which the licensable activity is carried on.
- (9) Prescribed medicines must be stored safely and securely to safeguard against unauthorised access, at the correct temperature, and used in accordance with the instructions of the veterinarian.
- (10) Medicines other than prescribed medicines must be stored, used and disposed of in accordance with the instructions of the manufacturer or veterinarian.
- (11) Cleaning products must be suitable, safe and effective against pathogens that pose a risk to the animals and must be used, stored and disposed of in accordance with the manufacturer's instructions and used in a way which prevents distress or suffering of the animals.
- (12) No person may euthanize an animal except a veterinarian or a person who has been authorised by a veterinarian as competent for such purpose or—
- (a) in the case of fish, a person who is competent for such purpose;
 - (b) in the case of horses, a person who is competent, and who holds a licence or certificate, for such purpose.
- (13) All animals must be checked at least once daily and more regularly as necessary to check for any signs of pain, suffering, injury, disease or abnormal behaviour and vulnerable animals must be checked more frequently.
- (14) Any signs of pain, suffering, injury, disease or abnormal behaviour must be recorded and the advice and further advice (if necessary) of a veterinarian (or in the case of fish, of an appropriately competent person) must be sought and followed.

10. Emergencies

10.—(1) A written emergency plan, acceptable to the local authority, must be in place, known and available to all the staff on the premises on which the licensable activity is carried on, and followed where necessary to ensure appropriate steps are taken to protect all the people and animals on the premises in case of fire or in case of breakdowns of essential heating, ventilation and aeration or filtration systems or other emergencies.

- (2) The plan must include details of the emergency measures to be taken for the extrication of the animals should the premises become uninhabitable and an emergency telephone list that includes the fire service and police.
- (3) External doors and gates must be lockable.
- (4) A designated key holder with access to all animal areas must at all times be within reasonable travel distance of the premises and available to attend in an emergency.

Annex 2 – Additional conditions