

BHS Approved Centre Application Form



Name of Centre:

Address:

Post Code:

Daytime Telephone:

Mobile No:

Email:

Website:

Correspondence address if different from above

Address:

Post Code:

Proprietor Information

The proprietor is the person who owns the business and has overall responsibility for the running of the centre. They will be the person named on the Agreement between the centre and the BHS and receive the Gold membership that is included as a benefit of having an approved centre.

Title: Mr/Mrs/Ms

First Name:

Surname:

Date of Birth:

Name(s) of other proprietor/business partner(s):

Categories you wish to apply for (please tick all that apply)

- Riding Centre
- Livery Yard
- Retraining Centre
- Trekking Centre
- Facility Centre

Data Protection: Your information is protected under current data protection regulations. We keep your data safe and only process that which is necessary in order to deliver our service. We will not share your personal information with third parties unless you give us permission to do so. However, in certain circumstances, The British Horse Society may be legally required to share certain data held by us, which may include your personal data, for example, where we are involved in legal proceedings, where we are complying with legal obligations, a court order, or a governmental authority. You can view our Privacy Policy on our website at: bhs.org.uk/privacy or by emailing dataprotection@bhs.org.uk.

Safeguarding:

If you require further information about Safeguarding provision within your centre, or assistance with applying for a DBS check please contact the safeguarding team on 02476 840746 or safeguarding@bhs.org.uk

If you do not have any Under 18's on site please fill in the declaration below:

We require all BHS Approved Centres to adhere to the BHS Safeguarding Policy, the full policy can be downloaded from the BHS website www.bhs.org.uk/safeguardingchildren The centre listed above does not currently have any person, including clients, staff or volunteers, who are under the age of 18. I agree to inform the British Horse Society should the situation change.	
Print Name:	Signed:
Date:	

For all centres who have Under 18's on site it is compulsory to have a Centre Safeguarding Officer. This person must have a current Enhanced DBS check and a Safeguarding and Protecting Children Certificate. If these were issued by the BHS please include the details, if not copies of certificates will be required with your application. Please write all information in the box below:

Name of centre Safeguarding Officer:	Date Of Birth:
DBS Issue Date:	
Date of Safeguarding Course:	Venue:

Self Declaration – to be signed by the Proprietor

Have you ever been known to any Children's Services department of Police as being a risk or potential threat to Children? Yes/No (if yes please provide further information below)
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? Yes/No (if yes please provide further information below)
Do you have any current or 'unspent' criminal convictions? Yes/No (if yes please provide further information below)

- I agree that the information provided here may be processed in connection with the BHS Approved Centre scheme and I understand that Approval may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.
- In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
- I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
- I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.

Print Name:

Signed:

Date:

First Aid

For **Riding and/or Trekking Centre** Approval it is compulsory to have one trained first aider present when teaching is taking place. Either the **BHS First Aid Course** or **First Aid at Work** are acceptable courses. If you have done the BHS course please fill in the details below, if not copies of certificates will be required with your application.

Name of First Aider:

Date of course Attended:

Venue:

Name of optional additional First Aider:

Date of course Attended:

Venue:

Please list details of yard manager, coaching staff and those responsible for the supervision of clients on the form overleaf

BHS Approved Centre Staffing List

Staff Name	Date of Birth	BHS Membership No?	Employed FT/PT Self-employed?	Equine Qualification(s)?	Member of APC?	First Aid Expiry Date?	DBS/Access NI/Disclosure Scotland/ Garda Issue Date?	Safeguarding Course Issue Date?

Operational Details

Has planning permission been granted for the business? Yes/No

How long has the business been operational?

How many horses are on the premises?

It is a requirement that all approved centres hold Public Liability Insurance to a minimum of £2 million. Please include a copy of the certificate with your application

It is a requirement that all **Riding Centres** and **Trekking Centres** hold a licence from the Local Authority. Please include a copy of the licence with your application.

How long has the business been operating with a licence?

How many horses are on the riding school licence?

Facility Details

Arenas

Arenas: Indoor/Outdoor

Size:

Surface:

Lighting: Yes/No

Seating: Yes/No

Judges Box: Yes/No

Additional arenas: Indoor/Outdoor

Size:

Surface:

Lighting: Yes/No

Seating: Yes/No

Judges Box: Yes/No

Additional arenas: Indoor/Outdoor

Size:

Surface:

Lighting: Yes/No

Seating: Yes/No

Judges Box: Yes/No

Are there showjumps available? Yes/No

Are there cross-country fences available? Yes/No

Are hacks and ride out's available? Yes/No

Grazing

Is grazing available? Y/N

How many acres are available for grazing?

Livery Services

If livery is offered as part of your provision please indicate which services are provided for

Working Livery

DIY Livery

Part Livery

Full Livery

Retirement Livery

Other (please specify)

Application Declaration

- I understand that by submitting this application my centre will be ready for inspection within **three months** of receipt of application in the BHS Approvals office
- I understand that the centre will be inspected in line with the BHS Approved Centre Criteria and that to the best of my knowledge all aspects of the criteria will be met at the time of the inspection.
- I understand that any further inspections required prior to BHS Approval being granted may be charged for by the BHS.
- I understand the business must be fully operational for a minimum of **12 months** prior to application for BHS Approval.
- I have included the following documentation with my application
 - Public Liability insurance certificate with a minimum of £2 million coverage
 - Local Authority Licence
 - A copy of the DBS Check and Safeguarding Certificate for the Centre Safeguarding Officer if these were not done through the BHS.
 - A copy of any first aid certificates if a non-BHS course was attended
 - A current staff list
 - A cheque for the application fee of £150.00. (Alternatively payment can be arranged by Bank Transfer or credit/debit card. The BHS office will contact you on receipt of application to arrange this. The application fee is non-refundable.

Name:

Signature:

Date: