



WELCOME

LIVERY YARDS MEMBERSHIP APPLICATION PACK



ABRS+

THE ASSOCIATION OF BRITISH RIDING SCHOOLS, LIVERY YARDS AND EQUESTRIAN CENTRES

Section 1 - Application Form

CONTACT DETAILS

Livery Yard name:

Applicant's Name:

Address of business premises:

Postcode:

Correspondence address (if different):

Postcode:

Landline: Mobile:

Email: Website:

APPLICATION

- I wish to apply for the following:
☐ Certified Livery Yard membership of the Association of British Riding Schools, Livery Yards and Riding Establishments (ABRS+)
or
☐ Approved Livery Yard membership of the ABRS+
- I agree to abide by the rules and conditions laid down in the Memorandum and Articles and the Code of Practice.
- I declare that I comply with all applicable health & safety, employment and safeguarding legislation and regulations. I will provide the ABRS+ with evidence of compliance whenever required.
- I declare that any information provided in this application is true and accurate. I undertake to notify the ABRS+ immediately if there is any material change to the information provided in this application.
- I understand and accept that I may be subject to a visit by the ABRS+ at no notice as a part of our Complaints Procedure or as an element of routine quality monitoring.
- If approved, I agree to pay the annual subscription.
- I understand the ABRS+ Privacy Policy, which can be found at <https://www.abrs-info.org/privacy-policy/>. I accept that my personal data will be kept and processed by the ABRS+ and that I will be contact by Email, Phone and/or Post where this relates to products and services that are related to my membership of the ABRS+.

X Signed: Date:

Section 2 - Livery Yard Information

DESCRIPTION (used for listing)

Please describe your Livery Yard (1000 characters) (this will be used for listing):

BUSINESS TYPE

Please describe the nature of your business:

- ☐ Sole trader ☐ Limited partnership
- ☐ Private Limited Company ☐ Company Limited by guarantee
- ☐ A not-for-profit or community interest company or other social enterprise
- ☐ Charitable Incorporated Organisation

Other:

ESTABLISHMENT FACILITIES & SERVICES (used for listing)

Is there an outdoor arena? ☐ Number/Sizes:

Is there a covered arena? ☐ Number/Sizes:

Does the arena have lighting? ☐

Other riding facilities:

What equine non-riding services do you provide?

Equine Assisted Therapy: ☐

Other equine non-riding services provided:

LIVERY

What type of Livery do you provide?

Full: ☐ Assisted DIY: ☐ DIY: ☐ Schooling: ☐
Working: ☐ Retirement: ☐ Track: ☐
Part: ☐ Grass: ☐ Holiday: ☐

Other:

What facilities are available to livery owners?

Arena: ☐ X-Country Course: ☐ Hacking: ☐
Show Jumps: ☐ Stabling: ☐ Horse walker: ☐
Grazing: ☐ (All Year: ☐)

Other:

LIVERY CONTRACTS

Please confirm that there is a contract in place for all livers: ☐

HEALTH AND SAFETY

Please provide copies of health and safety assessments and plans. I have provided a copy of:

Health and Safety Risk Assessment: ☐

Fire Safety Plan: ☐

INSURANCE

Public Liability Insurance: ☐

Name of insurance company: Insurance renewal date:

Care, Custody and Control: ☐

Name of insurance company: Insurance renewal date:

Employers Liability Insurance: ☐ Not Applicable (no employees) ☐

Name of insurance company: Insurance renewal date:

Please provide a copy of relevant insurances with the Application Form

PHOTOGRAPHS

Please provide photographs (.jpg) of facilities provided. These will be used for your listing and to verify the information provided in this application. Please email photographs to the ABRs+ Office (office@abrs-info.org) making sure the photographs have a file name that makes clear the facility being shown



Section 3 – Key Staff

Business Owner(s)

Name of Business Owner(s):

Mobile: E-mail:

Mobile: E-mail:

Centre Safeguarding Officer

The ABRS+ requires members to have Safeguarding policies and procedures in place if you and/or your staff **work** with any:

- Child or young person is any person under the age of 18 years.
- Adult at risk any person aged 18 years

The term 'work' in the context of Safeguarding is where you are undertaking '**regulated activities**'. Regulated activities for children and young people are defined in law and for sports (such as riding) and encompass:

- In England, Northern Ireland and Wales, teaching, training, instructing, caring for or supervising frequently or with intensity (more than 3 days in a 30-day period or overnight (2am and 6am with the opportunity for face-to-face contact)).
- In Scotland, working directly with children and young people, or teaching or supervising children. There is no frequency and intensity requirement.

The definition of a 'regulated activity' for adults at risk is focused on:

- In England, Northern Ireland and Wales, whether or not the adults involved are receiving a health care or social care service.
- In Scotland, those adults, aged 16 years and over, who are unable to safeguard their own wellbeing, property, rights or other interests.

If you are not sure whether you are undertaking a regulated activity, please contact the ABRS+ Office who will connect you with the ABRS+ Safeguarding Officer.

I and/or my staff work with children, young people and/or adults at risk: Yes ☐ No ☐

If the answer is **Yes**, please provide details of your Human Welfare Officer, together with details of checks and certificates:

Name of Centre Safeguarding

Officer: E-mail:

Criminal Records Check:

Disclosure number: Date Issued:

The Criminal Records Check should have been issued within 2 years of the date of ABRS+ application. If you do have a valid DBS certificate, please contact the ABRS+ Office as we will be required to initiate the process for you.

Safeguarding & Protecting Children in Sport:

Issuing Organisation:

Certificate number: Date Issued:

Details of ABRS+ Safeguarding Courses are detailed on our website (<https://www.abrs-info.org/education/safeguarding/>). Other acceptable courses are described on the British Equestrian (BE) website (<https://www.britishequestrian.org.uk/workforce/facilities-clubs/safeguarding>). Safeguarding certificates are valid for 3 years from the date of issue.

First Aid Course:

Issuing Organisation:

Certificate number: Date Issued:

BE and ABRS+ require that those involved in safeguarding in an equestrian setting should have First Aid training. This training should be a 3-day 'First Aid at Work (FAW)' course or BHS 2-day course. FAW certificates are valid for 3 years from the date of issue.

Please provide a copy of the DBS, Safeguarding and First Aid Certificates with the Application Form

Section 4 – Articles of Association of the ABRS+

THE COMPANIES ACT
1985 APPLICATION
FOR MEMBERSHIP

ASSOCIATION OF BRITISH RIDING SCHOOLS

Registered Number: 3186520

Subject to the Memorandum and Articles of Association of the above named company ("the Company"), to any rules for the time being made there-under, and to any terms for membership applicable to the Company, application is made by the undersigned for membership of the Company, and in the event of the Company being wound up while the undersigned is a member, or within one year afterwards, the undersigned undertakes to contribute such amount as may be required, not exceeding the guaranteed sum mentioned below, for payment of the debts and liabilities of the Company contracted before ceasing to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights to the contributories amount themselves.

Guaranteed Sum: £1

Applicant (name and address)

Establishment name:

Address of business premises:

Postcode:

X Signed: Date:

Section 5 – Gift Aid

To Gift Aid your membership fee you must tick the boxes below:

- ☐ I want to Gift Aid to the ABRs+ my membership fee and any membership fees that I make in the future or have made in the past 4 years.
- ☐ I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

CONTACT DETAILS

Name and contact details as a UK Taxpayer are the same as the Applicant name and contact details ☐

If not, please provide details below:

Name:

Address:

Postcode:

Please notify the ABRs+ if you:

- Want to cancel this declaration.
- Change your name or home address.
- No longer pay sufficient tax on your income and/or capital gains.

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Section 6 – Application Check List

Subscription:

I have paid (or enclose a cheque) for my:

Membership Fee: ☐

Inspection/Advisory Visit Fee: ☐ (if required)

Section 1 – Application Form:

I have completed and signed Section 1: ☐

Section 2 – Livery Yard Information:

I have completed Section 2: ☐

I enclose the following documents:

Health and Safety Risk Assessment: ☐

Fire Safety Plan: ☐

Public Liability Insurance: ☐

Care, Custody and Control Insurance: ☐

Employers Liability Insurance: ☐ (if applicable)

Photographs of Livery Yard Facilities and Service: ☐ (sent by email to office@ABRS+-info.org)

Section 3 – Safeguarding:

I have completed Section 3: ☐

I have indicated whether safeguarding is applicable: ☐

If yes, I have provided details of the Human Welfare Officer at Section 3: ☐

I enclose the following documents for the Centre Safeguarding Officer (if applicable):

Criminal Records Check (Enhanced DBS): ☐ or I will contact the ABRS+ Office: ☐

Safeguarding & Protecting Children in Sports Certificate: ☐

First Aid at Work Certificate: ☐

Section 4 – Articles of Association of the ABRS+:

I have completed and signed Section 4: ☐

Section 5 – Gift Aid

I have completed and signed Section 5: ☐ (if a UK Taxpayer)

If you are unable to supply any of the documents required, please speak to the ABRS+ Office. This will not preclude you becoming a member but you will not be listed or be able to use the ABRS+ logo until all required documents have been submitted and verified. The ABRS+ will offer advice and assistance, where required, to achieve compliance.