
APPLICATIONS FOR AN EQUINE POOL LICENCE GUIDANCE NOTES

1. These Guidance Notes should be read before completing the Application Form to which they relate. They are designed to assist but should any matter be unclear, applicants are encouraged to contact the British Horseracing Authority's (BHA) Licensing Team for further confidential guidance.
2. The BHA will consider applications for Certificates of Approval on their individual merits but within the framework of the criteria and guidelines set out below and in accordance with Rule (B)2 which follows.
3. Applications should be sent to the BHA Licensing Team. First time applicants should ensure their applications are received at the earliest opportunity to allow sufficient time to deal with the application.
4. **Staff**
 - 4.1 Details of the Proprietor(s)/Director(s) and any persons employed by such must be listed on the relevant page of the application form and sign to confirm that they agree to be bound in all aspects by the Rules of Racing in force in force from time to time.
 - 4.2 In accordance with Rule (A)16 of the BHA Rules of Racing, any person whose name appears on the forfeit list of a Recognised Racing Authority, that Person shall be treated as a Disqualified Person for the purposes of these Rules until his name is removed from that list.
 - 4.3 Proprietors should be aware that any employee who is a Disqualified Person would be ineligible to work on any licensed premises, including that of a Certified Equine Pool (please see Rule (L)53 for further details).
5. **Health and Safety**
 - 5.1 An employer has certain responsibilities for compliance with Health and Safety legislation and as such should contact their local Health and Safety Executive (HSE) representative for advice in this regard, specifically for those matters that are specific to an equine business.
6. **Public Liability Insurance**
 - 6.1 Proprietors are required to have sufficient and suitable Public Liability Insurance cover for the nature of their business. These details should be made available to the Authority upon request.
7. **Security**
 - 7.1 All boxes used by racehorses in training whether they are resident for a single night or a more prolonged period must be segregated from boxes used by any other horses. Boxes should be a minimum size of 12' x 12' (3.6m x 3.6m) although boxes not used for overnight stabling may be a minimum of 100 square feet. Ideally, all boxes should form a separate block but this may not be possible where stabling consists of a single large yard. In such case they must be isolated by means of a wire link fence or other suitable barricade. No horse or person should be admitted within this compound.

- 7.2 without the authority of the proprietor. A separate feed house must be provided within this compound for the exclusive use of horses in training.
- 7.3 A responsible person must live adjacent to this compound. A means of lighting this compound by night and use of a guard dog are recommended. Obviously, illegal entry into this compound must be rendered as difficult as possible.
- 7.4 Great care must be taken in the feeding of manufactured feed stuffs such as horse nuts, additives etc. The manufacturers and your vet should be consulted to ensure they do not contain any prohibited substance, as well as the trainer of the horse in question.

8. Hygiene

- 8.1 The risk of infection is very high and, at present, due to lack of research and experience, it is not possible to lay down specific instructions. The following instructions have however been prepared following consultation with Veterinarians of the Animal Health Division of the Ministry of Agriculture and Fisheries and Food, and are what would be expected to be in force at an approved pool.
- 8.2 The whole premises, which must be suitable for racehorses, must be kept in a clean and hygienic condition and every reasonable precaution must be taken to prevent the spread of infectious/contagious diseases into, within and from the premises. It is advisable that a written declaration is obtained from the owner/trainer of a horse passing through your care, stating that it is clear of infectious/contagious diseases. The operators of the pool should also inspect all horses passing through their care.
- 8.3 Adequate cleaning and disinfection of the pool, its surrounds and the preparation of drying-off boxes is of paramount importance.
 - a) Looseboxes and stalls used for preparation and drying-off should be cleaned and hosed out after each occupation. All those in use should be disinfected at least once daily with a suitable disinfectant applied preferably by spray.
 - b) All looseboxes and stalls must be thoroughly cleaned, by steam cleaning or pressure hosing all surfaces, and chemically disinfected:
 - i. To an organised and documented programme that will guarantee a maximum elapsed period of three months between each treatment of any loosebox or stall;
 - ii. When a loosebox or stall has been occupied by a horse suffering from an infectious or contagious disease;
 - iii. When a loosebox or stall has been occupied by a horse coming from abroad or any horse not in training.
- 8.4 The pool must be maintained in a clean and hygienic state. The water filtration system must be efficient to ensure that the water remains clear at all times. All floating faeces and other debris must be scooped up immediately and disposed of safely.
- 8.5 The most popular method of swimming pool disinfection is by chemical means and is likely to be by chlorination. Whatever system of chlorination is used, frequent checking must be carried out to ensure that a suitable and adequate level of chlorine is maintained. This will mean at least twice daily checking for lightly used pools and more frequent checking for pools in continuous use.

- 8.6 The level of chlorine in a pool should be boosted at the end of each day's use and it should be checked again before use next day to ensure that it is neither too low nor excessively high following the previous day's booster.
- 8.7 Periodically a complete change of the water will be necessary but the frequency of this will depend on the number and condition of the horses using the pool and the efficiency of the filtration system.
- 8.8 Appropriate measures must be taken to control insects and vermin on the premises and suitable precautions must be taken to prevent contamination and deterioration of foodstuffs and litter.
- 8.9 No horse suffering from, or in contact with, an infectious or contagious disease should be allowed to enter the premises (the owner's/trainer's written declaration should cover this - see earlier). Please note that horses affected with any form of skin disease, and those suffering from infections of the respiratory, intestinal and genito-urinary systems can be especially dangerous.
- 8.10 Great care must be taken to ensure that all equipment used is adequately cleaned and disinfected after use on each horse.
- 8.11 If it is discovered that a horse suffering from an infectious/contagious disease has entered the premises, consideration must be given to closure of the whole or part of the establishment until adequate cleaning and disinfections have been carried out.
- 8.12 To facilitate tracing of contacts in the event of outbreak of disease, it is essential that daily records be maintained for all horses passing through or using the premises.
- 8.13 The proprietor is strongly advised to ensure that he has adequate insurance cover against possible claims for injury or disease affecting horses using the premises.
- 8.14 The proprietor must agree to allow inspection of the premises by British Horseracing Authority Officials at any reasonable hour and to permit the taking of samples or specimens from the animals and premises for laboratory examinations whenever considered necessary.
- 8.15 Until permission is withdrawn by the British Horseracing Authority, pools registered may describe themselves as British Horseracing Authority inspected and operated under a Code of Practice recommended by the British Horseracing Authority.

9. Vaccination

- 9.1 The British Horseracing Authority wish to draw to the attention of all proprietors of Equine Swimming Pools to the Rules of Racing's Vaccinations Code in regard to vaccination against equine influenza on property owned, used or controlled by the Managing Executive of a Licensed Racecourse. It is suggested that it would be in the interests of the proprietors of Equine Swimming Pools, and of their clients, if only horses that were similarly vaccinated were allowed on their premises.

RULE (B)2 OF THE BRITISH HORSERACING AUTHORITY RULES OF RACING**Equine swimming pools: requirement for a licence**

No Person may operate an equine swimming pool unless they hold a licence granted by the Authority.

An initial application for a certificate of approval, and an application for its renewal, must be made using such form as may be prescribed by the Authority.

A licence expires at the end of the period of 12 months starting with the date on which it is granted or renewed.

An application must be completed together with the name of the

pool's proprietors,
if any proprietor is a body corporate, the names of its directors,
a list of all Persons employed by the proprietors at the pool, and
such fee as the Authority may from time to time determine,
and any changes to the Person must be notified to the Authority before the end of the period of 14 days starting with the day on which the change takes place.

The fees payable shall be such as the Authority may from time to time determine.

The Authority may if it considers it appropriate to do so

either on an initial application or subsequently, inspect the applicant's establishment at such time and with such frequency as it considers appropriate, and grant or renew a certificate of approval subject to such conditions or restrictions as it consider appropriate.

A licence shall immediately cease to be valid if the licence

expires and is not renewed,
any of the listed Persons becomes a Disqualified Person,
it appears to the Authority that a listed Person was already a Disqualified Person at the time the application for the grant or renewal of the certificate was made,
there has been any failure to notify the Authority of any changes to a listed Person, or the Authority gives a direction.

The Authority may direct that a licence shall cease to be valid where

any action, proceedings or arrangement under any insolvency or bankruptcy law is taken against the proprietor or any of its directors, or

in such other circumstances as the Authority considers appropriate.

**USER GUIDE TO COMPLETING THE ONLINE APPLICATION FOR A
CERTIFICATE OF APPROVAL FOR AN EQUINE POOL**

1. Are the Forms the same as last year and where do I find them?

The forms are very similar to last year and can be found at the following link;
<https://www.cognitoforms.com/BritishHorseracingAuthority/ApplicationForAnEquinePoolLicence>

2. How long do the forms take to complete?

The form should take approximately 20 minutes to complete.

3. Can I complete the Forms across various sessions?

No. There is no “save” option on these online Application Forms and it is strongly recommended that you have previous years’ Application details to hand when completing the process in one session.

4. Do I need to provide original copy of my signature on the form?

Not on the application form itself, however you (and your staff) are required to complete the separate Proprietor / Declaration Form.

5. How do I know if the Form I have completed has been received by the BHA?

You will receive an automatic email confirming this.

6. Can I change details if I need to correct something that I sent to BHA?

If you have already returned your completed Form we ask you to contact the BHA’s Licensing Team on 0207 152 0280 and they will amend any records you request on our central database.

7. What happens if I forget to make an application?

The Licensing Team automatically receives confirmation of each Form returned. We will prompt individuals who have not submitted a form as the deadline approaches.

8. What happens if I forget to submit the Declaration form?

Unfortunately, the Licensing Team will not be able to proceed with your application until the completed Declaration Form has been received.



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DECLARATION

NAME OF EQUINE POOL.....

To be signed by the Proprietor(s)/Director(s) and any person employed by the Proprietor(s)/Director(s).

I declare that should a Certificate of Approval be granted, as applied, I agree to be bound in all respects by the BHA Rules of Racing in force from time to time.

SIGNATURE	FULL NAME IN BLOCK CAPITALS	DATE OF BIRTH	JOB TITLE	FULL HOME ADDRESS	DATE

Any change of the proprietor of the pool, or, if the proprietor is a body corporate, of its Directors, or in the list of those employed by the proprietor of the pool, must be notified to the British Horseracing Authority within 14 days of such changes taking place.



British Horseracing Authority Limited is a company limited by guarantee registered in England and Wales.
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Calls to and from these offices may be recorded