

# Application for Approval Guidance



To gain approval grading can be awarded across the sections of assessment criteria at three differing levels as below

Approved	A centre meets requirements for approval
Commended	A centre meets requirements above requirements for approval
Highly Commended	A centre meets requirements above and beyond commended

Enclosed within this guidance is the information you will need to submit an application to become a BHS Approved Centre. The assessment criteria is provided to guide you towards choice of the most suitable assessment for your business. If you have any questions then please don't hesitate to contact the approvals office for further advice or help on 02476 840509 or [approvals@bhs.org.uk](mailto:approvals@bhs.org.uk)

- Application Form
- Centre Fee Information
- Riding School Approval Criteria                      Approved and Commended/Highly Commended
- Livery Yard Approval Criteria                         Approved and Commended/Highly Commended
- Retraining Centre Criteria                             Approved and Commended/Highly Commended

## What to expect at your BHS Inspection

All BHS Inspections are carried out by a trained inspector. Inspectors not only hold BHS qualifications but they will also have extensive knowledge of the industry and will be able to provide advice and support during the inspection and throughout the year.

**Initial Inspection** – This will usually take between three and four hours to complete, depending on the size of your centre and the type of approval being sought. For Riding Schools the initial inspection will also include the assessment of the quality of teaching and the inspector will need to observe a range of riding lessons. During this time, the inspector will advise on any areas that need to be addressed before BHS Approval can be awarded.

If BHS Approved status is to be awarded, the inspector will also confirm the grading that will be given in line with the BHS Approval criteria. Once the inspection report has been completed and returned to the BHS Approvals Department a Centre Agreement contract will be sent to you for your signature. Once payment and Centre Agreement have been returned, we will forward a BHS Approved Centre plaque and certificate for you to display, with details of the grades awarded. You will then be able to access the benefits of being an Approved Centre. If Approval status is not successfully achieved within 12 months of the initial inspection then a re-application (including payment of fees) will be required.

**Annual inspections** – The annual inspections differ between alternate years. For riding schools and trekking centres in the first year the inspector will establish a regular time when lessons take place. The inspector will then visit unannounced during one of these times to assess riding lessons and the standard of instruction. This inspection will include a walk-round of the facilities, looking at key points, and any concerns will be reported to the proprietor and be included in the report to be submitted to the BHS. Riding School Licence, insurance certificate and staff qualifications, including first aid and child protection and safeguarding policy, will be

inspected. In the second year, the inspector will make an appointment in order to carry out a thorough inspection which will, again, include sight of all of the required documentation. The proprietor or a senior staff member must be available for the duration of the inspection. Further details can be found in the BHS Approved Centre Criteria which is included with this brochure. For livery only centres the yearly inspection will alternate between the inspector making an appointment to review all of the required documentation and an unannounced inspection.

### **Inspection Reports**

The inspector will provide you with feedback on the day of the visit and you will also receive a written report of any points that need to be addressed. This report will be sent within 10 working days and will include a deadline by which any issues must be addressed. You will also receive a certificate detailing the grades awarded for each area of the inspection criteria.

### **Inspection Feedback**

Included with the inspection report will be a feedback form which should be completed to provide your thoughts on the inspection and the BHS inspector who visited. This information will help us to quality assure our inspections and highlight any area that can be improved.

### **Additional Inspection Visits**

Occasionally, an area of particular concern may be raised during the inspection and it may be necessary for the inspector to visit again to ensure these issues have been addressed. The BHS is keen to work with you to ensure that the highest standards are maintained at all times, although if further inspections are required, the BHS reserves the right to charge a fee plus expenses for any additional inspections.

### **Removal from Scheme**

BHS Approval represents the highest standards of instruction, horse welfare, customer care and safety – centres are expected to maintain these at all times. Should a centre fall below the minimum standard required for BHS Approval, BHS Approval will be withdrawn. If BHS Approval is removed from a centre, the BHS plaque must be returned and all reference to the BHS Approval be removed from promotional material, signs and websites. Should a centre wish to re-apply for BHS Approval, this will only be considered if the inspection criteria is likely to be met. An initial inspection fee will be charged.

### **Payments**

The annual fees for BHS Approval are enclosed with this leaflet. The initial inspection fee must be paid at application. If your centre becomes Approved, the annual fee must be returned with the signed contract. Alternatively, fees can be paid by annual or monthly direct debit. The direct debit mandate must be returned with the signed contract. The annual fee will be invoiced on the anniversary of the date of Approval. All invoices must be paid within 28 days of the date of invoice. A reminder will be sent, after which BHS Approval will be considered to be lapsed. An initial inspection fee may be applied for lapsed centres seeking re-approval. Refunds will not be given if BHS Approval is withdrawn or the proprietor wishes to withdraw from the scheme after the annual fee has been paid.

### **Checklist**

- Payment of £150.00
- A copy of your Riding Establishment Licence (Riding School/Trekking Centre)
- A copy of your insurance certificate
- Completed Application Form

### **Please return to:**

**Approvals Department, The British Horse Society, Abbey Park, Stareton, Kenilworth CV8 2VZ**  
Call: 02476 840509      Email: [approvals@bhs.org.uk](mailto:approvals@bhs.org.uk)      website: [www.bhs.org.uk](http://www.bhs.org.uk)

# Application for BHS Centre Approval



Contact name: Mr/Mrs/Ms.....  
 First Name .....Second Name.....

Position held at the Centre e.g. Owner/Manager/Other:  
 .....

Name of Centre:.....

Address:.....  
 .....  
 ..... Postcode:.....

Daytime Telephone..... Mobile No.....

Email ..... Website .....

## Instructional Staff (if Riding School application)

Name	Qualifications	BHS Membership No	✓ if registered as an Accredited Professional Coach (APC)

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

- Riding Centre     
  Livery Yard     
  Trekking Centre     
  Showing Yard  
 Riding Holiday Centre\*     
  Facility     
  Stud     
  Changing Lives Through Horses

\* Equestrian Facilities Inspection only      Retraining 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](http://bhs.org.uk/privacy) or by emailing [dataprotection@bhs.org.uk](mailto:dataprotection@bhs.org.uk).

## Centre Details

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

In total, how many horses/ponies are kept at the centre?

### If applying for Riding School approval:

For how long has the business been operating under a Riding School License?

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Name of Local Authority for issue of the Riding School Licence

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Date of issue.....Riding School licence number.....

### Horses

Number currently allowed for use on RS Licence                      Horses ..... Ponies .....

### If applying for Livery approval (to include if alongside Riding School)

Which livery services do you offer? DIY/ Assisted/Part/Full/Working /Retirement

Is a livery contract offered?                      Yes/No

### Facilities

Is there an enclosed arena?                      Yes/No                      Size.....  
(not essential for livery)

Is there an indoor school?                      Yes/No                      Size.....

Is there a cross-country course?                      Yes/No

If yes, is the cross-country course used for cross-country schooling/Competitions/BE Horse Trials?

### Specialities of your Centre – please include any further details

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, relevant to either a riding school or livery yard, 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.

Signature of Proprietor/Manager ..... Date

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Payment, which is non-refundable, for your initial inspection is £150 payable by cheque to The British Horse Society or call 02476 840509 if you wish to pay by debit/credit card