



# Approved Establishment Scheme

How approval with the BHS can help you  
Information Pack and Application Form



Thank you for your interest with regard to gaining BHS Approval for your establishment. This information pack is designed to help you through the Approval process but please do not hesitate to contact us if you have any queries. The aim of this scheme is to assist in raising standards of riding instruction, stable management and horsemanship, to provide advice to Proprietors and to help promote your business.

**Is this scheme for You?** BHS Approval for your establishment is not based on the facilities you do or do not have; only that any facilities conform to current Health and Safety regulations. The welfare of the horses and ponies is paramount for BHS Approval. If you are applying for approval for a Riding/Trekking Establishment, a lesson/ride will be observed to ensure that the quality of the instruction you deliver meets our current standards.

**Who Can Apply?** Any equestrian establishment is welcome to apply to join the scheme. Whether you are a small or large riding centre, stud, livery yard, trekking centre, facility centre or any other establishment we welcome an application from you. If you are applying as a Riding or Trekking Establishment, we ask that you have held your Riding School licence for a minimum of six months; you have at least one full time BHSAI and have public liability insurance to a minimum of £2,000,000. However, we recommend higher limits of indemnity where possible to provide you with suitable protection.

**Benefits of joining the Approvals scheme** is the reassurance that you belong to one of the world's largest network of professional equine organisations with the backing of free professional designated advice and help lines. South Essex Insurance Brokers Ltd (SEIB) offer attractive discounts to Approved Establishments, depending on the individual's claims history. They can be contacted on 01705 850000 should you require any guidance on insurance matters. Along with the advice lines, there is also the back up from your Approvals Inspector, Regional Committees and the team in the office who all have a wealth of knowledge between them.

Once approved, the Proprietor of each establishment is given free silver membership of The British Horse Society and a range of discounts on products from other departments within the Society. Regular mailings are sent to keep you informed with industry changes and information to keep you abreast of crucial decisions that may affect your business. Your business details will be added free to the BHS website so the general public can see that you are professional in the services you deliver and care about the equines in your charge.

**The Grading Scheme** was introduced in 2011 and has been designed to bring a rating system to Approved Establishments. There will be three categories available, Approved, Commended and Highly Commended with points available for each of the following elements:

- Customer Care
- Working Procedures
- Teaching/Instructing/Coaching
- Riding Out
- Instructional Facilities
- Arenas Indoor and Outdoor
- Show Jumps
- Cross Country Courses
- Stabling and Turnout
- Tack Room
- Feed Room

The grading system offers all establishments the opportunity to attain the highest level of Approval, irrespective of size of their establishment. It will also offer the general public further information regarding the facilities and ratings of an establishment.

**The Approvals Process** - You will find an application form within the pack. Simply complete and return to the Approvals Department (address below). We will require two references; one must be the vet who regularly attends your establishment. The other can be from an existing client; your farrier etc. and these can be included with your application to speed up the process. If you are applying as a Riding and/or Trekking Centre, you must include a copy of your Riding School Licence (which you must have held for at least six months) and the name(s) of your instructional staff. For the purpose of BHS Approval, we ask that you have at least one full time member of staff who holds the minimum of the BHSAI or the Assistant Ride Leader Qualification if you are a trekking centre. Once both references have been received, your paperwork will be passed to our Inspector for your area who will be in contact with you to arrange a mutually convenient date for your initial inspection. This inspection usually takes around three to four hours, depending on the size of your establishment and the Inspectors are happy to offer advice at this time. They are all very experienced within the equine industry and hold a wealth of knowledge that you can access. Your Inspector will then return the paperwork to us and, providing approval has been granted, a contract will be sent to you for signing along with an invoice for your annual subscription. Thereafter, you will receive an unannounced inspection approximately every 12 months.

**Costs Involved** – The initial inspection is £100 which is non-refundable. Once approval has been granted, you will be invoiced for a year's membership of the scheme which costs £241. If you are a small livery yard, with 10 or less boxes for rent, this cost is reduced to £181.

If you would like to discuss the Approvals Scheme in further detail, please do not hesitate to contact The Approvals Department:

The Approvals Department  
The British Horse Society  
Abbey Park  
Stareton  
Kenilworth  
Warwickshire CV8 2XZ

Tel: 02476 840509

Email: [approvals@bhs.org.uk](mailto:approvals@bhs.org.uk)

Website: [www.bhs.org.uk](http://www.bhs.org.uk)

The British Horse Society is a registered charity  
Charity Number 210504 in England and Wales (SC038516 in Scotland)

# Application form for BHS Approval for an Equestrian Establishment

Contact Name: \_\_\_\_\_

Name of Establishment: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

## Instructional Staff (if applicable)

Name:	Qualification(s)	BHS M/ship No.

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

Riding Establishment  Livery Yard  Trekking Centre  Showing Yard

Riding Holiday Centre  Facility  Stud

Other (please specify) \_\_\_\_\_

## References:

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Email: \_\_\_\_\_

## Particulars of your establishment

Has planning permission been granted? Yes / No

Have you enclosed a copy of your Insurance policy? Yes / No

Have you enclosed a copy of your Riding School licence, if applicable? Yes / No

### Horses:

Number normally kept: Horses: \_\_\_\_\_ Ponies: \_\_\_\_\_

Are they hired out for hacking? Yes / No

Which Livery service(s) do you offer? DIY Full Part Working Retirement None

Is a contract offered? Yes / No

### Facilities:

Is there an indoor school? Yes / No

Is there an enclosed Manege? Yes / No

Is there an enclosed area for jumping? Yes / No

Is there a cross country course? Yes / No

Is there a horse walker? Yes / No

Specialities of the Establishment: \_\_\_\_\_  
\_\_\_\_\_

Signature of Proprietor/Manager: \_\_\_\_\_ Date: \_\_\_\_\_

### Payment:

£100 Cheque enclosed, payable to The British Horse Society Or:

Please debit my credit/debit card for £100

Number: \_\_\_\_\_ Expiry: \_\_\_\_\_ 3 digit Security No: \_\_\_\_\_

Please ensure that you have included payment and also a copy of your Riding School Licence, if applicable. We are unable to process your application if you have not given details of your full time BHSAI (or above) if applying for riding establishment approval.

Please return to:

The Approvals Department, The British Horse Society, Abbey Park, Stareton, Kenilworth, Warwickshire CV8 2XZ

Tel: 02476 840509

Email: [approvals@bhs.org.uk](mailto:approvals@bhs.org.uk)

Website: [www.bhs.org.uk](http://www.bhs.org.uk)