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| New Equine Premises Registration  | **You are advised to keep a copy of this form** |
| N.B. the information provided will be recorded on DAERA’s Animal and Public Health Information System (APHIS) and its replacement (NIFAIS) in accordance with the attached privacy notice see Page 3.**This document should be returned to your nearest DAERA Direct Office. A list of addresses is available at the end of this document.** |

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| **Section A Keeper Information** |
| ***If you are an ordinary keeper (i.e. an individual not a limited company) you need only complete personal details at section A and then go to section C*** |
| ***If registering as a limited company please notify us of a person we can contact at Section A, record the company details at section B and complete section C.*** |
| **Title:** Mr [ ]  Mrs [ ]  Ms [ ]  Miss [ ]  |
| **Forename(s):** |
| **Surname:** |
| **Address:** |
|  |
|  | **N.B**. Proof of address is required e.g. Company registration, Bank, Utility Bill etc. |
|  |
| **Post Code:** | **Email address:** |
| **Telephone Number:**(Including STD Code)  | **Mobile Number:** |
| **Customer ID number (if known)** | **Business ID number (if known)** |
| **Are you banned from keeping livestock?** [ ]  Yes [ ]  No |
| **If Yes what livestock are you banned from keeping?**  |
| **Are you over 18 years of age?** [ ]  Yes [ ]  No**N.B.** photographic identification will be required. |

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| **Section B: Registration by a Limited Company. (Items with an ‘\*’ are optional** |
| **Name of Company:** |
| **Main Address of Company:**  |
| **Address:** |
|  |
|  | **N.B**. Proof of address is required e.g. Company registration, Bank, Utility Bill etc. |
|  |
| **Post Code:** | **Email address\*:** |
| **Telephone Number\*:**(Including STD Code)  |
| **Business ID:** |
| **Preferred correspondence method**: Letter [ ]  email [ ]  |

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| **Section C: Other Details.** |
| **Has any person above been disqualified from keeping livestock? Yes No** **If Yes, please provide details:** |
| **Are any of the persons above under 18 years of age? Yes No** **If Yes, please provide details:** |
|  |
| **Address of holding? Section A Section B or if different provide below.** |
|  |
|  |
|  |
| **Map Reference Number:**  | **Post Code** |  |
|  |
| **Tick the activities below which best describe the purpose of the equine animals on the holding.** |
| Breeding | [ ]  | Polo Ponies | [ ]  | Semen Collection Centre | [ ]  |
| Dressage | [ ]  | Pony Trekking Centre | [ ]  | Show Jumping  | [ ]  |
| Eventing | [ ]  | Racing | [ ]  | Showing | [ ]  |
| Livery Yard | [ ]  | Recreational Riding | [ ]  | Stud Farm | [ ]  |
| Pet | [ ]  | Riding School | [ ]  | Other | [ ]  |

**This document should be returned to your nearest DAERA Direct Office. Addresses are available at the end of this document.**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **(Keeper 1)**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **(Keeper 2)**

**Please read the DAERA Privacy Notice overleaf fully**

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| --- |
| Official Use Only: Attention of CSB |
| I confirm that I have verified the identity, name and address of the applicant(s). |
| Name: | CSB grade: date: |
| Signature: |
| Official Use Only: Attention of Group 4 |
| DVO: | Patch Area: |
| Signature (GP4): |

**DAERA Privacy Notice**

The Department takes data protection, freedom of information and environmental information issues seriously. It takes care to ensure that any personal information received from you is dealt with in a way which complies with the requirements of the Data Protection Act 2018. This means that any personal information you supply will be processed principally for the purpose for which it has been provided. However, the Department is under a duty to protect the public funds it administers, and to this end may use the information you have provided for this purpose. It may also share this information with other bodies responsible for the audit or administration of public funds, to prevent and detect crime. In addition, the Department may also use it for other legitimate purposes in line with the General Data Protection Regulations, Freedom of Information Act 2000 and Environmental Information Regulations 2004.

To see the full DAERA Privacy Statement please go to:

<https://www.daera-ni.gov.uk/publications/daera-privacy-statement-document>

Alternatively your local DAERA Direct Office will print you a copy.

Should you require any further information on your rights in relation to the data we collect or process, please contact the DAERA Data Protection Officer in the first instance at:

Department of Agriculture, Environment and Rural Affairs Ballykelly House,

111 Ballykelly Road,

Ballykelly,

LIMAVADY

BT49 9HP

DAERA Data Protection Officer

Telephone: 028 9052 4316

Email: dataprotectionofficer@daera-ni.gov.uk

**DAERA Direct Regional offices**

**Public office opening hours are 09.00 am – 4.00 pm each working day**

**(closed for lunch from 12.30 pm to 1.30 pm)**

|  |  |
| --- | --- |
| **Armagh** **A:tek Building****Edenaveys Industrial Estate Newry Road** **Edenaveys** **ARMAGH** **BT60 1NF** | **Ballymena****Academy House****121a Broughshane Street****Town Parks****BALLYMENA****BT43 6HY** |
| **Coleraine****Crown Buildings****Artillery Road****Millburn****Coleraine****BT52 2AJ** | **Downpatrick****Rathkeltair House****Market Street****Demesne of Down Acre****Downpatrick****BT30 6LZ** |
| **Dungannon****Crown Buildings****Thomas Street****Drumcoo****Dungannon****BT70 1HR** | **Enniskillen****Inishkeen House****Killyhevlin Industrial Estate****Killyhevlin****Enniskillen****BT74 4EJ** |
| **Strabane****Government Offices****18 Urney Road****Strabane****BT82 9BX** | **Magherafelt****Units 36 - 38****Meadowlane Shopping Centre****Moneymore Road****Townparks of Magherafelt****Magherafelt****BT45 6PR** |
| **Mallusk****Castleton House****15 Trench Road****Grange of Mallusk****Mallusk****Newtownabbey****BT36 4TY** | **Newry****Glenree House****Unit 2, Springhill Road****Carnbane Industrial Estate****Carnbane****Newry****BT35 6EF** |
| **Newtownards****Sketrick House****16 Jubilee Road****Corporation South****Newtownards****BT23 4YH** | **Omagh****Sperrin House****Sedan Avenue****Lisnamallard****Omagh****BT79 7AQ** |