

When assessing competence, the Licensing Service will refer to the technical expert/advisor column of the competence matrices in the guidance publication L77.

Experience is also important: a person who holds the right technical qualifications but has little practical experience may not be competent to advise. Alternatively, it is possible that someone with extensive relevant practical experience who does not hold the qualification in the matrices referred to above may be competent to advise. A provider who relies on such a person will need to satisfy the Licensing Service that the person is competent.

6. Risk Assessments

The Regulations require that providers set out the significant findings of their risk assessment, and the measures and arrangements relating to it. You may do this in one of two ways as indicated below:

Where a written record of the health and safety arrangements and control measures is already maintained (e.g. incorporated within your normal operating procedures and emergency procedures) you may enclose the relevant documentation. Samples of documentation may be appropriate where a large amount of repetitive or irrelevant information, for the purposes of this section, is maintained.

As stated, the Regulations require you to undertake an assessment of the risks and to record the major findings. This must be done before we are able to issue a licence. However, you may submit your application before these are completed. Further guidance can then be sought from either the Licensing Service or the leaflet 'Adventure activity centres: 5 steps to risk assessment' (refer to the paragraph 13 of the General Information Notes).

Many providers require staff to hold relevant National Governing Body (NGB) qualifications and to follow certain NGB guidance. It may be possible to fulfil this part of the Licensing Regulations by stating which qualifications and precisely which guidance.

Requirements to undertake further training or induction should be stated, as should the expectations of field monitoring of instructional staff by managerial staff.

7. Declaration

The person making the declaration should be either the person in whose name the licence is to be held, or an individual in authority within the organisation requiring the licence.

Part B

Part B of the application form sets out the information which may be required at your inspection by the inspector in order to assess your safety system.

You do not have to enclose this information with your application form.

If you choose not to supply documentary information under Part B, please consider the points contained in it prior to the inspection visit.

Adventure Activities Licensing Service

The Activity Centres (Young Persons' Safety) Act 1995
The Adventure Activities Licensing Regulations 2004

COMPLETING THE APPLICATION FORM (AF4)

HELP NOTES

If you experience difficulty in completing the application form, you can contact the Licensing Service via:

Tel. 029 2075 5715

Email: info@aals.org.uk

Further information can also be found on our website: www.aals.org.uk

You may also find the General Information Notes (GN4) and these Help Notes useful.

A separate application form should be completed for each licence required (see paragraph 5 of the General Information Notes).

You are required by the Adventure Activities Licensing Regulations to provide the information requested in Part A of the Application Form. You should therefore complete all of that section (or enclose the relevant documentation). Any illegible form may be returned.

You are not obliged to complete Part B of the form at this time (see the section on Part B on page 4 of this form).

If you enclose documents or additional sheets you must clearly mark to which section each refers, e.g. Part A Section 6; Part B paragraph 16, etc.

The Licensing Service operates on behalf of
the Adventure Activities Licensing Authority



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Part A

1. *Applicant details*

This should be the name and address of the person or organisation that is required to hold the licence. This need not necessarily be an individual, it could be a body of persons, corporate or unincorporate. Local authorities, limited companies, partnerships, trusts, societies and clubs are all considered persons for the purposes of the Regulations. It is important that the applicant is a legal entity (e.g. *not* a centre). You should specify the main purpose(s) of the operation (e.g. multi-activity holiday, education, specialist instruction, etc). If you require further information please refer to the General Information Notes, paragraph 4. We will require the name and address of the licence applicant AND that of the activity provider. These may be different e.g. a local authority owned activity centre.

2. *Please indicate when facilities covered by this application are not available for inspection*

To assist the Licensing Service in planning your inspection, please state when it will not be possible to inspect, giving a reason e.g. centre closed over the Winter.

3. *Activities to be licensed*

When completing the table on the application form, please bear in mind the following points:

The Licensing Service needs to establish the type of activity offered, and the operating area and environmental restrictions specified. Please therefore, provide the information requested for each adventure activity to be covered by the licence.

Column 1

Unless you mean to apply for the full range of possible activities as defined in the Adventure Activities Licensing Regulations 2004, under the general headings of caving, climbing, trekking or watersports, you should outline that part of the adventure activity which you want the licence to cover. This might, for example, include:

- rafting using self-built improvised rafts;
- single pitch rock climbing;
- caving;
- sea kayaking;
- trekking, expedition on horseback, etc.

Column 2

Please indicate the age range of participants to whom each activity is offered, e.g. 9-11 years; 9-adult, etc.

Column 3

You should provide sufficient details of the upper hazard level at which the activity is offered which should include a reference to the location, geographical limits, and environmental conditions at times when the activity is to be offered, etc.

If a licence is required to cover an activity undertaken over a wide area, (e.g. all mountain country in Scotland), the safety arrangements must be sufficiently robust and comprehensive to reflect this.

Examples of locations or geographical limits:

- a known geographical area, (e.g. Snowdonia National Park);
- single pitch crags in Wales;
- a specific location such as a crag, pot-hole or stretch of river, etc.

Examples of environmental conditions:

- river kayaking up to grade 3;
- tidal races and overfalls;
- caving systems with no pitches;
- winter mountaineering.

Column 4

Indicate the months during which you offer this activity.

Columns 5 & 6

The Licensing Service has been provided with technical competence matrices, including National Governing Body (NGB) awards, in the Guidance publication L77.

Guidance has also been given to the Licensing Service as to equivalent qualifications/awards, in-house training, and competence through experience. Any of these will be acceptable provided they are adequate for the most hazardous level at which the activity is offered.

Column 7

You should specify the maximum number of participants you will accept per instructor under the most hazardous example - indicate separately any ratios set for special needs groups where applicable.

Column 8

Please indicate if you accept participants with special physical or educational needs. Please answer yes or no.

4. *Number of instructional staff*

Provide the estimated numbers of permanent and seasonal instructional staff (full and part-time) including all employees, contract workers and volunteers expected to be engaged in the activities to be covered by the application. Include any administrative staff who undertake an instructional role.

5. *Provide details of the nominated person(s) who you may ask for advice on safety matters for the activities to be covered by the licence*

This person may be yourself, someone else from within your organisation, or may be an external adviser. The important thing is that they are competent to give advice on the activity offered.

The requirement can also be met by contacts with NGBs, and following their advice and guidelines.