

Adventure Activities Licensing Service

44 Lambourne Crescent, Cardiff Business Park, Llanishen, Cardiff CF14 5GG

Tel: (029) 2075 5715 Fax: (029) 2075 5757

Email: info@aals.org.uk Web: www.aals.org.uk

APPLICATION FOR A LICENCE TO PROVIDE FACILITIES FOR ADVENTURE ACTIVITIES as required by

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

For your assistance in determining whether you require a licence and to help with completing this application form please read the accompanying General Information and Application Help Notes.

Please complete a separate application form for each licence required. Remember you may need a separate licence for each centre or activity base you operate.

You must complete all sections in Part A of the application form.

Part B of the application form refers to information that will help the inspector to assess your safety system. You are not obliged to include this information with your application, but it will help you if you send whatever supporting documents you already have.

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



For Official Use

Date Received:

Fee Received:

Reference Number:

Acknowledgement Sent:

PART A - STATUTORY INFORMATION

1. Licence applicant details (refer to Help Notes).

Name

Main purpose(s) of the operations to be covered by this licence.

Licence applicant's address

County

Post Code

Tel.

Fax.

If applicant is not an individual please provide contact name.

Name of contact

person

Tel.

Fax.

Email.

Mobile.

Name of activity centre/provider or operational base to be covered by the licence

Address of activity centre/provider or operational base

County

Post Code

Tel.

Fax.

Website

2. Please indicate when activities covered by this application are not available for inspection, giving reasons.

DECLARATION

I hereby apply for a licence under the terms of the Adventure Activities Licensing Regulations 2004.

I have checked the information provided in, or enclosed with, this application form.

I understand that it is an offence, under regulation 16 of the above, to make a false statement for the purposes of obtaining or holding a licence.

Full name (block capitals):

Position within the organisation:

Signature: Date:

On completion please return this application form with any accompanying documents and continuation sheets along with the licence application fee of £715 to:

*Adventure Activities Licensing Service
44 Lambourne Crescent
Cardiff Business Park
Llanishen
Cardiff
CF14 5GG*

Tel. 029 2075 5715

Fax. 029 2075 5757

Email. info@aals.org.uk

The application cannot be considered unless the licence application fee is paid.

Cheques or postal orders should be made payable to ‘Adventure Activities Licensing Authority’. Do not enclose cash with your application.

We suggest that for your convenience you retain a copy of this application form.

DATE FOR APPLICATIONS

Providers should ensure that the application is received by the Adventure Activities Licensing Service at least three months before they wish to start providing activities for which a licence is required.

PART B - SUPPLEMENTARY INFORMATION

The following information will help the inspector to carry out his/her assessment. If you have any of the information you may wish to submit it in support of your application. If you do not have these, the inspector will outline at inspection what will be required.

If you are enclosing any additional documentation, please tick the appropriate YES box in the right hand margin. Please clearly indicate on each enclosed document to which paragraph of Part B it refers.

Documents enclosed

1. Lines of responsibility for safety management including day-to-day responsibility, as well as specialist health and safety assistance and guidance.

Yes

2. Details of operating procedures and/or safety information relating to the activities to be covered by the licence (*e.g. safe working practices, correct use of equipment, special procedures for participants with special needs etc.*).

Yes

3. Details of the methods of ensuring that staff are provided with relevant safety training and information (*e.g. details of staff meetings-formal and informal, memos, noticeboards etc.*).

Yes

4. Details of the methods of ensuring that participants are provided with relevant safety information (*e.g. details of any pre-course information, induction briefings etc.*).

Yes

5. Supervision arrangements for unaccompanied groups, if applicable.

Yes

6. Arrangements to adapt instructor:participant ratios to meet special conditions or requirements of people with special needs.

Yes

7. Details of your arrangements for first-aid including staff qualifications and staff required to be on duty.

Yes

8. Details of your accident and emergency procedures including procedures for unaccompanied groups if applicable.

 Yes

9. Your procedures for ensuring that accidents and dangerous occurrences are recorded, investigated, and where appropriate, action taken to prevent recurrence, and the incident reported to the relevant enforcing authority.
(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

 Yes

10. Your accident and dangerous occurrence records.

 Yes

11. List of instructors and their qualifications or other evidence of competence.

 Yes

12. How you verify staff qualifications and ensure validity.

 Yes

13. If instructors are deemed to be competent only through experience or in-house training, the procedures used to verify that competence has been assessed by someone who is suitably qualified.

 Yes

14. Details of your recruitment and training procedures. Details of the induction and periodic field monitoring of activity instructors and assistants.

 Yes

15. Details of your arrangements for ensuring that adequate and appropriate equipment is available for activities. *Include details of purchasing policy, planned replacements, applicable standards etc.*

 Yes

16. Details of your arrangements for checking and maintaining equipment to ensure safety in use, and any records kept. *Include persons responsible, and any procedures for detecting, isolating, and repairing or replacing defective or obsolete equipment.*

 Yes

17. The methods by which you or your organisation monitors and reviews safety arrangements and safety performance.

 Yes

For further guidance refer to the General Information and Application Help Notes

3. Activities to be licensed

The licence will only cover the activities that you specify below.

1 Activity	2 Age range of participants	3 Operating area(s) and description of geographical limits and/or environmental conditions	4 Operating season(s)	5 Minimum staff competence/ qualifications for each activity Group Instructor/ Leader	6 Assisting Instructor (if applicable)	7 Instructor: participant ratio	8 Special needs Yes/No

Continue on a separate sheet if necessary or photocopy this sheet, and indicate the number of extra sheets enclosed here: _____

4. Estimated number of instructional staff.

Number of Staff	Permanent		Seasonal		Occasional or Freelance
	Full-time	Part-time	Full-time	Part-time	

5. Technical advisors - provide details of the nominated person(s) whom you may contact for advice on safety matters for the activities to be covered by the licence.

Name/Position	Activity	Qualifications/Competence

Continue on a separate sheet if necessary or photocopy this sheet, and indicate the number of extra sheets enclosed here: _____

6. Risk assessment - detail the significant hazards (i.e. the potential to cause harm) for each activity as identified from your risk assessment or operating procedures, and the control measures in place.

The safety controls and arrangements should be appropriate to the risks created by the activities to be licensed and the size of your organisation.

If you already have records of this information, please enclose the relevant documents with this application. If you do NOT have records of this information, please complete the following table.

<p>List of hazards arising from activities to be covered by the licence <i>(You need not include trivial everyday hazards)</i></p>	<p>Outline the control measure(s) in place to reduce risk from each hazard <i>(referring to relevant National Governing Body qualifications or guidance, as appropriate)</i></p>	<p>Outline the arrangements to ensure the control measure(s) continue to be effectively implemented</p>
<p>E.g Normal hazards associated with single pitch rock climbing</p>	<p>E.g All staff who lead sessions will hold a Single Pitch Award and be inducted to the venue</p>	<p>E.g Field Monitoring</p>

Continue on a separate sheet if necessary or photocopy this sheet, and indicate the number of extra sheets enclosed here: _____