



HORSE PASSPORT ISSUING ORGANISATION

Trading name	THE BRITISH DRIVING SOCIETY LTD (BDS)
Trading address	The British Driving Society Ltd, Endersley, Church Road, Wingfield, Eye, Suffolk, IP21 5QZ
Contact phone number	01 379 384 612
Contact email address	email@britishdrivingsociety.co.uk
Website address	www.britishdrivingsociety.co.uk
Registered company name	The British Driving Society Ltd
Registered company number	04612597
Registered address	Templars House, Lulworth Close, chandlers Ford, Hampshire, SO53 3TL
Name of registrar or secretary	Registrar : John Parker, LHHI



Legal Responsibilities of Owners in relation to Equine Passports

1ST JANUARY 2016

Horse Passports

It is a legal requirement for all horses and ponies to be issued with a passport. Horse Passport legislation is governed by European Commission Regulation EC 504/2008, and in England by the Horse Passport regulations 2009, and where applicable, any subsequent amendments or successors to these regulations. Passports are required throughout the EU for identification, effective disease control and in order to protect the human food chain. The Passport is the property of the Horse Passport Issuing Organisation which originally issued the passport.

Owners, and keepers with primary responsibility, must ensure their horses are correctly identified and be able to produce the passport without delay when required. All horses, ponies, donkeys and other equidae are required to have a passport from 6 months of age, or by 31st December in the year of their birth, whichever is the later.

A horse's passport must be kept with the horse at all times. This includes any time the horse leaves the yard, such as to go to a show, on loan or away for schooling. It is illegal to travel a horse without their passport, unless they are being transported for emergency veterinary treatment. The passport must be produced within three hours of it being requested by enforcement agencies. The passport may be requested at any time but the most common situations where a horse's passport will be requested include:

- When the animal is moved into or out of Great Britain
- When the animal is used at a competition
- When the animal is moved to new premises
- When the animal is presented at a slaughterhouse for slaughter
- When the animal is sold
- When the animal is used for breeding purposes.

The passport must accompany the horse at all times, except:

- when stabled or on pasture and the passport can be produced without delay
- when it is moved temporarily on foot in the vicinity of the holding and the passport can be produced within 3 hours
- when it is moved on foot between summer and winter grazing
- when it is less than 6 months old, and accompanied by its dam or foster mare
- when it is participating in training or competition which requires them to leave the event venue
- when moved or transported under emergency conditions



- the passport does NOT need to be carried whilst the horse is being ridden, driven or led in the vicinity of the normal holding-place (ie: the place where the horse normally lives), but must be capable of being produced within three hours to an enforcement officer.

Vets will require the passport when prescribing many common veterinary medicines, (for example “Bute”) and will ensure the horse in question is then permanently excluded from the human food chain by signing part II of Section IX of the passport, in the case of passports issued **before** 1st January 2016, or Part II of Section II of the passport, in the case of passports issued **after** 1st January 2016

The Meat Hygiene Service (MHS) is responsible for enforcing the checks carried out at slaughterhouses, and Local Authorities (Trading Standards Departments) are responsible for enforcing the law elsewhere. As with all government legislation, there are penalties that may be applied by the courts for non-compliance. Most offences have a fine of up to £5,000, two years’ imprisonment or both.

Applications for equine passports can only be accepted for micro-chipped animals, and the owner or keeper must ensure that the equine does not already have an existing passport. When the passport is received, it should be carefully checked to ensure all the details are correct, and then signed where required on the owner’s page.

No animal may have more than one passport. Passports are the property of the Passport issuing organisation (PIO) and the passport must be returned to the issuing PIO when any of the following events occur:

- If the animal changes ownership (within 30 days)
- If any alterations are required (for eg. update of adult colour, castration etc)
- If extra pages are required for vaccination records etc
- If the document is damaged
- When the animal dies (within 30 days)

Late Passports

Passports may still be acquired for horses older than the passport deadline, provided there is no existing passport for the animal. Applications should be made to the appropriate PIO for the breed of the horse, or to an ID PIO in all other cases, and should include appropriate checks and fees. Before the passport is issued to the owner, the Issuing PIO will sign part II of Section II to permanently exclude the horse from the human food chain.

Duplicate Passports

If the passport is lost, a duplicate may be requested from the original PIO. On receipt of appropriate fees and checks, a duplicate passport may be issued, in which part II of Section II will have been signed by the PIO, to permanently exclude the animal from the human food chain. The Duplicate passport will be stamped as a duplicate, and should the original passport ever be found, it must be returned to the Issuing PIO immediately.

Transfers of Ownership

The horse passport does not constitute proof of ownership of the horse. However,



it is a requirement under the Horse Passport (England) Legislation to register a change of ownership with the relevant Passport Issuing Organisation (PIO) within 30 days of acquiring a horse. The issuing PIO may require a completed transfer form and fees.

It is an offense to sell a horse without a passport. Sale of any horse should not be completed if the passport has not been provided. The passport must match the horse in question. If the purchaser does not receive the horse's passport, they will also be committing an offence when transporting the horse to its new home.

Return of the Passport

In the event of the death of any horse, the passport must be returned to the issuing PIO for cancellation within 30 days of the death. Owners may request the return of a passport following cancellation. Any such returned passport will be clearly stamped 'invalid' to prevent any fraudulent use. Slaughterhouses will return passports to the PIO concerned directly.



AIMS, REMIT AND ORGANISATIONAL STRUCTURE OF THE BRITISH DRIVING SOCIETY LIMITED (BDS)

1st January 2016

The British Driving Society Limited
Company Limited by Guarantee and not having a share capital
Company Registration Number: 04612597
Information Commissioner's Office Registration Number: Z8010141
DEFRA Horse Passport Issuing Organisation Registration Number: 826049
The Society is owned by its Members

All communications to be sent to:

The British Driving Society Ltd
Endersley
Church Road, Wingfield, Eye,
Suffolk, IP21 5QZ

Telephone: 01 379 384 612

e-mail address: email@britishdrivingsociety.co.uk

website address: www.britishdrivingsociety.co.uk

The Primary Aims of the BDS

- To encourage and promote the interests of harness horse driving and related activities
- To facilitate and promote education concerning harness horse driving
- To set standards of competence, safety and welfare in harness horse driving
- To promote the welfare of harness horses and ponies, where the Council of the BDS consider that it is possible



Company Structure

President

Chairman

Council members, elected by the Membership

Vice Presidents

Appointed Officers

Chairmen of Committees

Branch Chairmen

Area Commissioners

Other Officers and Officials as deemed necessary for the operation and administration of the Society

Staff, permanent or temporary as deemed necessary

Other officials may be appointed at any time by Council to fulfil specific roles and/or to undertake specified functions, on either a permanent or temporary basis, and roles may be amalgamated or duplicated where appropriate. The appointment of any such additional officials or roles will be notified on the BDS website.

Responsibilities & Authority

The Registered Office is:

Templars House, Lulworth Close, Chandlers Ford, Southampton, Hampshire, SO53 3TL

Which is the office of the BDS Accountants.

The main BDS administrative Office to which all communication should be addressed is:

The British Driving Society Ltd

Endersley,

Church Road, Wingfield

Eye, Suffolk, IP21 5QZ

Telephone: 01 379 384 612

e-mail: email@britishdrivingsociety.co.uk

which deals with all:

Telephone Calls

E-Mail correspondence

Mail

Any other communication by any other means

Primary Responsibility

Day-to-day routine administration of the BDS

And is the centre for servicing all enquiries and processing all matters concerning

Memberships- New and Renewals

Registrations

Entries for events, activities and competitions; recording results

Ownership of horses and ponies and horse passport applications

Designing, printing and distributing forms,



literature and news-letters to both Members and Non-Members as required

As a registered ID-only Passport Issuing Organisation (826049), responsible for:

- Issuing equine passports for any equine belonging to Members and Non-Members
- BDS Passports are issued for equine identification purposes only;
- Whilst information indicating breed or type may be included, this is for identification purposes only, and must not be taken as any indication that the equine is a recognised or registered example of any particular breed or type. Equidae which are of any specific breed or type, for which there exists a breed or type PIO, should be registered with the appropriate PIO.

The BDS Office and BDS Passport Issuing Office are responsible for:

- Maintaining all records and data as required by the relevant Legislation, updating as necessary and ensuring its accuracy and safe keeping.
- That all persons handling data, processing passports, and handling enquiries from Government departments and agencies, enforcement bodies, members and the general public are aware of their responsibilities, the processes involved and act in accordance with the Data Protection Act 1998. The BDS is registered for data protection purposes with the Information Commissioner's Office. Registration No: Z8010141

The Council of the British Driving Society

- The Council constitutes the Board of Directors of the British Driving Society.
- Council consists of: The President, Vice Presidents, elected Members of Council, Branch Chairmen, plus any person co-opted by Council.
- Members of Council are elected by postal ballot of the Membership, which is ratified at the BDS AGM following the election. Each elected Council Member serves for a three year term, after which they retire from office. Any retiring Council Member may re-stand for election.
- The elected Chairmen of the BDS Northern Ireland, Scottish and Welsh Branches are normally co-opted Members of BDS Council. Council may co-opt any other person to sit on BDS Council, to carry out a specific role.
- Council may delegate any or all of its functions to any Committee, which shall report to Council as required and be accountable. Any reports, proposals, or actions of any Committee must be ratified by Council.
- Council shall meet in person at least 3 times per year, at any place and time notified to Council Members. Council may also take decisions between meetings by means of each individual Council Member notifying the BDS Office in writing of their vote or opinion on any matter put to them for a decision or opinion; written information and notification may be sent by letter, e-mail, or fax. Decisions taken between Council meetings are ratified at the next Council meeting and recorded in the Minutes.
- The Council are responsible for all policy matters relating to the British Driving Society, and for appointing named persons or Committees to carry out any functions, roles, responsibilities, administrative duties which are necessary to implement any policy. Any person or Committee so appointed shall report to Council as required, and take action only as directed or permitted or ratified by Council.

ARTICLES OF ASSOCIATION

The Council of the BDS, all Committees and persons appointed by Council to carry out any function, and all employees, contractors, volunteers and any other person representing the BDS, shall carry out their roles and responsibilities in accordance with the BDS Memorandum and Articles of Association, which are published annually in the BDS Yearbook and in accordance with any decisions or resolutions of Council, and in accordance with any legal requirements.



PROCEDURE MANUAL

BDS Horse Passport Issuing Organisation Office Procedures

Glossary of Terms

'Working day'	means Monday to Friday, excluding Public Holidays
'Horses'	means horses, ponies, donkeys, mules and any other equidae

Routine Enquiries

1.1 Telephone

- All calls to be answered between the hours of 10am and 4pm Monday to Friday, excluding bank and other public holidays. Calls may be diverted if necessary.
- An answering service is available for any calls received outside the above times and days, and returned within 1 working day

1.2 Mail & E-Mail

- Mail is date stamped on receipt and recorded in the incoming mail database.
- All correspondence and e-mails to be answered within 15 working days. If this deadline cannot be met a holding reply explaining the reason for delay to be sent within 5 working days of receipt; this may be sent by e-mail, post, or any other written method.

Enquiries from CAs and Enforcement Agencies

1.3 Telephone

- All calls to be answered between the hours of 10am and 4pm every working day. Calls may be diverted if necessary.
- An answering service will be available for any calls received outside the hours of 10am and 4pm and returned as soon as reasonably possible

1.4 Information Requests (Other than direct from DEFRA)

- Information (Non personal/statistical) to be supplied directly to enforcement bodies on written request, which may be by post or e-mail.
- Requested personal information which identifies a specific individual to be referred to DEFRA

1.5 Information Requests (Direct from DEFRA)

- Information requested by DEFRA to be supplied within the stated time scale. If information is not held, DEFRA to be informed accordingly. Information requests from DEFRA to be received in writing, which may be e-mail.

2.1 Passport Applications

- Details of owner's responsibilities and legal requirements to be outlined and provided with application forms and published on the BDS website.
- Application pack to be issued within 7 working days of it being requested.
- Application forms and packs may be downloaded from the BDS website – www.britishdrivingsociety.co.uk – and should be printed off, filled in and sent to the BDS Office together with payment of the published administration fee, the horse passport to be amended (in the case of application for change of detail to an existing passport), evidence that last



previous owner recorded in the passport has sold or given the horse to the applicant (bill of sale; letter of gift or by the previous recorded owner signing the application for change of ownership form in the appropriate box). In the case of an application for a new passport, the application form must be accompanied by a filled-in silhouette and description plus microchip bar codes, and the identification section signed by a vet.

- If the animal is of a specific breed the owner is advised of the breed society responsible for that breed

2.1.1 On receipt of completed Registration and/or Passport applications:

- An initial check is made to establish all applications forms have been completed correctly and fully, and that the correct fees are included or arrangements are in place for payment.
- Where the application is for a change of detail or change of ownership, the existing passport MUST be sent in with the application form.
- Any breaches of the Horse Passport legislation specified in the current *Minimum Operating Standards* to be referred to the relevant authorities in the manner stated.
- If any of the forms have not been completed correctly or fully, or if the required paperwork is missing, or if payment has not been received or payment arrangements made and agreed, the passport and/or registration application may not be processed, and should be returned to the applicant, who may fill in and re-send the application.

2.1.2. Addition checks for all applications.

1. Verify from records that no passport for the animal concerned has been issued previously.
2. Check for authenticity relating to microchipping and veterinary details, veterinary signature and stamp
3. Check for unauthorised tampering or unusual patterns relating to volumes, dates of birth etc of animal registrations and applications. Applicant to be contacted, and unless satisfactory reasons given the details to be notified to the relevant authorities.
4. In cases where the application is received outside the statutory time scale (6 months from date of birth or before 31st December of the year of birth, whichever is longer) the details to be notified to the relevant authorities.

2.1.3 Following checks:

All non conforming paperwork to be returned to the applicant, and/or missing paperwork or payment requested.

2.1.4. Applications conforming to all requirements

The passport to be produced to the required standard as laid down in the relevant EC legislation (Annex xxx) within the time scale of 20 working days. Where for any reason this time scale cannot be met the applicant to be informed, the reasons given and an estimate of the likely delay.

2.1.5. Section IX (passports issued before 1 January 2016); Section II (passport issued after 1 January 2016).

- In all cases where the application is received outside the statutory time scale (6 months from date of birth or before 31st December of the year of birth, whichever is longer) and for duplicate replacement passports section IX of passports issued before 1st January 2016, OR Section II of passports issued after 1st January 2016, must be signed and stamped by the P.I.O as NOT intended for human consumption.
- Any duplicate passport issued must have the front page, silhouette and section IX pages marked "Duplicate"



- In the case of rescued equines, where the existence of a passport cannot be established, a passport may be issued subject to section IX of passports issued before 1st January 2016, OR Section II of passports issued after 1st January 2016 being signed and stamped by the P.I.O as NOT intended for human consumption

2.1.6 Upon completion of a passport, the passport must be dispatched to the applicant. This may be by collection or delivery in person, or by post. If by post, it should be placed in an envelope of suitable type and strength to ensure its security and prevent damage. The date of posting, name of recipient and postcode shall be recorded on the Outgoing Post database. Verification of dispatch should be obtained; this may be by means of obtaining a Certificate of Posting, or a signature of receipt for passports collected or delivered in person.

3.1 Passports: Transfers of Ownership and other amendments

- Updating of passports should take place within 10 working days providing all the necessary information and the correct fee is received. All updates are endorsed with the P.I.O.'s official stamp.
- If the updating cannot be completed within the timescale, and the necessary paperwork and fees have been received, a temporary document with an expiry date clearly indicated must be issued unless there is evidence of fraud
- The temporary document must contain at least the UELN and Microchip number (if applicable) and be stamped with the P.I.O embossing stamp. Owners to be advised in writing of the conditions relating to issue of Temporary documents
- P.I.O to request return of the Temporary Document prior to returning passport. The passport to be held pending return of the Temporary Document or its expiry date.
- Upon completion, the procedures outlined in the current Minimum Operating Standards for despatching the passport or temporary document to the applicant shall be followed.

3.2 Invalidating Passports

- Passports returned by owners or slaughterhouses must be checked against existing records for evidence of fraud. Passport to be invalidated by stamping each page "Invalid" and punching a hole in the passport and/or removing the top right hand corner of the passport
- Passports may be returned to the owner on request after invalidating and after details have been recorded on the PIO database
- If passport is not returned to the owner, it must be retained for 2 years before being destroyed

3.3 Addition of pages to passport

- All additional pages added to a passport must contain its UELN number Passports must be securely bound and indivisible in line with the current Minimum Operating Standards

3.4 Change of appearance of passport.

- Any significant changes to be advised to DEFRA and sample copies of previous versions retained. Details of stamps and ink colour and embossing stamps used to be recorded. Changes to stamps and ink colour and embossing stamps used to be recorded

4. Records

4.1 The Society must comply with the Data Protection Act and is registered with the Information Commissioner's Office, Registration No: Z8010141

4.2 All records containing data required under EC 504/2008 to be held on computers running appropriate, suitable software. All computers and data retrieval systems to be secure, and to have



appropriate, suitable current anti-hacking and anti-virus protection. Hard copy data to be kept in appropriate, secure conditions.

4.3 Additional data to be held:

4.3.1 Details of any unauthorised alterations or discrepancies found in any passport

4.3.2 Owners names and addresses to whom invalidated passports were returned and when

4.3.3. Details of any pages added to the passport since first issue including date, number of pages and content

4.3.4 Details of any temporary documents issues

4.4 Retention of records

- Records to be held for at least 35 years or minimum of 2 years from date of death of animal whichever is notified sooner
- Data to be migrated as required by the current Minimum Operating Standards onto the Central Equine Database, as from the date notified to us by DEFRA for the CED becoming active

4.5 Data Security

- Back up of data to be made each time entries are made and held on exterior removable hard drives and remotely

5. Fraud prevention

- Any passport returned that appears not to genuine to be sent immediately to Trading Standards by registered post
- Any evidence that an individual or group may be involved in Equine passport fraud to be immediately reported to the relevant Enforcement Authority

6. Complaints Procedure

Our Policy

- We aim to provide all applicants with the best possible service.
- We take complaints very seriously, so if you are not satisfied with our service we will do our best to put things right.

How we will handle your complaint

1. If you have a complaint, you must make it in writing to the BDS, either by letter or by email.
2. We will acknowledge your complaint by telephone, mail or electronic means within three working days of receiving it.
3. Within 10 working days we will attempt to find a solution agreeable to you. If it is not agreeable to you we will forward your complaint to be considered at the next HHS Council Meeting.
4. Within three working days of the meeting we will contact you by telephone, mail or electronic means to propose a solution to the complaint.
5. If the solution is unacceptable and If the complaint involves legislation or operating matters we will refer the matter to the relevant authorities for a final decision.

8. Business continuity

8.1 Electronic record security - see **4.5**

8.2 Additional trained person at another location with appropriate software to cover in the event of any disruption.



9. Procedures on ceasing trading – Passports

The organisation designated by the British Driving Society to maintain any passports issued is:
The British Horse Society.

9.1 DEFRA to be informed

9.2 Download of existing database to be supplied to designated organisation

9.3 All passport application paperwork to be supplied to designated organisation

9.4. Electronic records to be available to the Competent Authority - DEFRA



Application for a British Driving Society Horse Passport

‘ Horse’ means ‘ horse, pony, donkey or mule’ throughout this document.

- The horse passport is the property of the British Driving Society, and must be returned to us if we require you to do so. It is a legal document, and you may not legally sell, transport or export a horse without an accompanying passport.
- Application for an ID only passport issued by the British Driving Society (BDS) should be made using the current registration forms; registration forms can be downloaded from the BDS website at www.britishdrivingsociety.co.uk , or may be requested in hard copy from the BDS Office and posted to the applicant.
- Administrative fees for issuing BDS horse passports are published on the BDS website (www.britishdrivingsociety.co.uk), and regularly updated; relevant administrative fees also appear on each BDS application form. Applications may be made for:
- **A new passport** for a horse which has not previously had a horse passport. In the case of a newborn, the application must be made when the animal reaches 6 months old or by 31st December in the year of birth. If the application for a passport is received after 31 December in the year of birth, or after the animal has reached 6 months old, part II of Section IX of the passport will be signed and stamped by the Society, irreversibly removing the animal from the human food chain, as required by horse passport legislation. The BDS does not issue breed or pedigree documents, so if the horse is a recognised breed you should register it with the relevant Breed Society, and you may not be able to compete in breed classes or register any offspring with a Breed Society if the parent(s) have not been registered in the appropriate stud book.
- **Change of ownership** – ie: if you have bought, been given or otherwise acquired a horse, you must register your name and address with the relevant Horse Passport Issuing Organisation as the new owner of the horse within 30 days of acquiring the animal, as required by current legislation. It is an offence to sell a horse without giving the horse passport to the new owner at the point of purchase, so you must make sure you obtain the passport from the seller when you collect the horse. We will not be able to change the ownership details unless you send in the original passport with your application form, and you may have difficulty in obtaining the passport from the seller at a later date. You must also enclose either a copy of the bill of sale, or a signed document from the previous owner to confirm that you are the new owner of the horse. Please make sure that the person you acquire the horse from is the last person recorded as the owner in the passport
- **Change of detail** in respect of an existing horse passport for a horse of which you are the current named owner or keeper in the passport, ie: if you have moved to a new address or if you have changed your name (for example, upon marriage); if the horse was registered as a stallion but has since been gelded.
- **Duplicate** - if you have lost the passport, or if it has been destroyed or stolen, or damaged or worn out. If you have a damaged or worn out passport, you must return this to us with your application for a duplicate. If the passport has been lost, stolen or destroyed, then you must write to us explaining the circumstances in which the passport is no longer in your possession; we will keep these details on file for future reference. If you suspect the passport has been stolen, then you should report this to the Police and include a crime number in your letter.
- **Death of horse** – you must return the horse passport to us within 30 days of the death of the horse, together with a covering letter confirming that the horse is deceased. This is a legal requirement. It is not currently necessary for you to notify us of the cause of death, merely the date. Please note, registering the death of a horse is a FREE service, for which there are no administrative fees.

The identification diagram on the application form must be completed by a registered veterinary surgeon. The vet will also implant a microchip into the animal concerned, having first checked for



evidence of any previously implanted micro-chip. The position of the micro-chip should be noted on the Identification diagram. Only a vet is legally permitted to implant a microchip in an animal.

Registration

Any telephone horse passport queries should be made to the Office, Monday-Friday, 10-4.00 pm (01379 384 612); messages may be left on the answerphone outside these hours and on bank and public holidays. Please leave your name and a contact telephone number, and we will return your call on the next working day.

You may e-mail the BDS at any time at email@britishdrivingsociety.co.uk, emails are answered as soon as possible after receipt.

Application forms and fees should be sent by post to:

**The British Driving Society
Endersley
Church Road
Wingfield
Eye
Suffolk
IP21 5QZ**

Tel: 01 379 384 612

Email: email@britishdrivingsociety.co.uk

The current application fee/administration charge for each type of application is included on the appropriate application form; or applicants can phone the BDS Office (01379 384 612) for information about administration charges. The fee includes processing of the application and passport, packaging, standard second-class postage, and migration of data onto the Central Equine Database (from July 2016). If you wish your completed passport to be returned to you by any quicker or more secure method, you must include the cost of either recorded delivery, special delivery, or courier with your application.

Payment of the administration fee may be made by any of the following methods:

- **Cheque made out to 'The British Driving Society Ltd' and enclosed with application form**
- **Card payment details telephoned to the BDS Office – 01379 384 612 - we will require: the name of cardholder; type of card –debit/credit/Visa, etc – long number on the card; start date; end date; last 3 numbers of the security code on back of card in order to process your payment. NB: we do not retain any details of card payments after these have been processed, as required by data protection legislation.**
- **Postal Order enclosed with the application form**

Non-discrimination between members

In order to comply with zootechnical legislation, the British Driving Society declares that it does not discriminate between members or between applicants.

The Data Protection Act

Under the terms of the Data Protection Act the Society has a responsibility to inform data subjects (horse owners) about the intention to collect data (which includes personal information relating to a horse owner's name and address) and how that data will be used. Information supplied in connection with your application and other horse passport based information about horse and owner is held in order for the Society to carry out its



mandatory requirements as a passport issuing organisation. From time to time the Society is required to make such information available to DEFRA and recognised enforcement authorities in order that they may carry out their responsibilities regarding the implementation of the horse passport legislation.