



Richmond Shire Council

PO Box 18, Richmond QLD 4822
65 Goldring Street, Richmond QLD 4822

Telephone: (07) 4719 3377
Facsimile: (07) 4719 3372

Email: enquiries@richmond.qld.gov.au
Website: <https://www.richmond.qld.gov.au/>

Office Use Only	
Received by:	

Horse Paddock Application

Application for:

New Application

Amendment

Renewal

Waiting List

Hire Period: **2023-2024**

I hereby apply for permission to hire horse paddock (Please identify paddock off map in Section 3)

Section 1 – Applicant details

Details of the applicant.

Title: Mr Mrs Ms Miss

First name: Last name:

Residential address:

Locality: State: Postcode:

Postal address:

Locality: State: Postcode:

Phone: Fax:

Mobile: Email:

Preferred method of correspondence: Mail Email Phone

Section 2 – Horse Details

	Horse 1	Horse 2	Horse 3	Horse 4
Sex				
Brand/ Identification				
Description Colour/markings				
Microchip Number				

HORSE PADDOCK APPLICATION

PRIVACY NOTICE: Any personal information you have supplied to or is collected by the Richmond Shire Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose

Section 3 – Paddock Location



Section 4 – Terms & Conditions

1. Applicants must NOT own property any more than 249 hectares of grazing land within or outside the Richmond Shire Council.
2. Applicants are allowed only one paddock per primary residence.
3. Applicants must be a current permanent resident of the Shire.
4. Applicants must be a bona fide owner of the horses to be paddocked.
5. Applicants must be over eighteen (18) years of age.
6. Four (4) horses per paddock are allowed. No stallions or rigs are permitted.
7. It is the responsibility of the applicants to ensure that the horses are:
 - a. Properly cared for which includes but is not limited to:
 - i. adequate feed and water as deemed by the appropriate authorities
 - b. Suitably restrained to paddock and unable to wander at large. Applicants are required to maintain the fencing.
 - c. Unable to cause sickness, injury or danger to other people or animals
 - d. Unable to cause a nuisance or hazard to health and safety.

HORSE PADDOCK APPLICATION

PRIVACY NOTICE: Any personal information you have supplied to or is collected by the Richmond Shire Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose

- e. Any RSPCA warnings received by a horse owner will result in having their paddock hire revoked.
- 8. Hire charges are fixed by Council and are payable yearly in advance, accounts will be issued in September. Pro-rata monthly hire will be allowed for new applicants. An updated application will need to be completed yearly with the payment
- 9. Fourteen (14) days notice in writing must be given to Council if the paddock is surrendered due to any reason. A credit note or refund will be issued for the remaining months pro-rated.
- 10. Failure to pay horse paddock fees will be in line with Council's Debt Collection Policy and may result in the impoundment of livestock which Council can auction to recoup outstanding debts.
- 11. Applicants must complete a waiting list application and will be notified by Council when a paddock becomes available. Council may use its discretion to grant or refuse any application.
- 12. Council reserves the right to inspect the horse paddocks at any time for any reason.
- 13. Paddocks are required to be kept clean and tidy including all rubbish, unnecessary wire and hay string. After three (3) written warnings in twelve (12) months, the hire agreement will be cancelled.
- 14. The applicant will be liable for any damages to the horse paddock.

I hereby understand that the welfare of horses agisted in leased paddock are my responsibility.

Name: Signature: Date: ___/___/_____

You are providing personal information which will only be used for Council business activity specific to your enquiry, request or application. Your personal information is managed in accordance with the Information Privacy Act 2009, will only be handled by persons authorised to do so and will not be disseminated unless you have given Council permission to do so or the disclosure is required by law.

OFFICE USE ONLY

Approved by:

Signature:

Application Received by:

Signature:

Invoice Number & Fee:

Receipt Number:

Date Invoice Issued:

Received by:

HORSE PADDOCK APPLICATION

PRIVACY NOTICE: Any personal information you have supplied to or is collected by the Richmond Shire Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose



RICHMOND SHIRE COUNCIL HORSE Paddock POLICY

POLICY NUMBER:	084
INFOXPRT REF:	114440
TIME PERIOD OF REVIEW:	1 Year
DATE OF NEXT REVIEW:	June 2024

1. OBJECTIVE

To establish criteria for the stabling of horses in the town area and on the tendered paddocks to residents of Richmond Shire Council on the allocated horse paddocks.

2. CONDITIONS

1. Applicants must NOT own property any more than 249 hectares of grazing land within or outside the Richmond Shire Council.
2. Applicants are allowed only one paddock per primary residence.
3. Applicants must be a current permanent resident of the Shire.
4. Applicants must be a bona fide owner of the horses to be paddocked.
5. Applicants must be over eighteen (18) years of age.
6. Four (4) horses per paddock are allowed. No stallions or rigs are permitted.
7. It is the responsibility of the applicants to ensure that the horses are:
 - a. Properly cared for which includes but is not limited to:
 - i. **adequate feed and water as deemed by the appropriate authorities**
 - b. Suitably restrained to paddock and unable to wander at large.
 - i. Applicants are required to maintain the fencing, however anything that needs fixing is to be reported to Council immediately
 - c. Unable to cause sickness, injury or danger to other people or animals
 - d. Unable to cause a nuisance or hazard to health and safety.
 - e. Any RSPCA warnings received by a horse owner will result in having their paddock hire revoked.
8. Hire charges for the small horse paddocks are fixed by Council and are payable yearly in advance, accounts will be issued in September. Pro-rata monthly hire will be allowed for new applicants. An updated application will need to be completed yearly with the payment
9. Charges for the large horse paddocks are invoiced annually and tendered every two years with an option to renew for a further two years.
10. Fourteen (14) days notice in writing must be given to Council if the paddock is surrendered due to any reason. A credit note or refund will be issued for the remaining months pro-rated.
11. Failure to pay horse paddock fees will be in line with Council's Debt Collection Policy and may result in the impoundment of livestock which Council can auction to recoup outstanding debts.
12. Applicants must complete a waiting list application and will be notified by Council when a paddock becomes available. Council may use its discretion to grant or refuse any application.
13. Council reserves the right to inspect the horse paddocks at any time for any reason.
14. Paddocks are required to be kept clean and tidy including all rubbish, unnecessary wire and hay string. After three (3) written warnings in twelve (12) months, the hire agreement will be cancelled.
- 15. The applicant must maintain, and keep water troughs clean at all times**
16. Water leaks are to be reported to Council immediately

17. The applicant will be liable for any damages to the horse paddock.

18. If an applicant has horses in the small horse paddocks in town, they can not have horses on the large horse paddocks and vice versa.

3. POLICY

Council will provide a trough and water access. No taps are to be installed near the trough. Taps can only be installed near the fence. No sprinkler use is allowed at the paddocks.

Any shelter or shade construction is to be approved by the Rural Land Officers. A record will be maintained of any structures.

4. RELATED DOCUMENTS

- Application to hire horse paddocks
- Debt Collection Policy

5. IMPLEMENTATION

This Policy will commence from the Policy reviewed date and will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff via their supervisor/coordinator. Council reserves the right to vary, replace or terminate this Policy from time to time. This Policy will typically be reviewed when a review has been deemed appropriate by organisational processes (e.g., audit recommendations), or when legislative requirements change.

APPROVAL

Date of Adoption: 19 April 2022
Policy Reviewed: General Council Meeting 24 July 2023
Resolution Number: 20230724.4

Policy Authorised: Peter Bennett
Chief Executive Officer