Cleveland Bay Horse Society
Registered Charity No. 293872
Registered Company No. 00022866

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GUIDANCE NOTES FOR COMPLETION OF PURE BRED APPLICATIONS

By law every horse should have a passport. Legally the passport should have been applied for by the time the animal is 6 months old (or the 30th of November in its foaling year), but it is better to apply late than not at all. Anyone caught by their Local Authority without a passport for each equine may face prosecution. Failure to comply can be punishable by a fine of £5000 or 3 months imprisonment.

From the 1st of January 2016, if horses are registered outside the time limits the Passport issuer is required to sign Part II of Section II of the passport so that the animal may never enter the food chain. The Passport will also be stamped 'Duplicate' throughout.

With effect from 1st of July 2009 a passport can only be issued to a horse (of any age) if it has been microchipped. The microchips (with 15-digit numbers) should be obtained via your vet and the vet must mark the location of the chip with an 'm' in a circle on the ID chart. Microchipping is not a legal requirement for non-UK registered horses but is STRONGLY recommended to aid identification in cases of dispute.

ELIGIBILITY

All pure bred offspring with both parents in the CBHS stud book are eligible for entry provided they meet the registration criteria.

COVERING CERTIFICATES

The application should be accompanied by a Stallion Covering Certificate for the sire or such other documentary evidence as is acceptable to the Society.

REGISTRATION & POSTAGE FEES

Each entry must be accompanied by the correct fee, with cheques made payable to 'The Cleveland Bay Horse Society'. Please see the website for an up-to-date list of fees.

IDENTIFICATION CHART

The identification chart must be printed single-sided on A4 paper (8.27" x 11.69") and completed by a Veterinary Surgeon. It must be completed neatly, as it will be copied directly into the passport, and record at least 5 identifying features enabling the animal to be positively identified if a microchip scanner is not available. If you are unable to find three whorls (simple or linear) then UK law requires the chestnuts to be drawn. The diagram and text must match.

CHECKLIST

HAVE YOU ENCLOSED?

- ☐ The Registration Fee
- ☐ The Sire's covering certificate or Society AI forms – is it valid for the correct stallion and year
- ☐ Photographs of any white markings
- ☐ A Hair sample should be collected by a vet at the time of completion of the registration and ID chart. The hair sample should be pulled (scissors should not be used), and include the root of the hairs. Ensure clean hands are used, and place the sample into a clean, sealable, plastic bag. Please do not puncture bag with a staple, affix label with Sellotape.

The Label below may be printed and used, or otherwise, please ensure that you attach the information requested on the label below to the outside of the sealed plastic bag containing the hair. The hair will not be removed from the bag at any stage prior to testing.

Cleveland Bay Horse Society Founded 1884	Name of Horse _____ Colt/Filly _____ DOB _____ Affix Spare Microchip Label Below

HAS THE REGISTRATION FORM BEEN COMPLETED?

- ☐ Name, sex, date & place of birth, breeder's details, owner's details if applicable;
- ☐ The declaration as to colour/mismarking;
- ☐ The Breeder's declaration;
- ☐ The ID chart signed by a vet and the microchip number and location noted.

(Note: microchips are optional for non-UK breeders but are strongly recommended to aid identification in case of disputes.)

Incomplete or incorrect applications take up valuable office time and will delay the issue of a Passport; incomplete documentation may incur resubmission / processing charges.

Prefix Use

Are you using a prefix for the name of your horse? – Please refer to the Society's prefix rules. A copy of which can be found on the Cleveland Bay website:

https://www.clevelandbay.com/downloads

Please ensure the prefix is registered for use with the Cleveland Bay Horse Society by the person registering the horse. If you wish to apply for a new prefix or wish to extend a prefix you already own for use with the CBHS, the application form can be downloaded from the Central Prefix Register:

https://www.centralprefixregister.com/

Any queries regarding a prefix should be addressed to the Central Prefix Register.

Advisory
CBHS are required to ensure the Central Prefix Register rules are complied with.

Are you using more than one name (word) for the horse on this application? If yes, is the 1st name (word) a prefix registered to you for use with the CBHS? If yes, it will be accepted. If not, you have three options. Either you will need to register the first name (word) as your prefix if it is a name (word) you would use in the future; or choose to combine both names (words) e.g. Orange Blossom becomes Orangeblossom; or you can use another one word name.

Any one word name can only be used once, so if you or another breeder has used the one word name previously for a registration, you will need to choose a different name (that could be by e.g. placing a I or II on the end of the name).

Please do not use the words "Bay", "Royal", or "Heir" when choosing a name.

PURE-BRED ENTRY FORM - CLEVELAND BAY HORSE SOCIETY

Bents Farm, Braithwaite, Summerbridge, Harrogate, HG3 4AN
Telephone: 07895 535147 Email: clevelandbayoffice@gmail.com Web Site: www.clevelandbay.com

NAME OF ANIMAL (NB: a maximum of 35 characters, including spaces)

STUD BOOK No.
(office use)

SEX*:
(*If castrate, please give date of operation:)

Date of Birth:
Place of Birth:

SIRE: (with Stud Book No.)

DAM: (with Stud Book No.)

PREFIX **(please refer to page 2 above)

Does the above name include a prefix? Yes/No
If Yes above, have you used this prefix before? Yes/No
Is the prefix registered with CPR in your name and with the CBHS? Yes/No

(office use)
Prefix Checked?
CPR Registered?
CBHS Used Previously?
CPR Named Owner Is

BREEDER(S) NAME(S) AND ADDRESS:

OWNER'S NAME AND ADDRESS (if different):

OWNER'S NATIONALITY*:
(*This determines the nationality of the horse for FEI competition purposes.)

REGISTRATION FEES AND CONDITIONS

1. The official Sire's Covering Certificate or AI documentation must accompany this form.
2. A hair sample, including the root for DNA, collected by the vet **must** accompany this form. Please see instructions.
3. If white or other mismarking, such as roaning, is indicated below please enclose a good colour photograph of it.
4. Please enclose the completed ID chart.
5. The correct fee **must** accompany this form – please visit the website for an up-to-date list of fees

THIS SECTION TO BE COMPLETED AND SIGNED BY THE VET

1. Is the animal bay with black points? YES/NO

2. Is the animal free from any white or other mismarking*? YES/NO

(*The Breed Standard requires pure Cleveland Bays to be bay with black points with only a small white star on the head permitted.) If NO, please provide a written description below:

COMMENTS

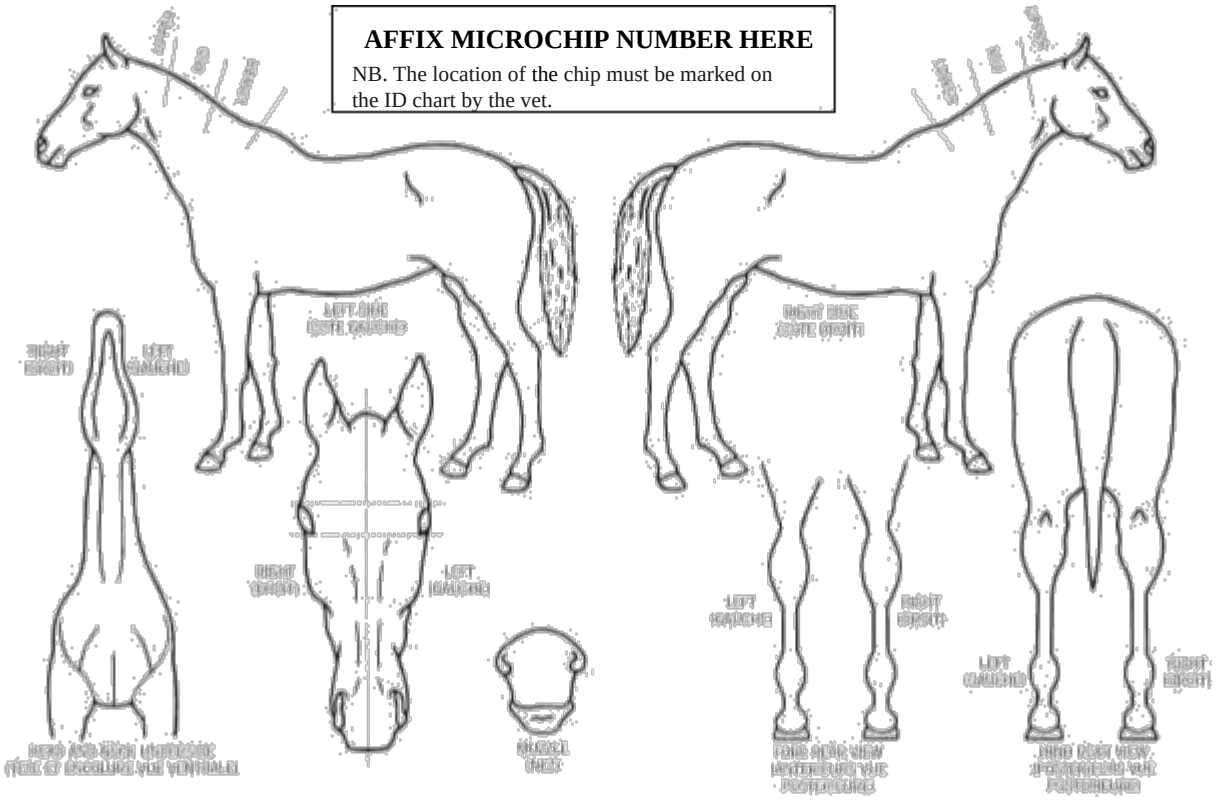
Vet's Signature .....…… Date.....

BREEDER'S DECLARATION

I declare that the information given on this form is correct and, if found to be incorrect, the Society reserves the right to withdraw the animal from the Stud Book and to reject any further entries from the Breeder. No progeny of any animal which has been rejected by the Society will be accepted for the Stud Book. I, the undersigned, declare that this animal is correctly described in this document and that no other passport has been issued.

Signature of Breeder/Owner ……Date ……

Name in BLOCK CAPITALS:



PLACE AND DATE OF IDENTIFICATION *Circonscription et date*	SIGNATURE AND STAMP OF VETERINARY SURGEON OR COMPETANT AUTHORITY Signature et cachet du vétérinaire agréé (ou de l'autorité compétente)

DESCRIPTION TO BE TYPEWRITTEN OR COMPLETED IN BLACK INK – BLOCK CAPITALS

The recommended procedure for identification is described in the FEI booklet 'Identification of Horses'. The diagram and written description must agree and must be sufficiently detailed to ensure the positive identification of the animal in future. Feet should always be described. White markings to be shown in 'RED', whorls to be shown thus 'X'. *****If less than 3 whorls (simple or linear) then please include an outline of each chestnut on table overleaf. Mark the location of the chip with an 'm' in a circle on the ID chart.

†Information supplied by owner.

† Name of Animal *(Nom)*			Colour *(Robe)*	Sex *(Sexe)*	† Date of Birth	Height if Adult
Head *(Tête)*			Neck *(Encolure)*			
Front Limbs	LF *(Ant G)*		Hind Limbs	LH *(Post G)*		
	RF *(Ant D)*			RH *(Post D)*		
Body *(Corps)*			Acquired Marks			

CERTIFICATE to be signed by the Veterinary Surgeon: I certify that this animal has been microchipped and that no evidence of a previous microchip has been detected.	NAME in capitals *(nom en lettres capitales)*
Address *(Adresse)*	
Signature *(Signature et cachet du vétérinaire agréé (ou de l'autorité compétente)*	Date

Chestnuts

The outline of each chestnut must be drawn in the appropriate square for all horses without markings and with less than three whorls.

Châtaignes

Pour tous les chevaux ne présentant aucune marque et ayant moins de trois épis, le contour de chaque châtaignes droit être dessiné dans le carre correspondant.

Foreleg Right /*Antérieur droit*	**Hindleg Right** /*Postérieur droit*
Foreleg Left /*Antérieur gauche*	**Hindleg Left**/ *Postérieur gauche*

Name of Animal:

Signature of Vet completing registration form:

Date:

Legal Responsibilities of Owners in relation to Equine Passports

Passports

It is a legal requirement for all horses and ponies to be issued with a passport. Horse Passport law is governed by the The Equine (Records, Identification and Movement) (Amendment) (EU Exit) Regulations 2019,and subsequent devolved legislation, and where applicable, any amendments or successors to these regulations. Passports are required throughout the UK for identification, effective disease control and in order to protect the human food chain.

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 six months of age, or by the 30th of November in the year of their birth, whichever is the later.

A horse's passport must be kept with them 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 without delay;
- When it is moved on foot between summer and winter grazing and the passport can be presented at the holding of departure;
- Non-weaned 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. 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 II of the passport.

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 microchipped 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:

- If the animal changes ownership (within thirty days);
- If any updates are required (for example: update of adult colour, castration) (within thirty days);
- If extra pages are required for vaccination records, etc;
- If the document is damaged;
- If a veterinary surgeon has completed and signed Part II of Section II of the passport (within fourteen days);
- When the animal dies (within thirty 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 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. The passport will also be stamped 'Duplicate' throughout.

Duplicate Passports

If a 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 legal requirement to register a change of ownership with the relevant PIO within thirty days of acquiring a horse. The issuing PIO may require a completed transfer form and fees. It is an offence 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 thirty 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.

Breaches of the Regulations

A breach of regulations will occur in the following circumstances:

- Where a passport is applied for outside of the statutory time limit (six months from the date of birth or before 30 November in the year of birth, whichever is later). This is with the exception of rescued equines and those who have purchased a horse without a passport;
- Where a passport is applied for when one already exists for that animal;
- Failure of a new owner to update owner details within thirty days. This applies regardless of the length of time the person was in possession of the equine;
- Failure of an owner to return a passport for updating within six weeks of notification that the passport does not meet the current legal requirements;
- Signs of unofficial changes to passport details, tampering or fraud.

Non-UK Breeders / Owners

These regulations are not mandatory for non-UK breeders / owners, however, it would greatly aid the Society's records and breeding programmes if passports were returned to the Society:

- ☐ If the animal changes ownership (within thirty days);
- ☐ If any updates are required (for example: update of adult colour, castration) (within thirty days);
- ☐ If extra pages are required for vaccination records, etc;
- ☐ If the document is damaged;
- ☐ If a veterinary surgeon has completed and signed Part II of Section II of the passport (within fourteen days);
- ☐ When the animal dies (within thirty days).

If any alterations are required, for example; an update of adult colour, acquired marks, castration, please inform the Society by email. These changes will be kept on the database and added to the passport the next time it is returned to the Society.