



# THE SPORTS PONY STUDBOOK SOCIETY

SPSS Studbook Office, The Last House, Keysoe Row West, Keysoe, Bedfordshire MK44 2JJ  
Tel: 07703 566066 Email: sportsponies@gmail.com Website: www.sportpony.org.uk



## CHANGE OF REGISTERED OWNER'S ADDRESS

**It is important that the address, telephone and email addresses of the registered owner are kept up to date so that the owner can be contacted without delay if necessary.**

The SPSS can also update contact details for Scottish Sport Horse (SSH) issued passports if they relate to ponies on or under 148cm and for non-UK EU passports (eg a German or Dutch ones) for ponies (or small horses up to 158cm) that are eligible for SPSS over stamping (see note on page 2) Note that the current owner's details must already be recorded in the passport and endorsed by the appropriate authority (ie issuing organisation) – if they are not then please complete and return a Transfer of Ownership form.

Please complete and sign this form and send it, with the Equine Passport and the Fee, to the SPSS Studbook Office at the above address. We recommend that a padded envelope is used to protect the passport in transit.

**Fee:** £10 SPSS & SSH passports & SPSS over stamped non-UK EU passports  
£40 for other non-UK EU passports (this fee includes basic SPSS over stamping, for more info see page 2)

**Passports are returned by the Royal Mail "Signed For" service.**

**If you require return by Royal Mail "Special Delivery" please add £5 to the amount sent.**

**Please complete in block capitals - in the event of joint ownership all signatures are required in all relevant places.**

Name of person submitting this form: .....

Full Name of Pony: .....

Unique Equine Life Number (UELN): ..... Date of Change of Address: .....  
*(in older passports this may be called the "Equine Passport Number" or "Registration Number")*

**Owner** Title: Mr/Mrs/Miss/Ms/.....

Name: .....

Nationality: .....

Old Address: .....

New Address: .....

.....

.....

.....

.....

..... Postcode: .....

..... Postcode: .....

Tel: .....

Tel (if different): .....

Signature: .....

*(confirming changes)*

Contact email address for owner: .....

***If the pony is in joint ownership please ask the joint owner(s) to sign below to show that they know of the address change. If their address(es) have also changed, then please ask them to complete their own form – note that there will be no additional charge for changing the address(es) of joint owners if done at the same time.***

**Signature(s) of Additional Owner(s) (if joint ownership) .....**

*Note that if a Notification of Castration Form is returned at the same time, then that fee is waived*

***Please either send a cheque (to SPSS) or pay by bank transfer***

This form and the passport should be sent to:

**SPSS Studbook Office, The Last House, Keysoe Row West, Keysoe, Bedfordshire MK44 2JJ**

## NOTES

### Payment by Bank Transfer

To pay by Bank Transfer, please transfer the amount due (if possible use your pony's name as reference) before posting this form and complete the section below:

Bank: Barclays Account Holder: The Sports Pony Studbook Society  
Sort Code: 20-98-74 Account Number: 20439428

Amount transferred: ..... Date of transfer: .....

Account Holder: ..... Reference used: .....

### Passports Issued by organisation other than the SPSS

The SPSS can also update ownership details for:

- Scottish Sport Horse (SSH) issued passports if (and only if) they relate to ponies on or under 148cm. SSH horse passports are now maintained by SHB(GB) and their Change of Ownership Form can be found on their website.
- Non-UK EU passports (eg a German or Dutch one) for any pony (or small horse up to 158cm) that is eligible for SPSS over stamping apart from any pure-bred ponies that have a UK-based mother studbook (eg Welsh Sec A, B, C, D or Caspian). Examples of pony breeds that we will over stamp for the purpose of change of ownership etc include Deutsches Reitponies (DRP), NWPCS Sec K, NRPS, Danish Sports Ponies and similar. The SPSS then notifies the passport issuer of the changes. Note that this over stamping does not put a graded pony into the appropriate SPSS Studbook – please contact us if that is required as well as the change of ownership.

### The Data Protection Act 1998 - Notification of processing of personal data

It is required under data protection legislation to advise individuals about the processing of personal information ie. why this information is being collected, how this information will be used and the circumstances in which it will be disclosed.

The Sports Pony Studbook Society is therefore required to notify you that information supplied in connection with your pony ownership may be passed by this society to: the organisation that issued the passport (if other than the SPSS), the Department for Environment, Food and Rural Affairs (DEFRA), including to it's authorised database, the Central Equine Database (CED), and to local authorities or law enforcement agencies as required by law.

Horse passport based information about horse and owner is collected by DEFRA in order to provide a source of data that supports veterinary disease control and surveillance activities. The information will also enable DEFRA to carry out its responsibilities regarding the implementation of the horse passport requirement. It will also facilitate strategic planning within the equine sector, assist in tracing the owners of straying, lost or stolen horses and reduce malpractice in the sale of horses and ponies. The data collected for this purpose will be adequate, relevant and not excessive for the above purposes.

The horse passport based information provided may, in future, be used for research purposes or statistical analysis. Your personal data may be shared, if necessary, within the DEFRA family and to other Central Government Departments, Non-Departmental Public Bodies and Local Authorities. Your personal details (ie name and address of horse owner) will be treated as confidential at all times and all data supplied will be kept secure. Data may be processed by a contracted third party that will also be required to keep all data secure.

In limited circumstances, DEFRA or its agents may be required to release information, including personal data and commercial information, on request under the Environmental Information Regulations, the Code of Practice on Access to Government Information or the Freedom of Information Act 2000. However, neither DEFRA nor its agents will permit any unwarranted breach of confidentiality nor will we act in contravention of our obligations under the Data Protection Act 1998.