

## FOOD HYGIENE RATING

# Food Hygiene Rating Scheme: Request for a re-visit

### Notes for businesses:

- As the food business operator of the establishment you have a right to request a re-visit for the purposes of re-rating if you have taken action to rectify the non-compliances identified at the time of inspection.
- You can usually make one request for a re-visit per each planned statutory inspection by the local authority and you can make this at any time after the statutory inspection provided that you have made the required improvements. **There is a fee of £160 for a re-visit.** The letter informing you of your rating will indicate this and the amount charged. Where a charge is made, there is no limit on the number of requests you may make.
- You must provide details of the improvements made with your request, including supporting evidence where appropriate.
- If the local authority considers that you have provided sufficient evidence that the required improvements have been made, and provided that a three month 'stand still' period has passed since the statutory inspection, the local authority will make an unannounced visit. This will take place within three months of the end of the three month 'stand still' period or within three months of the request if this made after the 'stand still' period (if you were only required to make permanent structural improvements or repairs or to upgrade equipment, the local authority can choose to carry out the requested re-visit sooner than this). Where the local authority charge for the re-visit, the stand-still period will not be applied and the re-visit will be carried out within three months of the receipt of your request and payment of the fee.
- The local authority officer will give you a 'new' food hygiene rating based on the level of compliance that is found at the time of the re-visit - you should be aware that your rating could go up, down or remain the same.
- To make a request for a revisit, please use the form below and return it to the food safety officer from your local authority – contact details are provided with the written notification of your food hygiene rating.

### Business details

Food business operator/proprietor	<input type="text"/>		
Business name	<input type="text"/>		
Business addresses	<input type="text"/>		
Business tel. number	<input type="text"/>	Business email	<input type="text"/>

### Inspection details

Date of inspection	<input type="text"/>	Food hygiene rating given	<input type="text"/>
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### Action taken

Please describe the remedial action you have taken with reference to the issues identified in the inspection letter/report provided to you by your local authority with your score:

Compliance with food hygiene and safety procedures	<input type="text"/>
Compliance with structural requirements	<input type="text"/>
Confidence in management/control procedures	<input type="text"/>
Please provide any other supplementary evidence (e.g. photographs, invoices, copies of relevant HACCP documentation etc.).	<input type="text"/>

Signature	<input type="text"/>		
Name in capitals	<input type="text"/>		
Position	<input type="text"/>	Date	<input type="text"/>

## How to pay:

<b>Local Authority:</b>	<b>Cotswold District Council</b> Food Safety Team Trinity Road Cirencester GL7 1PX <a href="mailto:ERS@publicagroup.uk">ERS@publicagroup.uk</a>	<b>Forest of Dean District Council</b> Food Safety Team High Street Coleford GL16 8HG <a href="mailto:ERS@publicagroup.uk">ERS@publicagroup.uk</a>	<b>West Oxfordshire District Council</b> Food Safety Team Woodgreen Witney OX28 1NB <a href="mailto:ERS@publicagroup.uk">ERS@publicagroup.uk</a>
<b>By cheque to:</b>	Cotswold District Council	Forest of Dean District Council	West Oxfordshire District Council
<b>In person at:</b>	<ul style="list-style-type: none"> <li>• Trinity Road Cirencester GL7 1PX</li> <li>• Moreton Area Centre High Street Moreton-in-Marsh GL56 0AZ</li> </ul>	<ul style="list-style-type: none"> <li>• High Street Coleford GL16 8HG</li> </ul> (Credit or debit card only. No cash)	<ul style="list-style-type: none"> <li>• Town Centre Shop 3 Welch Way Witney OX28 6JH</li> </ul>
<b>By phone:</b>	01285 623000	01594 810000	01993 861000

### How you are paying:

- Cheque – state receipt number below if known.
- Cash - state receipt number below.
- Card - state receipt number below.

Receipt no: .....

(If paying by cash or card you must pay **before** returning your Revisit Request form so you can include the receipt number).

**FOR OFFICE USE ONLY : cost code : REG016 – R9308**

Please now return this form to your Local Authority – address as above.