

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 make a request for a revisit at any time after the statutory inspection provided that you have made the required improvements. **There is a fee of £160 for a revisit.** 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 style="width: 100%;" type="text"/>		
Business name	<input style="width: 100%;" type="text"/>		
Business addresses	<input style="width: 100%;" type="text"/>		
Business tel. number	<input style="width: 95%;" type="text"/>	Business email	<input style="width: 100%;" type="text"/>

Inspection details

Date of inspection	<input style="width: 95%;" type="text"/>	Food hygiene rating given	<input style="width: 95%;" type="text"/>
--------------------	--	---------------------------	--

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 style="width: 100%;" type="text"/>
Compliance with structural requirements	<input style="width: 100%;" type="text"/>
Confidence in management/control procedures	<input style="width: 100%;" type="text"/>
Please provide any other supplementary evidence (e.g. photographs, invoices, copies of relevant HACCP documentation etc.).	<input style="width: 100%;" type="text"/>

Signature	<input style="width: 100%;" type="text"/>		
Name in capitals	<input style="width: 100%;" type="text"/>		
Position	<input style="width: 95%;" type="text"/>	Date	<input style="width: 100%;" type="text"/>

How to pay:

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

How you have paid:

Cheque / Cash / Card / Online (please delete)

Receipt no.: (this is not applicable if you are paying by cheque)

Unless you are paying by cheque, **you must pay for your revisit before returning this form.**

FOR OFFICE USE ONLY : cost code : REG016 – R9308

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