

**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. Some local authorities will charge for this 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 / works have been made, the local authority will make an unannounced visit as soon as reasonably practicable following receipt of the evidence, completed re-rating request form and payment. The charge is £175.

Payments can be paid by cheque payable to South Staffordshire Council, by BACS (20-81-18 and account 23733254)

or Online on the South Staffordshire Council Website <https://www.sstaffs.gov.uk/myaccount>

1. Sign in or 'Login as a Guest' 2. Click 'Pay for services' 3. Click 'Pay Environmental Health and Licensing Fee'

4. Select payment for 'Food Hygiene Re-rating visit'

5. Follow the remaining instructions for payments.

- 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

Business name

Business addresses

Business tel. number Business email

Inspection details

Date of inspection Food hygiene rating given

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

Compliance with structural requirements

Confidence in management/control procedures

Please provide any other supplementary evidence (e.g. photographs, invoices, copies of relevant HACCP documentation etc.).

Signature

Name in capitals

Position Date

Please now return this form to:

Environmental Health & Licensing, Food & Safety Team, Council Offices, Wolverhampton Road, Codsall, South Staffordshire WV8 1PX