|  |  |  |
| --- | --- | --- |
| Food Hygiene Ratings logoFood Hygiene Rating Scheme: Request for a re-visit | LA Test Logo.png | Food Standards Agency logo |

## 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.
* **There is a non-refundable fee of £344.00 (VAT exempt) payable in advance for this service.** The re-rating visit will be unannounced and will be carried out within three months of receipt of payment and this completed re-visit request form.
* You must provide details of the improvements made with your request, including supporting evidence (e.g. photos, certificates, receipts etc.) where appropriate.
* Payments should be made by calling Customer Services on 01483 505050. No visit will take place until payment has been cleared.
* There is no limit on the number of requests you can make, but a fee of £344.00 will be applicable each time.
* If we fail to visit within 3 months of receipt of payment, we will refund your payment and carry out a free re-rating visit.
* The inspecting officer will give a ‘new’ food hygiene rating based on the level of compliance that is found at the time of the re-visit. **Please note that ratings could go up, down or remain the same.** Paying for a re-visit does not guarantee an improvement in your Food Hygiene Rating.
* Any non-compliance with food law found during the re-visit will be assessed in accordance with our enforcement policy.
* To make a request for a re-visit, please complete the form below and return it using the contact details at the bottom of this form.

## 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 takenPlease 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:**

**Regulatory Services, Guildford Borough Council,**

**Millmead House, Millmead, Guildford GU2 4BB**

**or**

**E mail: regulatoryservices@guildford.gov.uk**