

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 this at any time after the statutory inspection provided that you have made the required improvements. A charge of £200 is made for each revisit. There is no limit on the number of requests you may make. You are encouraged to communicate with your investigating officer. **Please provide the receipt number with this form. How to pay** <https://www.gloucester.gov.uk/contact-us/pay-for-it/>
- You must provide details of the improvements made with your request, including supporting evidence where appropriate. We will contact you to advise if your request has been accepted and how to pay the fee (do not send payment with this form).
- If the local authority considers that you have provided sufficient evidence that the required improvements have been made, the local authority will make an unannounced visit. The re-visit will be carried out within three months of the receipt of your request and payment of the fee. (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).
- 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
proceduresCompliance with
structural requirementsConfidence 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:

**Community Wellbeing, Gloucester City Council, Eastgate Management Suite. Eastgate Street, Gloucester,
GL1 1PA or Email: Community.wellbeing@gloucester.gov.uk**