

Notes for businesses

- As the food business operator of the establishment you have a right to request a visit for the purposes of re-rating if you have taken action to rectify the non-compliances identified at the time of your inspection.
- You can make one request for a re-rating 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.
- 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).
- 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-rating visit - you should be aware that your rating could go up, down or remain the same.
- To make a request for a re-rating visit, 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.

Food business operator/proprietor	<input style="width: 95%;" type="text"/>
Business name	<input style="width: 95%;" type="text"/>
Business addresses	<input style="width: 95%; height: 40px;" type="text"/>
Business tel no	<input style="width: 150px;" type="text"/>
Business email	<input style="width: 150px;" type="text"/>
Date of inspection	<input style="width: 150px;" type="text"/>
Food hygiene rating given	<input style="width: 100px;" type="text"/>

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: 95%; height: 50px;" type="text"/>
Compliance with structural requirements	<input style="width: 95%; height: 50px;" type="text"/>
Confidence in management/control procedures	<input style="width: 95%; height: 50px;" type="text"/>

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

Signed	<input style="width: 95%;" type="text"/>
Name in capitals	<input style="width: 95%;" type="text"/>
Position	<input style="width: 300px;" type="text"/>
Date	<input style="width: 100px;" type="text"/>

Please now return this form to: Public Protection Manager (Food and Safety), Wiltshire Council, County Hall, Bythesea Road, Trowbridge, BA14 0RD